

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
January 15, 2014 – 7 p.m. – Conference Room**

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Victoria Suriano
- B. Trustee Oath of Office
- C. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- D. Public Comment
- E. Communications and Announcements
1. Clare to Jamie re: Thank You and Donation from the Darien Chamber Page 4
 2. ILA Library Trustee 2014 Workshop Page 5
- F. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, December 18, 2013 Page 7
 2. Treasurer's Report Page 10
 3. Action on Bill/Additional Bills Page 14
 4. Statement of Receipts and Disbursements for Fiscal Period July 1, 2013 Through December 31, 2013 Page 19
- G. Items Deleted from Omnibus Consent Agenda Action
- H. Library Director's Report Page 24 Information
- I. Staff Reports Information
Suzy Deucher, Adult Services Librarian, Hoopla
Ann Stovall, Head of Technical and Technology Services, Roku
- J. Reports
1. WB/BR Chamber of Commerce Meeting (no report)
 2. Darien Chamber of Commerce (no report)
 3. RAILS Page 40 Information
 4. Building and Grounds Committee (no report)

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(Report continued)

- 5. Finance Committee (no report)
- 6. Plan/Annexation Committee (no report)
- 7. Policy Committee (no report)

K. Unfinished Business

- 1. Appointment of Trustees Page 43 Discussion

L. New Business

- 1. Annual Update 2013 – 2015 Strategic Plan Page 44 Discussion
- 2. DarienFest Hours Page 56 Discussion

M. Meetings to be Scheduled

- 1. Building and Grounds Committee, Jan. 22, 1:00 – 3:00
- 2. Policy Committee – Don, Julia and Beena, dates to consider week of Feb. 24
- 3. Annexation Committee – Beena and Marian, dates to consider week of March 10 or March 24

N. Closed Session as allowed by 5ILCS, Act 120/2 (c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

O. Return to Open Session and Report of Any Action Taken

P. Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. (Annual Review of Library Director)

Q. Return to Open Session and Report of Any Action Taken

R. Community Events

S. Library Events

1988 Family Affair Dinner	1/15/2014	7:00 PM
The Best of Standard & Poor's	1/16/2014	2:00 PM
The Best of Standard & Poor's	1/16/2014	7:00 PM
Crime Readers Book Discussion- Crocodile Bird	1/16/2014	7:00 PM
All about E-books and E-magazines – Drop In	1/17/2014	2:00 PM
GenLit 80s Game Night for 20-30somethings	1/17/2014	7:00 PM
ESL Conversation Group	1/18/2014	10:00 AM
Teen Advisory Board (TAB)	1/18/2014	2:30 PM
Adult Chess Group	1/20/2014	6:00 PM

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DIYT's	1/21/2014	4:00 PM
Computers for Beginners	1/22/2014	10:00 AM
Introduction to Excel	1/22/2014	1:00 PM
Twitter 101	1/22/2014	6:00 PM
GenLit (for 20-30somethings)	1/22/2014	6:30 PM
Genealogy Group	1/23/2014	1:00 PM
Job Seekers and Career Changers: Today's Smart Living	1/23/2014	7:00 PM
FAFSA Workshop	1/24/2014	5:00 PM
Current Events Group	1/27/2014	7:00 PM
DIYT's	1/28/2014	4:00 PM
Needlers	1/28/2014	7:00 PM
Computers for Beginners	1/29/2014	10:00 AM
Introduction to Excel	1/29/2014	1:00 PM
LinkedIn 101	1/29/2014	6:30 PM
Movies & More: Rain Man	1/31/2014	7:00 PM
ESL Conversation Group	2/1/2014	10:00 AM
Adult Chess Group	2/3/2014	6:00 PM
DIYT's	2/4/2014	4:00 PM
Introduction to PowerPoint	2/4/2014	6:00 PM
B.Y.O.B. Party	2/4/2014	7:00 PM
Kindle Fire 101: Getting Started with Your Kindle Fire	2/5/2014	10:00 AM
iPad 101: Getting Started with Your iPad	2/5/2014	1:00 PM
The Barber of Seville: Lyric Opera Lecture	2/5/2014	7:00 PM
Adult Chess Group	2/10/2014	6:00 PM
Great Decisions	2/10/2014	7:00 PM
DIYT's	2/11/2014	4:00 PM
Emancipation to Inauguration	2/11/2014	7:00 PM
Needlers	2/11/2014	7:00 PM
Internet for Beginners	2/12/2014	10:00 AM
Excel Charts and Graphs	2/12/2014	1:00 PM
Novel Idea- The Outside Boy by Jeanine Cummings	2/12/2014	7:00 PM
C.O.D.-What You Need to Know	2/13/2014	5:00 PM
Tangled Valentine Hearts	2/13/2014	7:00 PM
Senior Friday Fun Days	2/14/2014	10:00 AM
Mock PSAT	2/15/2014	10:00 AM
ESL Conversation Group	2/15/2014	10:00 AM
Mad Hatter's Tea Party	2/15/2014	1:30 PM
TAB	2/15/2014	2:30 PM
The Music of Andrew Lloyd Webber	2/16/2014	2:00 PM
Red Cross Babysitting Basics	2/17/2014	2:00 PM
Adult Chess Group	2/17/2014	6:00 PM
DIYT's	2/18/2014	4:00 PM
Introduction to PowerPoint	2/18/2014	6:00 PM

T. Adjournment

Janice,

Thank you very much for allowing us to use the Library Parking Lot for Parentfest. Enclosed please find a donation. Your continued support is greatly appreciated.

Sincerely,
Clare

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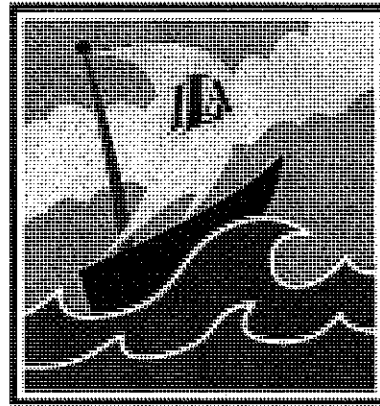
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Illinois Library Trustees: Charting a New Course in Times of Change ILA Library Trustee Forum 2014 Workshop

Saturday, February 15, 2014

Chicago Marriott Oak Brook
1401 West 22nd Street
Oak Brook, IL 60523

800-228-9290 or 630-573-8555

Saturday, February 22, 2014

Crown Plaza Springfield
3000 South Dirksen Parkway
Springfield, IL 62703

877-834-3613 or 217-529-7777

Register Online

Downloadable Registration Form

ILA Member Registration: \$135

Non-Member Registration: \$160

Agenda

- 7:30 – 8:45 a.m. Continental Breakfast and Networking
- 8:45 - 9:00 a.m. Welcome and Introductions
- 9:00 – 10:30 a.m. Sunshine Laws: How to Comply with the Open Meetings Act and the Freedom of Information Act
Kathleen Henn and James Fessler, Klein Thorpe & Jenkins, Ltd.
- 10:30 – 10:45 a.m. Break
- 10:45 a.m. – 12:15 p.m. Defending Access with Confidence
Deborah Caldwell-Stone, Deputy Director, Office for Intellectual Freedom, American Library Association
- 12:15 – 1:30 p.m. Lunch and Business Meeting



- | | |
|------------------|--|
| 1:30 – 2:30 p.m. | Legislative Update
Kip Kolkmeier, ILA Legislative Consultant |
| 2:30 – 2:45 p.m. | Break |
| 2:45 – 3:45 p.m. | Legal Q&A
Phil Lenzini, Library Attorney |
| 3:45 – 4:00 p.m. | Wrap-up |

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Hotel Information

Chicago Marriott Oak Brook, 1401 West 22nd St., Oak Brook, IL 60523
The single/double rate is \$89, plus tax, per night. Please call 800-228-9290 or 630-573-8555 to make your reservation. Reservations must be made by Friday, **January 24**.

Crowne Plaza Springfield, 3000 South Dirksen Parkway, Springfield, IL 62703
The single/double rate is \$109, plus tax, per night. Please call 877-834-3613 or 217-529-7777 to make your reservation. Reservations must be made by Friday, **January 31**.

Free parking is available for both workshops. Registration includes the workshop, continental breakfast, lunch, and two snack breaks.

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of December 18, 2013

**Board of Trustees Regular Meeting
December 18, 2013 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski
Others: Dorothy Schardt, a Willowbrook resident interested in one of the open Trustee positions

President Suriano asked for additions and/or corrections to the agenda. There were none.

B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Deshmukh read the library vision statement. Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

C. Public Comment – none

D. Communications and Announcements

1. Fleming to Library re: Thank You for Use of Parking Lot
2. Management Association re Religious Freedom and Marriage Fairness Act

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 20, 2013
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Bank Resolution #2013-I - Community Bank of Willowbrook
5. Bank Resolution #2013-J - Hinsdale Bank & Trust

Krupicka moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point the Board interviewed Dorothy Schardt, the potential Trustee appointment in attendance tonight. The interview was followed by discussion and the Appointment of Trustees (Unfinished Business-J1). The Board then continued with the Library Director's Report and the rest of the agenda.

G. Library Director's Report

Bukovac distributed an article regarding a young girl's donation to the library's Foods for Fines program. Bukovac reported the Marketing and Public Information Coordinator position has been posted; resumes will be accepted until January 17. Bukovac has reviewed projects that Cigler was currently working on and she and Birmingham will be managing projects until the position is filled. The Early Literacy Librarian position is also posted. Substitutes will be filling in for desk coverage and programs in the Youth Services Department.

H. Staff Report - none

I. Reports

1. Darien Committee for Intergovernmental Coordination – Krupicka reported that most of the meeting focused on the Darien Historical Society's funding problems and building issues. The park district and school district will be working with them regarding building problems. The library's recycling event was also discussed and the possibility of partnering with others for a future recycling event. Krupicka suggested that Birmingham contact the city and the Park District. Discussion at the meeting also included input regarding the Darien Town Hall meeting held in September and ways it could be improved for next year.
2. WB/BR Chamber of Commerce – (no report)
3. Darien Chamber of Commerce - (no report)
4. RAILS – backup is in the packet.
5. Building and Grounds Committee - (no report)
6. Finance Committee – (no report)
7. Plan/Annexation Committee (no report)
8. Policy Committee – (no report)

J. Unfinished Business

1. Appointment of Trustees – Suriano thanked Dorothy Schardt for her interest in becoming a Trustee. Schardt told the Board about herself, highlighting information contained in her written questionnaire. She enjoys being part of the GenLit Book Club which has helped her to further develop her connection with the community. She is fascinated with how libraries are evolving and would value being part of the Library Board. Bukovac explained that there is an orientation process in place that would help her get acclimated. Schardt left the room while the Board discussed her potential appointment. Damon moved, Deshmukh seconded to appoint Dorothy Schardt to the Board. Motion carried unanimously. Schardt returned to the meeting and accepted the appointment. She will take the oath of office at the January Board meeting and will participate at that meeting. Bukovac contacted Mr. William Buckley, who had expressed interest in being a trustee, about tonight's meeting but did not receive a response.

K. New Business

1. Library Director Evaluation Process – Suriano noted that she reviewed the process at the September meeting for the new Trustees and distributed a blank copy of the evaluation form at that time. She explained that Bukovac's evaluation will be done in closed session at the January Board meeting. Bukovac said she will prepare her end of year report and it will be sent to the Trustees on December 27. The evaluation form will be on SurveyMonkey for the Trustees to fill out and include comments; Bukovac will send them the link. Suriano would like their forms completed by January 9. Suriano will print out the collated results which will be discussed during the January closed session. After the meeting Suriano will share the trustees' comments with Bukovac.
2. Water Vapor Cigarettes – Bukovac said we had a request from a patron to smoke a water vapor cigarette in the library; this type of device is legal in public spaces. Bukovac noted

that the library can set its own standards of behavior. Our current policy prohibits smoking and tobacco chewing in the library. The Board discussed the matter and was against the request. They agreed it was inappropriate behavior for the library; studies are inconclusive as to whether the smoke is harmful to others (they do not contain tobacco but they do contain nicotine); it would be a distraction to others; and it would promote the action of smoking. Lacayo moved, Damon seconded to prohibit water vapor cigarettes inside the library. Motion carried unanimously. Bukovac said that our policy will be revised accordingly.

L. Scheduled Meetings

- 1. A Building and Grounds Committee meeting is scheduled for January 22 at 1:00 p.m.

M. Community Events

N. Library Events

iPad 101: Getting Started with Your iPad	12/17/2013	6:00 PM
Crime Readers Book Discussion	12/19/2013	7:00 PM
Arctic Art for All Ages	12/26/2013	1:00 PM
"The New Adventures of Pippi Longstocking"	1/2/2014	1:30 PM
Countdown to Downton!	1/3/2014	1:00 PM
Practice ACT	1/4/2014	10:00 AM
DIYT's	1/7/2014	4:00 PM
E-movies & E-music	1/7/2014	6:30 PM
Master JobLink	1/8/2014	2:00 PM
Master JobLink	1/8/2014	3:30 PM
iPad 101: Getting Started with Your iPad	1/8/2014	6:00 PM
Novel Idea- Me Before You by Jojo Moyes	1/8/2014	7:00 PM
Senior Friday Fun Days	1/10/2014	10:00 AM
E-movies & E-music	1/11/2014	10:00 AM
DIYT's	1/14/2014	4:00 PM
E-books for iPads and Tablets	1/14/2014	6:00 PM
E-books for Kindles	1/14/2014	7:30 PM

O. Adjournment

At 8 p.m. Deshmukh moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2013

Balance on hand as of November 30, 2013.....	3,781,796.75
Cash Receipts for December.....	55,863.69
Cash Disbursements for December.....	719,149.89
Cash on hand as of December 31, 2013.....	3,118,510.55
Illinois Funds (Money Market) - Average Monthly Rate 0.017%	
General.....	437,680.52
Special Reserve.....	20,949.93
Working Cash.....	315.06
Bond.....	5,022.24
Children's Endowment.....	2,885.91
Endowment.....	11,170.81
<u>MPI Investments</u>	1,148,753.57

JP Morgan Chase - Savings - Rate .10%	
General.....	942,661.56

Working Cash Fund

MPI Investments.....	389,445.35
JP Morgan Chase - Checking - Rate .05%	
General.....	103,130.97
Hinsdale Bank & Trust - Checking.....	55,890.63
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of December, 2013.....	3,118,510.55

FUND BALANCES AS OF 12/31/2013

Corporate Fund.....	2,436,820.72
Building & Maintenance Fund.....	108,246.65
I.M.R.F. Fund.....	6,624.31
Liability Fund.....	7,318.88
Social Security Fund.....	5,415.52
Special Reserve Fund.....	22,073.83
Working Cash Fund.....	389,847.70
Bond Fund.....	82,382.39
Misc. Balance Sheet Accounts from all Funds.....	59,780.55
Grand Total All Funds.....	3,118,510.55

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**Indian Prairie Public Library District
Consolidated Revenue Report for December 2013**

Percent of Year: 50.00

	RECEIVED December 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	37,693.97	3,255,066.64	100.61%	3,235,315.00	-19,751.64
41110 · Bond Property Taxes	852.80	238,066.79	50.24%	473,860.00	235,793.21
41150 · Non-current Property Taxes	245.59	870.12	290.04%	300.00	-570.12
43100 · Interest-Tax Levy	0.05	100.97	0.00%	0.00	-100.97
TOTAL PROPERTY TAX & LEVY INTEREST	38,792.41	3,494,104.52	94.19%	3,709,475.00	215,370.48
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	42,000.00	42,000.00
INTEREST					
43200 · Interest -Checking	3.24	21.27	21.27%	100.00	78.73
43500 · Interest - Investment	55.64	449.06	44.91%	1,000.00	550.94
TOTAL INTEREST	58.88	470.33	42.76%	1,100.00	629.67
DESK MONIES					
45100 · Copier	303.75	2,657.65	59.06%	4,500.00	1,842.35
45120 · Computer Copies	738.80	5,991.43	59.91%	10,000.00	4,008.57
45200 · Fines/Fees	3,338.47	27,403.32	48.08%	57,000.00	29,596.68
45250 · Gifts/Donations	100.00	1,240.00	62.00%	2,000.00	760.00
45300 · Lost Materials	1,200.78	8,942.70	81.30%	11,000.00	2,057.30
45350 · Non-Resident Fees	6,749.00	46,179.11	54.33%	85,000.00	38,820.89
45400 · DVD Fines	676.80	6,227.96	69.20%	9,000.00	2,772.04
45450 · Book Rental	191.30	1,270.00	60.48%	2,100.00	830.00
45550 · Meeting Room Rental	0.00	0.00	0.00%	200.00	200.00
45600 · ILL Fees	15.00	228.35	45.67%	500.00	271.65
TOTAL DESK MONIES	13,313.90	100,140.52	55.24%	181,300.00	81,159.48
OTHER INCOME					
46700 · Miscellaneous	3.00	81.17	5.07%	1,600.00	1,518.83
46750 · Collection Agency Fee	40.00	240.00	0.00%	0.00	-240.00
TOTAL OTHER INCOME	43.00	321.17	20.07%	1,600.00	1,278.83
GRAND TOTAL	52,208.19	3,595,036.54	91.35%	3,935,475.00	340,438.46

**Indian Prairie Public Library District
Consolidated Expenditures Report for December 2013**

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Percent of Year: 50.00

	December 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
PERSONNEL							
61100 · Salaries	151,655.88	891,823.43	45.18%	1,974,041.00	1,082,217.57	2,033,262.00	1,141,438.57
61310 · Benefits - Medical / Life Ins.	9,080.68	55,605.28	48.56%	114,500.00	58,894.72	132,000.00	76,394.72
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	2,600.00
61330 · Benefits - IMRF	14,346.36	83,886.96	44.84%	187,083.00	103,196.04	137,500.00	53,613.04
61340 · Benefits - FICA	11,477.72	67,501.02	46.11%	146,389.00	78,887.98	93,500.00	25,998.98
61400 · Staff Development	1,586.94	7,234.63	39.32%	18,400.00	11,165.37	25,000.00	17,765.37
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	1,000.00
61600 · Board Development	0.00	156.87	10.46%	1,500.00	1,343.13	22,000.00	21,843.13
61710 · Workers Compensation	0.00	12,414.00	112.64%	11,021.00	-1,393.00	15,000.00	2,586.00
61720 · Unemployment Insurance	176.86	1,514.19	33.65%	4,500.00	2,985.81	7,000.00	5,485.81
TOTAL PERSONNEL	188,324.44	1,120,136.38	45.54%	2,459,934.00	1,339,797.62	2,468,862.00	1,348,725.62
MATERIALS							
62100 · Books	13,522.95	102,743.48	41.23%	249,175.00	146,431.52	255,000.00	152,256.52
62200 · Periodicals	4,166.99	16,578.29	45.86%	36,150.00	19,571.71	42,000.00	25,421.71
62300 · Audio	2,163.22	22,777.81	45.51%	50,050.00	27,272.19	52,000.00	29,222.19
62400 · Video	4,577.42	23,964.63	43.41%	55,200.00	31,235.37	60,000.00	36,035.37
62500 · Multi-Media	8.47	748.95	37.45%	2,000.00	1,251.05	2,300.00	1,551.05
62600 · Electronic Reference Resources	66.50	46,046.06	70.35%	65,455.00	19,408.94	69,500.00	23,453.94
62800 · Processing Supplies	308.23	13,172.56	57.27%	23,000.00	9,827.44	25,000.00	11,827.44
TOTAL MATERIALS	24,813.78	226,031.78	46.99%	481,030.00	254,998.22	505,800.00	279,768.22
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
63200 · Cleaning Service	5,376.30	32,446.40	49.92%	65,000.00	32,553.60	70,000.00	37,553.60
63300 · Utilities (1-8-11 · Gas)	1,290.22	4,025.47	33.55%	12,000.00	7,974.53	0.00	-4,025.47
63300 · Utilities (1-8-12 · Electric)	4,082.88	29,523.74	49.21%	60,000.00	30,476.26	0.00	0.00
63300 · Utilities (1-8-13 · Telephone)	683.16	5,227.04	47.52%	11,000.00	5,772.96	0.00	0.00
63300 · Utilities (1-8-14 · Water/Sewer)	33.00	3,715.99	88.48%	4,200.00	484.01	0.00	0.00
63300 · Utilities (1-8-15 · Garbage Disposal)	225.98	1,447.41	48.25%	3,000.00	1,552.59	0.00	0.00
63400 · Maintenance Supplies	1,929.22	9,131.65	57.07%	16,000.00	6,868.35	20,000.00	10,868.35
63500 · Security System Monitoring	60.00	618.00	41.20%	1,500.00	882.00	2,000.00	1,382.00
63600 · Property Maintenance	21.26	5,787.19	27.56%	21,000.00	15,212.81	30,000.00	24,212.81
63800 · Building Maintenance/Repairs	5,552.96	19,192.71	0.00%	43,000.00	23,807.29	55,000.00	35,807.29
TOTAL BUILDING	19,254.98	111,115.60	46.94%	236,700.00	125,584.40	177,000.00	105,798.58
OPERATIONS							
64200 · Supplies - Office	485.82	4,889.04	37.81%	13,000.00	8,110.96	16,000.00	11,110.96
64300 · Photocopy Supplies	364.27	2,254.25	50.09%	4,500.00	2,245.75	5,500.00	3,245.75
64400 · Patron Card Supplies	3,688.78	3,688.78	81.97%	4,500.00	811.22	5,000.00	1,311.22
64500 · Postage	2,165.00	2,452.90	35.04%	7,000.00	4,547.10	9,000.00	6,547.10
64600 · Non-Payment Reimbursement	0.00	2,658.00	75.94%	3,500.00	842.00	6,000.00	3,342.00
64700 · Travel	41.25	227.47	35.00%	650.00	422.53	1,000.00	772.53
64800 · Organizational Memberships	100.00	625.00	34.72%	1,800.00	1,175.00	2,200.00	1,575.00
64900 · Bank Fees	228.55	1,421.79	52.66%	2,700.00	1,278.21	0.00	-1,421.79
TOTAL OPERATION	7,073.67	18,217.23	48.39%	37,650.00	19,432.77	44,700.00	26,482.77
AUTOMATION							
65100 · Supplies (paper, ink cartridge)	587.54	7,623.88	80.25%	9,500.00	1,876.12	11,000.00	3,376.12
65200 · Automation-Prof Services	0.00	29.99	0.60%	5,000.00	4,970.01	10,000.00	9,970.01
65300 · Purchase of Equipment	4,302.12	11,440.64	63.67%	17,970.00	6,529.36	21,000.00	9,559.36
65400 · Automation Equip Mnt/Repair	163.32	2,786.70	185.78%	1,500.00	-1,286.70	4,000.00	1,213.30
65500 · Software	216.27	7,921.35	37.46%	21,148.00	13,226.65	24,000.00	16,078.65
65600 · SWAN	0.00	25,459.00	50.40%	50,518.00	25,059.00	53,000.00	27,541.00
65700 · Telecommunications	527.97	3,138.46	49.82%	6,300.00	3,161.54	9,000.00	5,861.54

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**Indian Prairie Public Library District
Consolidated Expenditures Report for December 2013**

Percent of Year: 50.00

	December 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
TOTAL AUTOMATION	5,797.22	58,400.02	52.17%	111,936.00	53,535.98	132,000.00	73,599.98
CONTRACTUAL SERVICES							
66100 · General Professional Services	514.00	4,348.00	32.21%	13,500.00	9,152.00	29,000.00	24,652.00
66200 · Credit Bureau	80.55	523.80	34.92%	1,500.00	976.20	2,000.00	1,476.20
66300 · Equipment-Maintenance Repair	0.00	2,223.98	27.12%	8,200.00	5,976.02	9,800.00	7,576.02
66900 · Fees - Bond Registrar	0.00	10.00	2.00%	500.00	490.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	594.55	7,105.78	29.98%	23,700.00	16,594.22	40,800.00	33,704.22
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	0.00	-8,841.00
67200 · Bonding	0.00	0.00	0.00%	2,100.00	2,100.00	0.00	0.00
67300 · Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	0.00	-2,984.00
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	0.00	-3,283.00
TOTAL INSURANCE	0.00	15,108.00	87.80%	17,208.00	2,100.00	0.00	-15,108.00
MARKETING							
68110 · Marketing Newsletter	4,139.29	11,856.63	52.27%	22,685.00	10,828.37	25,800.00	13,943.37
68111 · eNewsletter	1,344.00	1,344.00	89.60%	1,500.00	156.00	0.00	0.00
68210 · Marketing Advertising	45.00	2,523.11	84.10%	3,000.00	476.89	5,000.00	2,476.89
68310 · Marketing Supplies	88.21	528.67	21.15%	2,500.00	1,971.33	4,000.00	3,471.33
68410 · Marketing-Information Printing	65.00	715.28	17.88%	4,000.00	3,284.72	7,500.00	6,784.72
68500 · Legal Notices	184.80	988.80	82.40%	1,200.00	211.20	2,000.00	1,011.20
68600 · Special Events	246.69	9,741.06	38.66%	25,200.00	15,458.94	30,000.00	20,258.94
TOTAL PUBLIC INFORMATION	6,112.99	27,697.55	46.10%	60,085.00	32,387.45	74,300.00	47,946.45
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	189.99	0.00%	0.00	-189.99	0.00	0.00
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69300 · Bond Interest and Principal	461,597.50	461,597.50	100.00%	461,597.00	-0.50	0.00	-461,597.50
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	1,655.98	3,174.13	9.51%	33,372.00	30,197.87	80,000.00	76,825.87
TOTAL CAPITAL OUTLAY & CONTINGENCY	463,253.48	464,961.62	93.94%	494,969.00	30,007.38	80,000.00	-384,771.63
GRANT/DONATION PURCHASES							
70000 · Grant/Donation Purchases	479.70	977.70	0.00%	0.00	0.00	0.00	-977.70
TOTAL GRANT/DONATION PURCHASES	479.70	977.70	0.00%	0.00	0.00	0.00	-977.70
GRAND TOTAL	715,704.81	2,049,751.66	52.25%	3,923,212.00	1,874,438.04	3,523,462.00	1,516,146.21

ACTION ON BILLS December 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45010 thru 45116	\$ 81,013.08
Chase Bank-Salaries for December	35589 thru 35618	\$ 9,569.13
Hinsdale Bank-Direct Deposits	& 16812 thru 16969	\$ 99,372.00
MONTH'S TOTAL:		\$ 189,954.21

Indian Prairie Public Library District
Check Register
 December 1 through December 31, 2013

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Type	Date	Num	Name	Amount
10121 - Checking	JP Morgan Chase			
Bill Pmt Check	12/03/2013	45010	United States Postal Service	276.00
Liability Check	12/05/2013	45011	Adler & Associates	35.22
Liability Check	12/05/2013	45012	Nationwide Retirement	610.00
Liability Check	12/05/2013	45013	Vantagepoint	1,077.00
Bill Pmt Check	12/05/2013	45014	Case Lots Inc.	438.80
Bill Pmt Check	12/05/2013	45015	Colonial Life	47.32
Bill Pmt Check	12/05/2013	45016	Constellation	4,082.88
Bill Pmt Check	12/05/2013	45017	DAC	124.00
Bill Pmt Check	12/05/2013	45018	Darien Chamber of Commerce	100.00
Bill Pmt Check	12/05/2013	45019	Diversity Training & Consulting	1,500.00
Bill Pmt Check	12/05/2013	45020	Home Depot	276.61
Bill Pmt Check	12/05/2013	45021	Inkwell	160.32
Bill Pmt Check	12/05/2013	45022	Jensen, Shirley P	47.13
Bill Pmt Check	12/05/2013	45023	NCPERS Group Life	64.00
Bill Pmt Check	12/05/2013	45024	OverDrive	278.89
Bill Pmt Check	12/05/2013	45025	Phillip's Interior Plants	215.00
Bill Pmt Check	12/05/2013	45026	Plastic Graphic Co.	3,688.78
Bill Pmt Check	12/05/2013	45027	Quill	24.99
Bill Pmt Check	12/05/2013	45028	Rogers Vending	75.00
Bill Pmt Check	12/05/2013	45029	Runco	39.14
Bill Pmt Check	12/05/2013	45030	Suburban Life Media	42.00
Bill Pmt Check	12/05/2013	45031	Target	1,672.19
Bill Pmt Check	12/05/2013	45032	Indian Prarie Library Foundation	350.00
Bill Pmt Check	12/14/2013	45033	Aurico	64.00
Bill Pmt Check	12/14/2013	45034	Baker & Taylor	9,075.04
Bill Pmt Check	12/14/2013	45035	Baker & Taylor (video)	1,415.47
Bill Pmt Check	12/14/2013	45036	Blackstone Audio, Inc.	200.00
Bill Pmt Check	12/14/2013	45037	CCH	111.91
Bill Pmt Check	12/14/2013	45038	Center Point Large Print	21.57
Bill Pmt Check	12/14/2013	45039	Cintas Document Management	1,250.00
Bill Pmt Check	12/14/2013	45040	CoolerSmart	33.00
Bill Pmt Check	12/14/2013	45041	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	12/14/2013	45042	DEMCO	106.28
Bill Pmt Check	12/14/2013	45043	Edmonds Incorporated	420.69
Bill Pmt Check	12/14/2013	45044	Fox Valley Fire & Safety	1,234.00
Bill Pmt Check	12/14/2013	45045	Gale/CENGAGE Learning	235.91
Bill Pmt Check	12/14/2013	45046	Garvey's Office Products	25.27
Bill Pmt Check	12/14/2013	45047	Groot Industries, Inc.	225.98
Bill Pmt Check	12/14/2013	45048	Guest, Laurie	450.00
Bill Pmt Check	12/14/2013	45049	Ingram Library Services	29.90
Bill Pmt Check	12/14/2013	45050	Inkwell	226.27
Bill Pmt Check	12/14/2013	45051	JavaSmart USA LLC	105.80
Bill Pmt Check	12/14/2013	45052	Kline, Cindy	15.82
Bill Pmt Check	12/14/2013	45053	Kroeschell Service	2,050.00

Indian Prairie Public Library District Check Register

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December 1 through December 31, 2013

Type	Date	Num	Name	Amount
Bill Pmt Check	12/14/2013	45054	LexisNexis Matthew Bender	166.43
Bill Pmt Check	12/14/2013	45055	Midwest Tape	1,261.54
Bill Pmt Check	12/14/2013	45056	Niels, Christine	20.82
Bill Pmt Check	12/14/2013	45057	OverDrive	591.95
Bill Pmt Check	12/14/2013	45058	Palmisano, Stacy.	15.82
Bill Pmt Check	12/14/2013	45059	Phillip's Interior Plants	215.00
Bill Pmt Check	12/14/2013	45060	Random House	365.74
Bill Pmt Check	12/14/2013	45061	Rogers Vending	24.77
Bill Pmt Check	12/14/2013	45062	Saricks, Joyce	350.00
Bill Pmt Check	12/14/2013	45063	Speciality Mat Service	171.30
Bill Pmt Check	12/14/2013	45064	SunTimes Media	184.80
Bill Pmt Check	12/14/2013	45065	The Risk Management Association	357.00
Bill Pmt Check	12/14/2013	45066	ThyssenKrupp Elevator	737.01
Bill Pmt Check	12/14/2013	45067	U.S. Postal Service (PostageByPhone)	2,000.00
Bill Pmt Check	12/14/2013	45068	Unique Books, Inc.	1,138.38
Bill Pmt Check	12/14/2013	45069	Unique Management	80.55
Bill Pmt Check	12/14/2013	45070	VISOgraphic	3,863.29
Bill Pmt Check	12/14/2013	45071	Wolper Information Services	2,996.46
Bill Pmt Check	12/14/2013	45072	Wordinger, Debra	84.00
Bill Pmt Check	12/16/2013	45073	Business Card	11,019.55
Liability Check	12/19/2013	45074	Adler & Associates	35.22
Liability Check	12/19/2013	45075	Nationwide Retirement	610.00
Liability Check	12/19/2013	45076	Vantagepoint	1,152.00
Bill Pmt Check	12/19/2013	45077	Case Lots Inc.	265.30
Bill Pmt Check	12/19/2013	45078	Chicago Tribune	207.74
Bill Pmt Check	12/19/2013	45079	Comcast	229.85
Bill Pmt Check	12/19/2013	45080	Des Plaines Public Library	45.00
Bill Pmt Check	12/19/2013	45081	Dzierzbicki, Monica	133.05
Bill Pmt Check	12/19/2013	45082	Edmonds Incorporated	95.45
Bill Pmt Check	12/19/2013	45083	Faronics Technologies USA Inc.	145.48
Bill Pmt Check	12/19/2013	45084	Gaylord Bros., Inc.	29.00
Bill Pmt Check	12/19/2013	45085	Hinsdale South High School Stinger	45.00
Bill Pmt Check	12/19/2013	45086	Lincoln National Life	96.12
Bill Pmt Check	12/19/2013	45087	Near West Youth Services	25.00
Bill Pmt Check	12/19/2013	45088	OverDrive	303.97
Bill Pmt Check	12/19/2013	45089	Palmisano, Stacy.	15.10
Bill Pmt Check	12/19/2013	45090	PitneyBowes	165.00
Bill Pmt Check	12/19/2013	45091	Runco	221.94
Bill Pmt Check	12/19/2013	45092	Team One Repair, Inc.	299.00
Bill Pmt Check	12/19/2013	45093	VSP Vision	80.47
Bill Pmt Check	12/19/2013	45094	Williams., Natalie	14.96
Bill Pmt Check	12/19/2013	45095	Wolper Information Services	167.99
Bill Pmt Check	12/30/2013	45096	Adult Reading Round Table	10.00
Bill Pmt Check	12/30/2013	45097	Alarm Financial	60.00
Bill Pmt Check	12/30/2013	45098	Awning, Sign & Lighting Group, Inc.	965.00

Indian Prairie Public Library District
Check Register
December 1 through December 31, 2013

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	12/30/2013	45099	BCBS	7,499.96
Bill Pmt Check	12/30/2013	45100	Branham, Liz	21.26
Bill Pmt Check	12/30/2013	45101	Call One	683.16
Bill Pmt Check	12/30/2013	45102	Case Lots Inc.	168.70
Bill Pmt Check	12/30/2013	45103	Colonial Life	47.32
Bill Pmt Check	12/30/2013	45104	Distinctive Interiors	778.00
Bill Pmt Check	12/30/2013	45105	Fox Valley Fire & Safety	561.95
Bill Pmt Check	12/30/2013	45106	Gallagher Bassett Services, Inc.	905.00
Bill Pmt Check	12/30/2013	45107	Garvey's Office Products	275.02
Bill Pmt Check	12/30/2013	45108	Guardian	464.27
Bill Pmt Check	12/30/2013	45109	Home Depot	13.13
Bill Pmt Check	12/30/2013	45110	NCPERS Group Life	64.00
Bill Pmt Check	12/30/2013	45111	Palmisano, Stacy.	13.56
Bill Pmt Check	12/30/2013	45112	ScotPress Printing	65.00
Bill Pmt Check	12/30/2013	45113	Stephens Plumbing & Heating, Inc.	192.00
Bill Pmt Check	12/30/2013	45114	The New York Times	772.80
Bill Pmt Check	12/30/2013	45115	Wlosinski, Maria	11.87
Bill Pmt Check	12/30/2013	45116	Wordinger, Debra	116.85
Total 10121 - Checking JP Morgan Chase				<u>81,013.08</u>
TOTAL				<u><u>81,013.08</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

December 2013

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	12/06/2013	18,153.42
ILDOR-State	Payroll taxes	12/06/2013	3,191.20
EFTPS-Federal	Payroll taxes	12/20/2013	19,458.02
ILDOR-State	Payroll taxes	12/20/2013	3,423.43
IMRF	Payroll Pension	12/27/2013	19,055.22
AT&T	Telecommunications	12/12/2013	298.12
Nicor	Gas	12/17/2013	1,290.22
DAC	Deposit to HRA	12/05/2013	2,500.00
US Bank	Credit Card Fee	12/03/2013	208.55
Hinsdale Bank	Fee-Direct Deposit	12/03/2013	20.00
BNY Mellon	Bond Payment	12/17/2013	461,597.50

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JULY 1, 2013 THROUGH DECEMBER 31, 2013

CASH AND INVESTMENTS AS OF JULY 1, 2013: \$3,261,917.22

RECEIPTS BY FUND

CORPORATE FUND: Property Taxes 1,557,553.64, Non-Current Property Taxes 760.26, Interest 515.69, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Etc. 105,543.81 TOTAL 1,664,373.40.

BUILDING & MAINTENANCE FUND: Property Taxes 46,218.06, Non-Current Property Taxes 24.40 Interest 2.44, TOTAL \$46,244.90.

I.M.R.F. FUND: Property Taxes 31,786.01, Non-Current Property Taxes 16.17 Interest 1.67, TOTAL \$31,803.85.

LIABILITY INSURANCE FUND: Property Taxes 3,850.42, Non-Current Property Taxes 4.35 Interest 0.20, TOTAL \$3,854.97.

SOCIAL SECURITY FUND: Property Taxes 28,903.85, Non-Current Property Taxes 14.64 Interest 1.53, TOTAL \$28,920.02.

SPECIAL RESERVE FUND: Interest 2.00, TOTAL \$2.00.

BOND FUND: BOND Property Taxes 242,043.39, Non-Current Property Taxes 50.30 Interest 47.77, TOTAL \$242,141.46.

TOTAL RECEIPTS ALL FUNDS: \$2,017,340.60

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 693,302.56, VENDORS: A.M. Best Company 2,441.90 AAIL 53.00 Action Flag Co. 54.93 Adler & Associates 457.86 Adult Reading Round Table 40.00 Advantage Microfilm Services 469.25 Alarm Financial 120.00 ALLDATA 1,500.00 Alternative Energy Solutions, Ltd. 359.00 American Library Association 85.00 Asimakopoulos, Jennifer 329.15 AT&T 1,788.40 AtoZ Databases 3,960.00 Aurico 438.00 Awning, Sign & Lighting Group, Inc. 1,800.00 Baird, Tina 125.00 Baker & Taylor 77,733.25 Baker & Taylor (video) 13,068.42 Baldwin Cooke 146.33 Bank of America 42,796.46 Bannerville USA, Inc. 210.00 Barrett, Kathryn 50.00 BCBS 46,318.07 Bielski, Ursula 200.00 Black Belt Magazine 24.00 Blackstone Audio, Inc. 1,295.94 BookLetters 1,500.00 Boscarino, Neria 18.30 Botticella, Joey 15.00 Branham, Liz 21.26 Brookfield Zoo 336.00 Bukovac, Jamie 399.41 Bunn, David 131.08 Burr Ridge Park District 100.00 C & S Sales Promotions, Inc. 855.77 Cabreana Audio Group 227.39 Call One 675.59 Canon Business Solutions 1,754.73 Case Lots Inc. 3,364.15 Cavendish Square 474.12 CCH 111.91 CDW Government 4,442.65 Center Point Large Print 696.24 Cerny, Katarina 14.50 Chicago Sun-Times 130.00 Chicago Tribune

207.74 Cigler, Christine 279.79 Cintas Document Management 1,250.00 City of Darien 50.00 Classic Hardware and Door LLC 240.00 Cochran, Judith 6.69 Colonial Life 331.24 Comcast 1,350.06 Consumers' Checkbook 450.00 Cook County Clerk 10.00 Cosmopolitan Building Services 28,650.00 Crement, Emily 7.80 Current Technologies 1,495.80 DAC 15,730.50 Darien Chamber of Commerce 100.00 Davidson Titles, Inc. 558.78 Dell Marketing L.P. 2,166.80 Deluxe 256.77 DEMCO 4,303.10 Des Plaines Public Library 45.00 Deucher., Suzanne 54.89 Displays2go 17.46 Distinctive Interiors 1,178.00 Diverse Media, Inc. 218.71 Diversity Training & Consulting 1,500.00 Dow Theory Forecasts 159.00 Dzierzbicki, Monica 291.25 Early Advantage 1,272.00 EBSCO 4,567.00 Edmonds Incorporated 1,065.23 EFTPS 184,777.40 Enablemart 498.00 Evanced Solutions 1,472.63 Faronics Technologies USA Inc. 1,711.98 FedEx 49.30 Fidelity Monitor & Insight 149.00 Fielding, Patricia 25.00 Findaway World, LLC 3,286.12 Finer Homes 870.00 Fire & Security Systems 498.00 Five Star CPR & First Aid 455.00 Fox Valley Fire & Safety 2,442.45 Frank Electric Co. 790.00 Frankovelgia, Kym 300.00 Gale/CENGAGE Learning 4,057.75 Gallagher Bassett Services, Inc. 905.00 Garvey's Office Products 539.53 Gaylord Bros., Inc. 29.00 Geiger, Heidi 10.80 Gensini, Vittorio 250.00 Grainger 481.28 Grasso Graphics 191.67 Grey House Publishing, Inc. 5,105.95 Groot Industries, Inc. 153.00 Guardian 2,712.06 Guest, Laurie 700.00 Heiberger, Edward F. 23.98 Heritage House Florist 55.00 Hinsdale Bank & Trust 120.00 Hinsdale Humane Society 50.00 Hinsdale South High School Stinger 90.00 Home Depot 543.83 ID Label 230.50 IL Dept of Revenue 42,251.19 Illinois Library Association 165.00 IMRF 58,524.79 Indian Prairie Library Foundation 350.00 Ingram Library Services 122.78 Inkwell 5,214.22 Innovation Experts 12,163.00 Investor's Business Daily 329.00 JanWay Company USA, Inc. 95.00 JavaSmart USA LLC 666.51 Jensen, Shirley P 145.75 Joynt, Sarah 239.60 Kapco 1,533.25 Katzenberger, Monica 33.00 Kiplinger's Investing for Income 79.00 Kline, Cindy 27.12 Kountz, Krista 28.52 Kroeschell Service 8,635.25 LACONi 100.00 LACONi-MMS 35.00 Lagerstrom, Kate 150.00 LaTour, Kristin L. 50.00 Lawrence, Bob 75.00 Layman, Jez 41.82 LearningExpress, LLC 4,756.70 LexisNexis Matthew Bender 2,690.01 LIMRiCC 1,967.79 Lincoln National Life 574.56 Lu, Xiwei 2,000.00 Mango Languages 3,328.00 MaryJanesFarm 19.95 Metropolitan Industries, Inc. 1,854.50 Michalak, Ellen 201.00 Micro Center 149.98 Microsoft Corporation 1,484.99 Midwest Laser Specialists, Inc. 551.47 Midwest Tape 16,727.80 Mister Natural Services, Inc. 1,931.00 Moneyletter 129.00 Morningstar 3,920.00 MPS 318.98 My Halal Kitchen, LLC 150.00 Myers-Briggs 12,414.00 Nationwide Retirement 7,930.00 NCPERS Group Life 448.00 Near West Youth Services 25.00 Neiman, Ryan 250.00 New Readers Press 1,084.39 Niels, Christine 70.82 O'Brien Ph.D., Thomas 200.00 Orland Park Public Library 125.43 OverDrive 10,346.81 Palmisano, Stacy. 179.53 Parkland College 50.00 PC Mall 229.70 Peracha, Haniah 13.00 Peregrine, Stime, Newman, Ritzman & Bruck 360.00 Peterson, Michael 200.00 Petty Cash 381.83 Phillip's Interior Plants 1,290.00 PitneyBowes 330.00 Plastic Graphic Co. 3,688.78 Potomac Publishing, Inc. 9.95 Proforma Creative Impressions 256.00 Quill 1,247.75 RAILS 1,323.00 Random House 2,146.74 Record Information Services, Inc. 769.00 Recorded Books, LLC 4,829.77 Regent Book Company 13.82 Rogers Vending 734.48 Roy, Nancy 34.89 Rubberdisc 1,523.00 Runco 2,334.09 Saban, Jacquelyn 6.00 Sage Publications, Inc. 168.42 Saricks, Joyce 350.00 Scholastic Library Publishing 282.45 ScotPress Printing 523.61 Sebert Landscaping 5,120.00 Shaw Media 354.50 Sheehan, Debbie 118.79 Showcases 1,022.31 Speciality Mat Service 575.40 Stephens Plumbing & Heating, Inc. 577.90 Stevanovich, Linda 15.99

Suburban Door Check & Lock Service 94.00 Suburban Life Media 42.00 Sun-Times Media 988.80 SWAN 25,890.56 Target 2,139.85 Team One Repair, Inc 3,065.26 Terrell, Staci 233.91 The Cottage Journal Seasons 19.98 The Mailbox Yearbook 79.90 The New York Times 772.80 The Risk Management Association 357.00 Thomson Reuters - West 360.43 Three Scale Strategy 1,188.00 ThyssenKrupp Elevator 1,774.02 Twisted Fiber Studio 300.00 U.S. Postal Service (Postage-By-Phone) 2,000.00 Uline 186.22 Unique Books, Inc. 5,680.76 Unique Management 393.80 United States Postal Service 276.00 United States Treasury 16.00 Upbeat Site Furnishings 339.53 USA Today 279.41 US Bank 1,301.79 Value Line Publishing, Inc. 3,175.00 Vantagepoint 14,073.98 Vernon Library Supplies, Inc. 1,935.34 Village of Willowbrook 500.00 VISographic 11,281.63 Vorreyer, Donna 50.00 VSP Vision 532.34 Westmont Paint & Decorating 258.83 Williams., Natalie 175.29 Willowbrook/Burr Ridge Chamber of Commerce 425.00 Wlosinski, Maria 58.21 Wolper Information Services 15,042.62 Wordinger, Debra 255.85 Zabel, Brian & Associates, PC 2,850.00 VENDORS PAID UNDER 1.00: 69.87 TOTAL: 1,522,102.12.

BUILDING & MAINTENANCE FUND: BOA 340.08 Call One 4,811.96 CM Financial Corp 198.00 Constellation 29,523.74 Cooler Smart 33.00 DuPage County Public Works 3,484.99, Groot Industries 1,447.41 Nicor 4,025.47 Siebert Enterprises 75.00 TOTAL: \$43,939.65.

I.M.R.F. FUND: Illinois Municipal Retirement 62,000.00 TOTAL: \$62,000.00.

LIABILITY INSURANCE FUND: Myers-Briggs & Company Inc. 12,124.00 Philadelphia Insurance Companies 2,984.00, TOTAL: \$15,108.00.

SOCIAL SECURITY FUND: EFTPS 56,000.00, TOTAL: \$56,000.00.

BOND FUND: The Bank of New York Mellon 461,597.50, TOTAL: \$461,597.50.

TOTAL DISBURSEMENTS ALL FUNDS: \$2,160,747.27

CASH AND INVESTMENTS AS OF DECEMBER 31, 2013: \$3,118,510.55

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JULY 1, 2013 THROUGH DECEMBER 31, 2013.

Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 15th DAY OF January 2014

NOTARY PUBLIC

Employees paid during the fiscal period July 1, 2013 through December 31, 2013:

Allard, Jamie Y. Security Monitor 2,956.31 Armstrong, Michael K. Building Services Associate 5,536.13 Asimakopoulos, Jennifer A. Sr. Reference Librarian 25,603.50, Barnett, Geri L., Tech Services Assistant 4,300.74, Beggs, Vera H. Reference Librarian 879.95, Birmingham, Laura N. Assistant Director 42,217.91, Blesy, Harold H. Administrative Technical Assistant 224.99, Bortman, Priscilla L. Circulation Services Assistant 1,384.82, Boyer, Barbara A. Circulation Services Assistant 6,805.47, Brozek, Terri L. Circulation Services Assistant 7,447.72, Bruggeman, Lora L. Sub Reference Librarian 271.46, Bukovac, Jamie P. Director 55,350.87, Bunn, David L. Technology Assistant 13,960.50, Butcher, Brett A. Technology Assistant 12,582.14, Cartwright, Karen J. Circulation Services Assistant 5,726.82, Cerkanowicz, Barbara A. Youth Services Page 3,292.08, Cochran, Judith J. Sub Youth Services Librarian 5,123.71, Cosmas, Amelia T. Circulation Services Assistant 5,374.36, Cox, Nancy Youth Services Assistant 10,250.71, Czuba, Patricia A. Interlibrary Loan Supervisor 11,274.12, Dangles, Joyce D. Circulation Services Assistant 7,503.11, Daskalos, Anastasia Circulation Services Supervisor 6,683.67, Deucher, Suzanne Adult Services Librarian 21,729.00, Dzierzbicki, Monica A. Youth Services Librarian 28,962.79, Egger, Benjamin C. Security Monitor 3,001.42, Eisenschenk, Kimberly Circulation Services Assistant 5,374.10, Fank, Susan C. Technical Services Assistant 16,239.02, Findling, Susan F. Circulation Services Page 805.78, Fujiura, Mieko A. Sub Circulation Services Supervisor 1,227.56, Glenn, Hugh W. Computer/Magazine Assistant 9,563.80, Graziani, Gail M. Sub Adult Services Assistant 1,798.76, Grob, Anna M. Circulation Assistant/Page 3,417.52, Guldberg, Barbara A. Circulation Services Assistant 6,752.70, Hahn, Jeanette C. Circulation Services Page 4,526.91, Hartney, Jane S. Youth Services Assistant 18,100.08, Hays, Holly Adult Services Page 2,345.00, Hinkley, Anna M. Technical Services Assistant II 8,313.56, Jensen, Shirley P. Senior Reference Librarian 34,823.90, Johnson, Gail A. Circulation Services Supervisor 14,043.25, Jovien, Ashley G. Youth Services Page 2,846.87, Joynt, Sarah K. Senior Youth Services Librarian 19,783.00, Kitley, Nicolette F. Circulation Page 1,184.37, Kline, Cynthia L. Readers Advisory Assistant 7,258.53, Komperda, Patricia A. Circulation Services Assistant 5,308.75, Kountz, Krista L. Youth Services Assistant 7,650.07, Kraft, Albert W. Circulation & ILL Page 104.88, Krekelberg, Mary L. Reference Librarian 29,487.81, Kruski, Jason T. Security Monitor 1,948.35, Lafayette, Luella Circulation Services Supervisor 3,462.61, Layman, Jessica E. Readers Advisory Assistant 6,737.57, Lazarski, Carol R. Computer/Magazine Assistant 5,789.13, Leja, Patricia L. Circulation Services Assistant 6,134.72, Lipowski, Nadine V. Circulation Services Assistant 6,629.72, Lippencott, Suzanne H. Youth Services Librarian 1,812.17, Liu, Julie S. Computer/Magazine Assistant 6,430.40, Maher, Sandra L. Senior Reference Librarian 1,618.79, Martinez, Rocio M. Circulation Services Page 1,993.00, McKee, Sandra P. Youth Services Page 3,164.27, Meronek, Gregory Interlibrary Loan Page 4,603.65, Milewski, Robert J. Circulation Page 4,046.12, Mommsen, Joan B. Reference Librarian Substitute 6,468.82, Monkus, Sally A. Readers Advisory Assistant 7,022.08, Naisbitt, Patricia A. Technology Instructor 2,473.91, Niels, Christine E. Marketing/Public Information Coordinator 22,322.32, O'Connell, Nila J. Circulation Services Assistant 6,333.05, Palicz,

Kimberly A. Circulation Services Assistant 6,029.38, Palmisano, Stacy
 Administrative Assistant 7,044.54, Papaurelis, Theresa A. Graphic Artist
 12,612.77, Paxson, Mary K. Readers Advisory Assistant 8,765.46, Pierce,
 Nicole D. 1,726.02, Piotrowski, Poluektova, Yulia V. Youth Services Page
 3,706.44, Popowitch, Joseph A. Reference Librarian 27,767.14, Procter,
 Justin R. Security Monitor 2,453.85, Raffenetti, Mimi A. Reference
 Librarian 936.36, Ramirez, Martha Technical Services Assistant 4,666.25
 Rodela-Sulik, Gloria A Technical Services Supervisor 10,708.77 Roman,
 Linda E. Adult Services Page 3,021.45, Roy, Nancy E. Administrative
 Office Coordinator 16,665.95, Rusthoven, Christine D. Youth Services and
 Reference Librarian 1,763.51, Schueren, Mary J. Readers Advisory
 Assistant 7,861.94, Shackleton, Carol A. Circulation Services Assistant
 11,024.26, Sheehan, Deborah A. Circulation Services Department Head
 35,230.73, Smith, Sarah E. Computer/Magazine Assistant 4,711.29, Smith,
 Tina L. Adult Services Page 2,452.55, Snell, James D. Security Monitor
 1,515.15 Sobun, Mary Lynn C. Youth Services Page 3,363.90, Stevanovich,
 Linda D. Youth Services Assistant 8,226.15, Stovall, Ann M. Technical
 Services Department Head 38,194.37, Stranski, Corrine Youth Services
 Page 3,298.89, Stuart, Elizabeth C. Adult Services Page 3,124.69, Such,
 Deborah S. ILL Page 835.89 Thompson, Cynthia A. Adult Services Page
 2,477.31, Thurman, Deidre L. Circulation Services Assistant 10,480.14,
 Tomaszewski, Thomas L. Computer/Magazine Assistant 5,388.66
 Tucker, Denise C. Readers Advisory Assistant 6,053.95, Vlasko-Vlasova,
 Galina S. Youth & Adult Services Page 1,426.19, Von Zee, Kelly M. Youth
 Services Librarian 20,978.73, Vuillemot, Patricia T ILL Page 274.06,
 Washington, Livonia Circulation Services Assistant 1,444.25, Watts,
 William T. Circulation Services Page 3,659.55, Williams, Natalie Youth
 Services Department Head 26,479.51 Witczak, Geraldine Adult Services
 Page 3,575.80, Wlosinski, Maria A. Administrative Assistant 8,379.91,
 Wordinger, Debra L. Adult Services Department Head 41,881.26, Works,
 Tyler C. Senior Youth Services Librarian 3,693.00, Yang, Man Hua Adult &
 Circulation Services Page 9,107.17, Zinoveva, Natalya Circulation
 Services Page 4,985.76; GROSS PAYROLL TOTAL \$966,384.15

**Director's Report
January 2014**

Agenda

Unfinished Business:

Former Early Literacy Librarian Kelly Von Zee has submitted an application for trustee. It is included in your packet.

New Business:

I've provided a year-end update for the projects on the strategic plan.

The Darien Chamber is considering adding Thursday night to DarienFest and has asked for feedback. I have asked for their reason for this but have not yet received a response. Currently the library closes at 6:00 on Friday night, 1:00 on Saturday and is closed on Sunday during DarienFest. This is because there is no parking available for patrons and the library is basically used for its restrooms.

Note that we will be scheduling meetings for the Policy Committee and the Annexation Committee. Be sure to bring your calendars.

Trustee Orientation

I met with Dorothy January 9 to start her orientation. Marian and I will meet with her January 20 to continue orientation.

Marketing Position

Before Cris left Laura and I met with her and Theresa to review the status of projects. Laura will be overseeing social media. I recruited Nancy Roy to manage the enewsletter and analysis of social media statistics. Laura and I are both touching base with Theresa to see how her projects are going. I am managing the newsletter process (the newsletter is mailed the end of February). I will also be working with Nancy on articles for the enewsletter. Cris' emails are being routed to Laura. Laura is also handling inquiries regarding the Soon to be Famous Author initiative.

We've received 26 resumes and the ad runs one more week. So far Laura and I have identified six candidates that we will interview. Interviews start the week of Jan. 20.

Interlibrary Loan Delivery

As mentioned previously, RAILS decided to outsource this service. The new company started delivery January 6. The first week has not gone well. Indian Prairie did not receive all of its bins. On one day we received another library's bins. By Friday we think that we have received everything we should receive. Other libraries were having problems as well. Hopefully the second week will be handled properly. RAILS staff were in constant communication with us and very apologetic.

Staff

Adult Services Page Holly Hays resigned effective December 19 because her second job increased her hours.

Jamie Bukovac, Director

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**Assistant Director's Report
January 2014**

Building and Grounds:

I am happy to report that the building survived the arctic blast we had over the last week. No problems due to the freezing temperatures.

Mike and the monitors have been keeping up with the massive amounts of snow and clearing the entrances. The Park District has also done a great job of keeping the lot plowed and salted.

Friends:

The Book Sale is February 8th and 9th; please let me know if you wish to volunteer to help set up or work the sale on either day.

COD Intern:

Michael Early will be working with us this semester to complete his 75-hour practicum. He will work in all departments over the course of his time here.

Foundation Mailing:

The annual Foundation end-of-year appeal letter was sent out in December. The Foundation received three donations (\$300 total) in response to the letter.

Staff Development Plan:

Attached is a 6-month Staff Development Plan which covers January through June 2014. It is a very broad plan because Trainer Patti Naisbitt is currently evaluating IPPL's staff training needs. Patty and I will be working on the plan for FY 2014-2015 which will be much more comprehensive and include department performance standards, self-assessment tools, the implementation of an employee "learning badge" program, and training evaluations.

Marketing:

Nancy Roy has temporarily taken over the weekly e-News and has been doing a fantastic job!

Theresa Papaurelis our Graphic Artist has taken over booking the art gallery and the display cases in addition to her regular duties.

Jamie and I have received several resumes from qualified applicants for the Marketing and Promotion Coordinator position. We will begin interviewing the week of January 20th.

Submitted by:


Laura Birmingham

**Indian Prairie Library
Staff Development Plan
January - June 2014**

The Indian Prairie Library depends on having a knowledgeable, customer-service driven, engaged staff and encourages their growth and development through participation in educational training programs.

Our Mission:

We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Our Vision:

Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life.

With welcoming, state-of-the-art service, the library is an essential center of learning, and community pride.

Our Values:

We value and respect the individual.

We empower and guide each visitor.

We aspire to bring people together.

Our Library Brand (what we stand for):

We are a trusted and welcoming center of the community where people explore, connect, and are inspired. We continually deliver the highest quality service.

Our Employer Brand (our promise to our employees to help them do their job):

Indian Prairie provides a dynamic, engaging team environment that values initiative and every individual.

We provide friendly, responsive, knowledgeable service that exceeds our patron's expectations.

OUR STAFF are what give our brand meaning.

A. Basic truths about working at Indian Prairie:

- Patrons come first.
- You are essential to delivery of our library brand.
- You play an important part in supporting the library's employer brand.
- Initiative and creativity are key to providing service that meets and exceeds patron's expectations. Go above and beyond. Surprise and delight our patrons.
- There are no mistakes, only opportunities to learn.
- We are all Indian Prairie Public Library. We're a team, not separate departments or individuals.

B. Staff Development at Indian Prairie:

1. All library staff will have appropriate training to successfully carry out assigned duties and responsibilities.

A. Upon employment, all staff is given thorough, job-specific training.

B. Staff is provided ongoing training on new services and technologies. All supervisors are responsible for scheduling training for their staff as needed.

2. Staff is expected to be knowledgeable about the library, its organizational structure, available services, all departments, and knowledge of policies and procedures.

A. During Orientation, all staff is given an in-depth tour of all library departments within the first three months of their employment.

B. Staff is provided regular time to explore the library website, the Intranet, and read all internal communications.

C. Supervisors have an "open door" culture within their department to clarify questions and act as a daily resource for staff.

D. Staff must be personally responsible for staying up to date with library events, new services, and policy/procedure changes by doing the following:

- Check mailboxes and department-specific information areas daily
- Read the latest library newsletter
- Read bi-weekly Catch the Wave
- If it applies, check e-mail
- Read department and staff announcement blogs
- Review the website regularly

3. Friendly, outgoing staff who give great customer service is the key to delivering our brand.

A. So that all employees have the tools to deliver first-class customer service, all new employees are trained on the employer and employee brand, customer service, hospitality, Fish! principles and Fundamentals.

B. All new staff will be given training on safety and emergency procedures within their first ninety days of employment.

C. Each Staff Institute will have a customer service/hospitality component.

D. At least 25% of department meetings will have a customer service/hospitality component.

4. Indian Prairie Library advocates professional development and commits annual funding for an array of training and continuing education opportunities so that staff has the tools to do the best at their job, grow professionally, and help propel Indian Prairie in offering first-class, innovative services.

A. Learning may be in-house, external, or online. The training must be relevant to their job and must be approved by supervisor or Library Director.

1. Here is a list of some external learning opportunities:

- WebJunction (www.webjunction.org)
- Online courses and Webinars at Lynda.com
- ALA Online Learning (www.ala.org/onlinelearning)
- Library Juice Academy (libraryjuiceacademy.org)
- Statewide workshops at Library Learning www.librarylearning.info
- LACONI workshops (www.LACONI.org)
- Annual Reaching Forward Conference (ReachingForward.net)
- Annual ILA Conference (www.ila.org)
- Annual PLA Conference (www.pla.org)
- Annual ALA Conference (www.ala.org)

2. Here is a list of some internal learning opportunities:

- In-house training sessions and classes
- Leadership Team Meetings (for Supervisors)
- Annual Staff Institute Day (all staff)
- Share n' Learn Blog (blog.ippl.local/share) (Internal blog)
- Custom learning plans (Trainer Patty Naisbitt)

B. The library provides an annual Staff Institute Day (Friday, May 9, 2014). The library is closed so that staff can get away from their daily responsibilities to learn and be inspired. Staff is paid for attendance.

C. Staff is encouraged to attend any special interest groups or user group meetings pertinent to their position, such as Tech Users Group, ARRT, NWYS, LACONI groups, etc. (ongoing).

D. Staff is encouraged to volunteer for RAILS advisory councils and committees.

E. Professional librarians and department heads are encouraged to join and participate in professional library organizations (ALA, PLA, and ILA). Indian Prairie reimburses half of the individual annual dues.

5. Indian Prairie values the individual's training and development needs.

A. Employees and their supervisors will write relevant, annual learning goals that challenge them to further develop their skills.

B. When improvement is needed, the employee and supervisor will work together to create an improvement plan.

Circulation Services

December 2013

We circulated 6% less in December than we did a year ago. In 2012 we circulated 66,499 and in 2013 the total was 62,642. Patron visits were also down slightly (6%) - from 33,150 last year to 31,270 this year. However, electronic circulation is up 64% from December of last year!

Our patrons continue to enjoy having the option of using self-service or full-service from our wonderful staff! In December, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 36,041 of our check outs or renewals or **58%** of our total circulation.

We held our annual "Food for Fines" drive in December. This year we extended the drive to include 2 full weekends (12/7 - 12/15), which ended up with our largest intake of food yet! We collected 3,463 items this year (860 items more than last year!). We donated all the items to two local food pantries - Our Lady of Peace and Our Lady of Mt. Carmel. It is heartwarming to see how appreciative they are! I am attaching a letter of thanks from Our Lady of Peace.

The majority of the Front Desk Staff attended Roku and Hoopla training, given by Ann Stovall and Susy Deucher, so that we may be knowledgeable with this new technology as our patrons become aware of it.

Stamps seem to be a much appreciated service! We usually keep 20 books and 1 rolls of stamps on hand. We had to replenish our supply 3 times in the month of December!

Staff were very busy the second half of the month, due to the two holidays. Patron always check out a large amount of DVDs that come back immediately after the holiday. Staff worked diligently to get through the enormous amount of returned items!

Debbie Sheehan
Head of Circulation Services

				Circ Stats								
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	
Sept.	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	
Oct.	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	
Nov.	59,438	60,497	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	69,912	
Dec.	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	
Jan.	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554		
Feb.	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512		
Mar.	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612		
Apr.	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161		
May	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429		
June	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392		
Renewals through the webpact not included before April						1,284						
						Electronic Circulation	3,852					
Yearly												
Total	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	434,507	
*Missing data--used an average number to get a total												

Deacon's Office
Our Lady of Peace Church

701 PLAINFIELD ROAD
DARIEN, ILLINOIS 60561-4294
(630) 323-4333

December 23, 2013

Indian Prarie Library
401 Plainfield Rd.
Darien, IL 60561

Re: FOOD FOR FINES

Gentlemen:

This will acknowledge, most gratefully, your allowing our food pantry to benefit from your annual FOOD FOR FINES Program.

Our part of your collection for the OUR LADY OF PEACE FOOD PANTRY filled an extended bed pick-up truck as well as part of a Grand Caravan van.

All of these foods and groceries will be distributed to needy families in our surrounding areas.

For your donation the FOOD PANTRY has provided you with no goods or services.

On behalf of the families who will receive these goods I offer our thanks to all who, in any way, helped. May God bless all of you for responding to His command to: "...feed the hungry..."

Sincerely in Christ,

Deacon Paul Brachle

Deacon Paul Brachle
OUR LADY OF PEACE FOOD PANTRY

Adult Services December, 2013: Board Report

Commemorating the Library's 25th anniversary is underway in our department with a daily tweet or Facebook post on the world in 1988. Interesting facts, pictures, or videos are loaded or linked to highlight events in the news, fashions, music, movies, etc. There is also a display in the lobby on the same topic currently being posted. The overall topic changes every two weeks. We have topics assigned through April.

We do not do much programming in December. Early in the month we held a craft program on making a pin or hair accessory with fabric with 19 in attendance. There were 31 at a program on the Nativity as portrayed in art.

Most groups continued to meet through December. GenLit, though, has for the last two years had a book swap in December rather than a book discussion. We had seven people come, many bringing more than one book to exchange for something different to try.

We are always trying to connect our patrons to books and movies they will enjoy. As part of our ongoing training, we had Joyce Saricks, a nationally known speaker on readers advisory and former head of Readers Services at Downers Grove, give a workshop for the adult desk staff. Since then I had one staff member talk to me about how he writes blogs to recommend books. He is trying harder to highlight the appeal characteristics of the book, rather than emphasizing the plot.

We had a volunteer from Hopes front Door sit in the lobby to answer questions about the Affordable Care Act. Nine people stopped by with questions or for assistance in actually registering. Hopes front Door is an official ACA Navigator organization.

Mango Languages now includes videos for learning languages. Learning Express, a popular test preparation database, released a new interface in January which looks completely different from its former interface which creates a challenge for both patrons and staff in learning the new interface.

Our new shelving is up and the books have all been shifted or moved. This has made a big improvement in space for the audiobook, GenLit and Graphic Novel collections. The shelveers can now shelve everything and with far more ease.

The Hoopla and Roku roll out seems to be going well. The three Roku devices are out with three people waiting. For Hoopla, on January 3rd, 15 patrons were registered with a total of seven titles circulated. As of January 7th, there were 41 people registered and a total of 28 circulations. Right after New Years, staff promoted Hoopla on both Facebook and Hot Topics. On January 7th, Ann Stovall and Suzy Deucher gave a class on Roku and Hoopla. It was a night of bitter cold, but nine people showed up and were thrilled with what they learned.

Patti Naisbitt, the Technology Instructor, has started a new initiative of training the Computer Desk Staff on a variety of software. The first class was using photo editing

software. This is being done so staff are knowledgeable about the software and able to assist patrons on the public computers.

TECHNICAL & COMPUTER SERVICES REPORT Board Report December 2013

Strategic Plan Goals

- Provide computer classes that assist residents in updating their work skills-
Excel is our most popular and well attended class that patrons take to improve their skills for employment. We have added a class on Excel charts and graphs and will be offering more classes on Excel including an intermediate level class this spring.

Projects, Public Service Enhancements, Issues & Sharing

- e-Movies & eMusic Services- Starting January 2 we will be offering our members a way to access e-movies and e-music using a streaming content device and a e-content vendor. There will be three Roku devices with over 40 newly DVD released movie titles available for checkout. Patrons will also be able to stream or down movies and music to their own mobile device or desktop using our new Hoopla digital content service. This has been promoted in the December newsletter and Suzy and I will be offering public classes in January.
- Website and user enhancement- Dave continues to create videos to assist patrons with technology. He created five videos to show patrons how to use our new Roku and Hoopla streaming e-movies and e-music services.
- Issue with Website statistics- It was discovered that our Website statistics have not been accurate since June 24. Google analytics was only reporting mobile usage statistics and not including desktop users. The issue was resolved on December 18 and statistics will include mobile and desktop users.
- Software updating enhancement – Brett investigated and has implemented new software that streamlines and schedules the process for regular updates of software so that we take advantage of new software features and maintain appropriate security on our public and staff computers.

Ann M. Stovall, Head of Technical & Technology Services, January 9, 2013

STATISTICS FOR	Dec. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	39,020	43,775	264,731	283,117	-6.49%
Teen	2,799	3,194	20,221	22,385	-9.67%
Kids	17,814	17,696	131,134	131,737	-0.46%
TOTAL	59,633	64,665	416,086	437,239	-4.84%
Electronic Circulation	3,009	1,834	17,421	10,397	67.56%
GRAND TOTAL CIRC.	62,642	66,499	433,507	447,636	-3.16%
% Reciprocal Borrowing	15%	19%	15%	16%	
Patron Visits	31,270	33,150	236,018	244,641	-3.52%
<u>Current Cards</u>					
Resident	89	139	22,793	23,346	-2.37%
Non-Resident	72	69	1,084	1,093	-0.82%
TOTAL	161	208	23,877	24,439	-2.30%
<u>Patron Assistance</u>					
Adult - Reference	2,695	3,070	19,563	21,057	-7.10%
Kids - Reference	1,096	1,452	10,509	11,750	-10.56%
TOTAL REFERENCE	3,791	4,522	30,072	32,807	-8.34%
Adult - Other	1,566	1,831	9,721	8,866	9.64%
Kids - Other	1,108	1,407	9,081	10,191	-10.89%
TOTAL OTHER	2,674	3,238	18,802	19,057	-1.34%
GRAND TOTAL ASST.	6,465	7,760	48,874	51,864	-5.77%
<u>ILL/Reserves</u>					
Holds	7,119	8,703	49,857	57,188	-12.82%
ILLs Sent	4,111	4,611	29,133	31,082	-6.27%
ILLs Checked Out	4,355	5,614	32,115	36,882	-12.93%
ILLs Received	4,797	6,103	34,860	39,952	-12.75%
Copy/Fax Sent	0	0	0	4	-100.00%
Copy/Fax Received	2	3	172	31	454.84%
<u>Programs - Adult</u>					
# Programs	3	3	34	31	9.68%
Attendance	59	48	1,098	1,167	-5.91%
<u>Computer Classes</u>					
# Programs	1	0	30	31	-3.23%
Attendance	12	0	320	315	1.59%
<u>Individual Technology Training</u>					
# of Patrons	91	93	552	247	123.48%
<u>Groups</u>					
# Programs	9	11	75	77	-2.60%
Attendance	98	101	1,019	941	8.29%
<u>Others</u>					
# Programs	0	0	6	0	
Attendance	0	0	102	0	
<u>Programs - Teen</u>					
# Programs	1	5	19	68	-72.06%
Attendance	8	49	404	1,174	-65.59%
<u>Programs - Kids</u>					
# Programs	6	10	121	188	-35.64%
Attendance	105	910	3,904	10,465	-62.69%
GRAND TOTAL ATT.	373	1,201	7,399	14,309	-48.29%

STATISTICS FOR	Dec. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,691	3,813	25,770	25,825	-0.21%
Kids Computers	1,350	1,224	9,219	9,411	-2.04%
Teen Laptop	99	154	950	1,271	-25.26%
Adult Laptop	114	191	1,030	1,197	-13.95%
TOTAL PATRON USE	5,254	5,382	36,969	37,704	-1.95%
Hours Used					
Adult Computers	2,386	2,579	16,818	17,747	-5.23%
Kids Computers	773	974	5,143	6,045	-14.92%
Teen Laptop	123	176	1,351	1,476.50	-8.50%
Adult Laptop	240.50	377	1,988.50	2,276	-12.63%
TOTAL HOURS USED	3,522.50	4,106	25,300.50	27,544.50	-8.15%
IPPL Web Site Visitors	6,352	18,813	17,638	118,485	-85.11%
IPPL Total Page Views	14,415	22,073	41,141	113,438	-63.73%
Subscription Database Logins	2,469	2,540	17,027	15,868	7.30%
Outreach-Homebound					
Items Delivered		128		973	
Volunteers					
Number Active	51	64			
Hours Worked	217.75	366	2,460.25	3,391.50	-27.46%
Staff Training Hours	189	76.50	619	443.75	39.49%
Room Use					
Multi-Purpose Room	5	5	80	96	-16.67%
Meeting Room					
Library	14	10	174	171	1.75%
Non-Library	32	20	173	162	6.79%
Group Study Room	244	214	1,519	1,442	5.34%
Lobby Programs	3	2	12	11	9.09%
Conference Room	14	11	94	78	20.51%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- DECEMBER 2013

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1735	11	44	1702	324	54	335	98
Non-Fiction	52608	524	775	52357	1834	2971	2358	3746
Fiction	38889	281	24	39146	2533	2137	2814	2161
TOTAL	93232	816	843	93205	4691	5162	5507	6005
BOOKS-- CHILDRENS								
Reference	646	1	191	456	0	244	1	435
Non-Fiction	20153	96	4	20245	250	131	346	135
Fiction	27436	113	70	27479	1605	2205	1718	2275
TOTAL	48235	210	265	48180	1855	2580	2065	2845
BOOKS - TEEN								
Non-Fiction	850	1	1	850	51	161	52	162
Fiction	3569	55	9	3615	252	177	307	186
TOTAL	4419	56	10	4465	303	338	359	348
GRAND TOTAL	145886	1082	1118	145850	6849	8080	7931	9198

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	4697	21	2	4716	362	290	383	292
Music CD	10376	42	19	10399	406	94	448	113
Playaway	419	1	0	420	37	13	38	13
Video (VHS & DVD)	15778	123	52	15849	779	251	902	303
CD-ROMs	161	0	2	159	0	2	0	4
TOTAL	31431	187	75	31543	1584	650	1771	725
AUDIOVISUAL-CHILDRENS								
Audio Books	758	1	2	757	88	16	89	18
Childrens Music CD	874	6	2	878	19	5	25	7
Junior Music CD	210	3	0	213	64	9	67	9
Playaway	65	0	0	65	3	0	3	0
Video	4330	73	10	4393	414	182	487	192
TOTAL	6237	83	14	6306	588	212	671	226
AUDIOVISUAL-TEEN								
Audio Books on CD	234	5	0	239	10	11	15	11
Music CD	31	0	3	28	0	291	0	294
Playaway	68	0	1	67	2	1	2	2
Video	491	22	3	510	28	8	50	11
Console Games	450	1	6	445	17	20	18	26
PC-GAMES (formally CD-ROMS)	-23	0	0	-23	0	11	0	11
TOTAL	1251	28	13	1266	57	342	85	355
GRAND TOTAL	38919	298	102	39115	2229	1204	2527	1306

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1485	26	1511	257		283	
Kids and Teens ebooks	334	0	334	0		0	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13251	86	13337	393		479	

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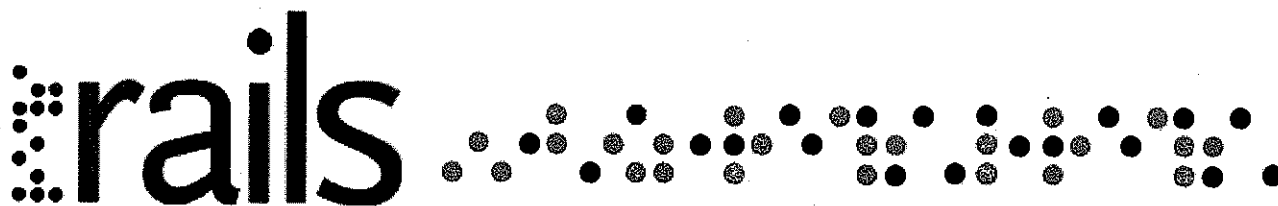
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News from the Reaching Across Illinois Library System.



e-news

RAILS Strategic Planning Process Update

RAILS is making great progress with our strategic planning process designed to guide the development of future system services to members. RAILS launched the process in July 2013. Activities thus far include member focus groups throughout the RAILS area, as well as focus groups conducted via webinar for academic, school, and special libraries; a member-wide survey; and an environmental scan examining key issues, challenges, and trends affecting RAILS and RAILS member libraries. We are currently working on vision, mission, and values statements, as well as strategic initiatives and goals.

Further information about the strategic planning process, including draft focus group and survey reports and the draft RAILS Environmental Scan can be found at: <http://www.railslibraries.info/about/2014plan>. There is a place at the bottom of the page for members to comment on the process or to ask questions (make sure you are logged in to the [RAILS website](#) first). Thanks to all who have provided input for the process thus far by participating in a focus group or responding to the member-wide survey. RAILS will keep members informed about future developments.

Library Directors Encouraged to Vote in Member Advisory Group Election

The RAILS Member Advisory Group (MAG) serves as a conduit of information, feedback, and advice from RAILS members to the RAILS Executive Director. MAG has 15 members: eight are elected by the RAILS membership and seven are appointed by the RAILS Executive Director. Voting is now open for three of the elected seats (one school library seat and two special library seats).

The director of each RAILS library agency is authorized to vote by logging in to the RAILS website using the email address and password used for [L2](#) and visiting this page: <http://www.railslibraries.info/about/mag/election>. Let your voice be heard and vote in the MAG election by 5 p.m. on January 17! If you have any questions, please contact mary.witt@railslibraries.info.

RAILS Weather-Related Building Closures

All RAILS locations were closed on Monday, January 6, due to extreme cold weather. The RAILS Burr Ridge service center was closed on Tuesday, January 7, due to a lack of heat. More information about RAILS' emergency weather closings policy can be found at: <http://www.railslibraries.info/about/dates-closed>. We hope that all of our members stayed safe and warm during the recent weather extremes.

Update Your Information in L2 to Receive Delivery Information by Email

January 10, 2014

RAILS Links

[RAILS Website](#)
[Member Directory](#)
[Contact RAILS](#)
[RAILS Facebook Page](#)

Member Resources

[RAILS Community Forums](#)
[RAILS Regions](#)
[Library News](#)
[Continuing Education](#)
[Jobs](#)
[Free/For Sale](#)

Upcoming Meetings

January 31 RAILS
 Board Meeting

[All board and
 committee meetings](#)

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delivery service, including delays due to weather, route changes, cancellations, etc. If you are listed as the System Delivery Contact on [L2's Library Positions](#) page (that provides check boxes for all library positions), you will receive notification of any changes affecting your delivery service. For further instructions, see the bottom of the [RAILS Emergency Closings](#) page. If you have questions, contact your [service center's delivery manager](#).

Special Board Meeting Cancelled

The RAILS Special Board Meeting scheduled for January 16, 2014, has been cancelled. The next meeting of the RAILS Board is scheduled for January 31, 2014.

School Librarians to Present on "Libraries, Technology, and the Common Core" in January 14 Webinar

A webinar on "Libraries, Technology, and the Common Core," will be held on January 14 at 8 p.m. The American Association of School Librarians and Achieve published a new action brief linking libraries and librarians to the Common Core State Standards (CCSS).

[Implementing the Common Core State Standards: The Role of the School Librarian](#) is available for download on the AASL and Achieve websites. For more information, and a link to registration information, see: <http://www.railslibraries.info/members/announce/20131230/56807>.

Additional Viewing Locations Added for January 15 Open Access Webcast for Academic Library Staff

RAILS is hosting an in-person viewing of a live webcast that will be of interest to academic library staff. The webcast, entitled "Getting Started with Open Access," will be shown on January 15, 2014, at 1:30 p.m. The workshop will communicate about the tools, techniques, and advice for successfully engaging with emerging open publishing practices in your library. Confirmed viewing locations include: RAILS Burr Ridge and Coal Valley service centers, Illinois State University (Milner Library), and John Wood Community College. For a program description, registration information, viewing locations, and more, see: <http://www.librarylearning.info/events/default.aspx?eventID=16811>.

Substantial Discount for ASCLA's Positive Interactions Recorded Webcast

RAILS is offering a group purchase of ASCLA's AccessAbility Academy: [Positive Interactions: Making the Library a Welcoming and Empowering Place for People with Disabilities](#) for \$100 per library. Pricing reflects a contribution from RAILS and a substantial discount, due to the number of members who have expressed interest. This recorded webinar is geared toward helping library employees feel prepared and confident when communicating and interacting with people with disabilities. The 50-minute program is appropriate for viewing by all levels of library staff and participating libraries will be entitled to 12 months of access for all staff at their location. Interested members will pay the \$100 fee to RAILS in order to receive the discount. If your library would like to participate, please contact Joe Filapek, RAILS Consulting and Continuing Education Manager, at joseph.filapek@railslibraries.info by January 31, 2014.

The Value of Consortial Membership

Executive Director Dee Brennan reflects on the benefits of consortial membership and resource sharing in her [recent blog post](#). View her blog from the center of the [RAILS website](#). An archive of all her blog posts can be found at: <http://www.railslibraries.info/director-blog>.

Illinois State Library Seeks Responses to Resource Sharing Survey

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survey by **March 1, 2014**. For the purposes of this survey, "resource sharing" is defined as interlibrary loan, reciprocal borrowing/lending, delivery, participation in shared catalogs, and other programs/services that share materials between libraries or their patrons. You may access and complete the survey at: <http://www.surveymonkey.com/s/ResourceSharingILLINET>. If you have any questions, contact Robert Jones at rijones1@ilsos.net.

FY2013-2014 Illinois Public Library Annual Report (IPLAR) Information

The Illinois State Library announced the release of the FY2013-2014 Illinois Public Library Annual Report (IPLAR) data collection tool in the January 3, 2014 edition of [ISL E-News](#). You can stay up-to-date with the latest news from the Illinois State Library by subscribing to *ISL E-News*. Subscribe from the upper right corner of the RAILS website's [News page](#).

ILA Sponsors Legislative Meet-ups

The Illinois Library Association is holding Legislative Meet-ups throughout the state. This is a great opportunity to meet with your legislators and convey the importance of libraries and library funding. For more information and a link to registration, see [ILA's January 6 newsletter](#).

RAILS Library Director News

Do you have library director changes to share? Let RAILS [Communications](#) know of changes in library directors so we can officially welcome new directors to the RAILS community.

Member News

[Huntley Library Reopens After Emergency Repairs](#)

[Janice Sherman Celebrates 35 Years](#)

[New Director at Eisenhower Public Library Looks Ahead](#)

[Feature Article on Grant Fredericksen and Illinois Prairie District Public Library](#)

[Changes at Orland Park Public Library](#)

[DeKalb Public Library Enters Display to win Author Visit Contest](#)

[STEM Activities for Little Learners at Indian Trails Library](#)

[Library Launches River Forest Reads](#)

New Fast Facts Surveys

[Payroll Policy for Emergency Closings](#)

[Dewey Page Test from Library Tools](#)

Indian Prairie Public Library Trustee Questionnaire



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Please return to Library Director Jamie Bukovac.
Thank you.

Name: Kelly Von Zee

Town: Darien, IL

What is your "day job"?

As of January 6, I will be the Assistant Head of the Youth Services Department at the Addison Public Library. I am currently the Early Literacy Librarian in the Kids and Teens Department at Indian Prairie.

Tell us about your experience, hobbies and interests.

I have worked in public libraries for over five years, and am passionate about this community. I have a strong background working with children and designing programs and services to promote early literacy. I am also a yoga instructor at the Burr Ridge Lifetime Fitness, and I spend a lot of time pursuing various health and fitness activities such as rock climbing and dance. I am bilingual (Spanish/English), and I work as a literacy volunteer with School and Tutors on Wheels.

Why would you like to be a trustee?

I have worked at Indian Prairie for over four years, and I have really enjoyed the experience. I have accepted a new position at the Addison Public Library, but I would love to continue to contribute to IPPL's vision and mission. I believe that public libraries are the foundation of a fair and equitable society, and would be honored to be a part of the board at IPPL. I believe that I can bring a unique perspective to the table, and can contribute to Indian Prairie's continuing development.

What about Indian Prairie makes you the most proud?

I am proud of all of the wonderful materials and services that we have at IPPL. If I had to pick one area that I am most proud of, it would be the programs and services that we have for young children and their families. So many children enter kindergarten every year without the skills they need to be academically successful. At IPPL, we do everything we can to bridge this gap, and I am proud of what we have been able to do to help the children and families in our community.

Do you have anything else that you would like to share with the Board?

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**Indian Prairie Public Library
Strategic Plan 2013 – 2015
Update January 2014**

WORKSHEET

The Library Mission

We enrich peoples' lives by providing opportunities to explore, connect and be inspired.

The Library Vision

Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

Strategic Priorities

Providing popular materials and programs

Children, teens and adults depend on the library to make their leisure time more enjoyable.

- Focus on providing easy access to high demand items.
 - **Popular youth non-fiction topics will be highlighted. (2013)**
YS and Tech – 4 additional topics
Tales, poetry and biographies are completed
 - **Improve patron browsing within Dewey topics. (ongoing)**
AS, YS and Tech; 2013 - YS biographies, AS 800's
YS biographies categories are completed. Adult poetry and plays are completed. Have started working on the small business collection.
- Offer expert assistance to residents to aid them in finding books and movies they will enjoy.
 - **Enhance online advisory tools. (2013) In process**
AS
The Books Just For You online form has generated 34 requests; IPPL GoodReads group is up and running, 74 patrons are members, 37 of them have commented at least once and there have been 464 clicks on the GoodReads link on the website since April; Novelist Select has been added to the catalog which provides readalikes and series information. Staff are working on a feature called "Meet the Reviewers", revising the Books Just For You form and creating a Movies Just For You form. Staff are also developing a survey to gauge reaction to the responses given to online readers advisory requests.
 - **Examine ways to offer personalized services for popular materials. (2013) In process**
AS
See above
 - **Investigate methods for sharing reader-generated reviews online. (2013) In process**
AS
See above – GoodReads

- Stay current with new formats and ways to access content
 - **Provide access to e-magazines (2013). (new)**
AS
Completed – offering 90 Zinio emagazines. Will be providing tablets in the library so patrons can easily access the digital magazines in the building.
 - **Enhance e-book collection and examine available delivery systems. (2013) (new)**
Admin, AS, YS, CS
Staff e-book Summit on April 22 to discuss results of technology survey and state of the service. Basically the discussion centered around the problems inherent in the current state of e-books. The staff next met June 20 to narrow to three problems and ways to solve the problems. The first problem we are working on is to address the issue that people have difficulty finding ebooks they want to read.
 - The first solution is we have put information on our ebook web page that suggests read-a-likes.
 - The second solution is to highlight physical books that are also in the ebook collection. We have volunteers checking to see which books in the GenLit collection are in the ebook collection and a special label is being applied to the GenLit books stating the book is in the ebook collection. Once the GenLit collection is completed we will do the same for the mysteries and work our way through the collections.
 - For a third solution, Teen Services had identified doing a special display of book covers from books in the ebook collection with a QR code on each one so, using their device, a person could directly access the ebook. With the teen librarian taking another job, that was put on hold but we plan to do this soon.
 - We also made the decision to subscribe to the RAILS shared collection of ebooks. This will be provided by a different vendor and will provide a new collection of materials for our patrons. In addition we will be able to compare ease of use with this vendor and the current vendor.
Staff will continue to meet in 2014 to discuss ways to promote the ematerials and make it easier for patrons to find what they want.
Also, additional titles were purchased for circulating e-Readers
 - **Investigate providing e-music and e-video to patrons. (2013) (new)**
AS, YS
Suzy investigated Hoopla (music and movies) and Freegal (music); we are now offering Hoopla for streaming music and movies. We added two devices to the teen area for streaming music. Ann investigated streaming movies through Roku with digital codes that come with purchased movies. Three Rokus are now being circulated to patrons.
- Present programming for entertainment and leisure.
Numerous programs were presented for all ages each quarter.

Fostering life-long learning

The library offers residents - of all ages - materials and programs that enhance personal, professional and educational growth as well as opportunities to explore topics of interest.

- Facilitate early literacy and cultivate young readers.
 - **Create a "My First Library Card" campaign. (starting September 2012) Preliminary details developed. Will develop further in 2013.**
 Kelly, Circ, Marketing
The "My First Library Card" experience started in September for kids up to 12 with a special library card, a book bag, and a photo. (The Friends are sponsoring the card initiative by funding the cost of the new cards.) In September staff issued 247 cards. From October to December an additional 186 were issued. We plan to do another special promotion in May in advance of the Summer Reading Club.
 - **Evaluate use of the Family Center and consider further development. (winter/spring 2013) currently in process**
 Kelly, Admin
The Darien Woman's Club donation provided a new Legos table and Lego Duplas sets. Also through a donation from the Darien Woman's Club staff purchased interactive learning toys that are helpful to children with special needs. Computer Services replaced the family computers with touchscreens with new games that include aspects of early literacy and STEM; the Family Center was painted blue in August to give a sense of sky (with the tree) and also provide a more serene setting. Some furniture was moved out to provide more space and the furniture moved around to create more of a living room space. Stained benches and chairs were recovered with a vinyl fabric.

- Support children and teens in their interests and educational needs.
 - **Create more methods for teen input into development of the teen collection. (fall 2012) process started, continue in 2013**
Facebook page was created in March 2013; IPPL Teens group created GoodReads.
 - **Conduct focused discussions with schools regarding their strategic goals and analyze how the library can provide support. (2013)**
 JB, NW, MD, SJ
Jamie and Natalie have met with superintendents in districts 60, 61, 62, 63, 66, and 180.
 - **Use Core Curriculum and STEM standards as a foundation for programming and materials for all ages. (ongoing) new**
 YS
We've held 4 science related programs for kids so far this year; Afternoon programming starting this fall will focus on books and science projects for grades 1 - 3. New Core/STEM books have been ordered for the Parent/Teacher Collection.

- Provide collections and programs that support life goals and interests.
 - **Further develop collections, resources and programs that support workforce education in partnership with WorkNet. (2013)**
 Shirley
A database computer has been converted to a Job Search computer with links to Worknet, other job search sites and Microsoft Office; offered career skills workshop; representatives from COD; computer classes.

- **Examine how to create a seniors area on the first floor. (2013)**
DW and JB
Seniors seemed to have found their own space in the area of the magazines. Staff are working on creating a place to provide information of value to this demographic.
- **Investigate providing memory games for seniors. (2013)**
AS
Jae has surveyed seniors and written a report relative to this idea. We have not yet discussed his findings.
- **Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. (2013-2014) new**
AS, YS, Circ, CS
Programs presented this year – origami, planting seeds to take home, Yoga, poetry workshop series, creating wedding floral arrangements, gardening, making environmentally-friendly cleaning products, beginners genealogy training, how to make chocolate candies, knitting, Instagram, tie-dye ; drop in learning for e-books, digital media equipment, Zinio, chess, Moh-Jong; chess; fantasy football. Started the "Needlers" club for people who knit, crochet, etc.
- **Develop a collection of foreign language magazines and newspapers. 2015**
AS

Enhancing the community

The library helps residents expand their sense of community by fostering community projects and encouraging interaction and sharing of interests.

- Provide opportunities for people to build relationships.
 - **Develop more programming and activities that provide the opportunity for people to interact. (ongoing)**
AS, YS, Circ, CS (related to above initiative)
Bring Your Own Book Discussion held two times a year; start of Good Reads group; Facebook; Polish storytimes; Senior Fun Days; self-serve games in café; Book Buddies; Readers Theater; poetry workshops; game night for 20-30 something; program on volunteer venues; Teen Advisory Board; started the Needlers group; in process of developing intergenerational programming in partnership with the Rotary to be offered in Spring 2014.
 - **Facilitate sharing of talents and skills. (ongoing) new**
AS, YS, Circ, CS (related to above initiative)
Senior Fun Days; World Wide Knit in Public Day; The Sound Music Fest; poetry reading and open mic; poetry workshops; program on volunteer venues
 - **Develop a community online presence for GenLit and Crime Readers groups. (fall 2012) started process, continue in 2013**
AS
GenLit Facebook page; Crime Readers Facebook page; both mentioned on GoodReads

- **Explore an online book club for the Kids & Teens Department. (fall 2012) started process, continue in 2013**
YS
Currently have Teen GoodReads group

- **Evaluate upgrading or enhancing the meeting room technology/av equipment to enhance program attendee experience. (2014)**
CS, Admin
In 2013 the ceiling projector was replaced to support various screen resolutions especially from tablets. Staff will continue examine equipment needs.

- **Act as the community's information resource.**
 - **Be an information clearinghouse for local green efforts. (2012-2013)**
AS, LB
The library started a Community Information page which includes community information relative to recycling, etc. This has been promoted through the newsletter and enewsletter. We have been incorporating "green" info and facts into social media on a regular basis.

 - **Collect and archive oral local histories. (2013)**
AS
Six interviews have been completed but not placed on the website. This has been promoted at senior clubs and in the newsletter and e-news

 - **Develop a community stories project. (2014)**
AS

- **Form partnerships to further develop community services.**
 - **Partner with other organizations to provide recycling opportunities for the community. (spring 2012) process started, to be continued 2013**
LB
Held a recycling event October 2013 ("Make a Difference Day") We worked with the Darien Lions Club, Willowbrook Goodwill (not sure if that is a community group or not), Working Bikes (non for profit), SCARCE (Schaol & Cammunity Assistance for Recycling and Composting Education) (not for profit), and Creative Recycling Systems. Kids & Teens also held the Cardboard Challenge which recycled cardboard far a very fun and popular event (October 2013)

 - **Meet with community organizations to get updates on their activities and discuss ways to partner. (start fall 2012) started, to continue in 2013.**
CC
Jamie met with the Rotary in 2012 and again in 2013. Contact has not been made with other groups.

 - **Invite groups to hold a meeting in the library and present a program targeted to their interests. (2013-2014) new**
CC
This was not accomplished.

- **Annually identify community events the library will participate in. (ongoing) new**
CC, AS, YS, Circ
Completed for 2013 - group of staff and volunteers participated in Darien Lions Club July 4 parade and one staff member participated in the parade on behalf of the Darien Historical Society, participated in the Safety Event put on by legislators; had planned to hold The Sound in conjunction with Willowbrook Park District but rain kept the event in the library staff member at the Darien Historical Society Ice Cream Social, staff attended parent events at Gower and Concord schools; Jamie, Vicki and Marian participated in Darien Town Hall event
- **Explore the needs of the community's predominate ethnic groups. (2015)**
YS, AS
- **Facilitate community discussion on 21st Century Learning Skills. (2014)**
JB
- **Investigate if services provided elsewhere should also be provided by the library. (2013) new**
DS
Circulation has started selling stamps as has been requested by patrons; Circ explored selling lottery tickets and was told we have to be a business that sells things in order to participate; Circ explored issuing passports but it is staff intensive and the return on investment does not make it worthwhile; Circ evaluated getting a change machine, but most people want to break \$20.00 and change machines don't go up that high; Circ also investigated having a battery starter for cars which is something we will be doing as an emergency service for our patrons.

To enrich lives through technology

Technology has become a foundational component in our residents' lives.

- **Keep abreast of and anticipate how residents use technology.**
 - **Annually survey library members regarding their use of technology. (2013 and ongoing)**
JB, CC, CS
We did a survey at the end of 2012 and will do the same survey in Jan/Feb to track changes.
- **Instruct and assist residents in using technology.**
 - **Provide computer classes that assist residents in updating their work skills. (ongoing)**
AS
Offered a program on showing tools that help create resumes and improve computer skills, Colleague of DuPage was here to promote their classes, we've hosted numerous computer classes for beginners and intermediate learners; staff provide a program on LinkedIn on a quarterly basis Desk staff assist patrons on a regular basis with projects such as filling out applications, accessing job websites and sending resumes online.
 - **Annually provide "senior boot camp" computer classes. (fall 2012 and ongoing)**
CS
Held August 2013

- **Expand efforts to train patrons on accessing library e-book collection. (2013) new AS**
E-book training has been targeted to types of devices and we offer drop-in classes, the tech bar also aided in people understanding how e-readers work. Staff also assist individuals on a one-on-one basis.
- **Expand technology resources on library website to assist technology literacy. (2013) new CS, AS**
Staff have added a new e-tutor page to provide instructional videos for SWAN, social media, library apps, Windows, iPad, Hoopla and Roku.
- **Provide technology for patrons to create digital media. (2013 and ongoing) JB, CS, AS, YS**
Patrons may check out equipment that will digitize slides, photos, negatives and audiocassettes and use an in-library equipment to convert VHS to digital. The library has held drop-in classes to train patrons on the equipment.
- **Investigate offering classes using other computer labs in the community and creating a traveling computer lab. Provide technology classes at two other locations per year (2013 and ongoing) new CS**
Staff are developing classes to present in conjunction with the Willowbrook Park District at the Willowbrook Village Hall. Classes will be presented in Spring 2014.
- **Offer opportunities for residents to experiment with new technology.**
 - **Host programs that allow residents to use different types of technology. (ongoing) AS**
We've offered a variety of workshops and drop-in one-on-one opportunities for patrons to try different e-readers, the Ipad, and the digital media equipment. Teens had a program on Instagram and a photo scavenger hunt using iPads.
 - **Investigate and implement other technology uses for the Tech Bar. (2013) new CS**
The Tech Bar started with e-readers, and then provided Multimedia tablets – Kindle Fire, Samsung Galaxy 2, Coby and Blackberry Playbook. Now productivity tablets are featured – Kindle Fire HD 8.9, iPad Air, Windows Surface 1.
- **Provide a virtual library.**
 - **Continue to evaluate new technologies in web applications/tools to enhance the web site. (ongoing) CS**
Mobile device detection has been added to the website. Staff are adding a YouTube plugin to imbed vides within the website.
 - **Continue to improve and promote the mobile access to the library. (ongoing) CS, Marketing**
The Cardstar app, Zinio emagazines and Hoopla for streaming movies and music have been introduced this year.

- **Create screencasts/videos to teach and share information. (2012 and ongoing)**
Everyone
Sarah J created a video synopsis for "The Sound". Dove has created a series of how-to videos for iPad, social media, Windows, SWAN, Roku, Hoopla, and library apps.

Management Priorities

These resources are critical for Indian Prairie to support its mission and reach its vision.

Financial

- The library maintains a strong financial base and continually evaluates the best ways to manage finances in order to provide services desired by the community.
 - **Apply for at least two grants per year. (ongoing)**
Everyone
Jamie applied to Praxair and to Best Buy. The library received \$2,500.00 from Praxair but did not receive the Best Buy grant. Debbie Wordinger applied to the National Endowment for the Humanities to receive the Muslim Journeys Bookshelf, a project of the National Endowment for the Humanities Bridging Cultures initiative. The library received a collection of materials as a result of the grant. Ann Stovall, Kelly Von Zee and Cris Cigler prepared a grant to Walmart for \$5,000.00 for technology. We did not receive that grant. Joe has recently applied for a grant to fund materials related to citizenship.
 - **Create a plan to promote donations to the library. (2012) process started to be continued in 2013**
JB
Discussion has been started with the Foundation. Plans include a trivia night fundraiser in Spring 2014 and an indoor golf event in 2015. There will be special brick garden promotion this year.
 - **Examine individual services and staff duties for determination of retention or revision. (2012 and 2013)**
Everyone
Adult Services has completed a list of staff duties for study purposes and revised Reader's Advisory job description; decided to discontinue Adult Summer Reading; staff are no longer selecting for certain collections – CDROM's and videos; staff duties were reorganized to provide focused attention to key areas of service.
 - **Examine how to increase library usage by Burr Ridge residents and other unserved areas. (2013-2014)**
JB, Trustees, CC
 - **Research RFID as a means of creating efficiencies. (2013 – 2014) new**
DS
Debbie Sheehan has started researching RFID as a means of creating efficiencies for the library. So far she has talked with other libraries and gotten information from vendors.

- **Examine annexation of unserved areas. (2014)**
JB, Trustees

Staff

- The library's personnel are dedicated to offering quality services. The library allocates, trains and encourages staff to achieve and maintain the library's mission and vision.
 - **A staff development plan will be developed each year and will include the following components: (ongoing)**
 - Customer service and hospitality.
 - Technology training.
 - Leadership training

LB

A plan was written for 2013; a plan has been written for Jan – June 2014; a new plan will be written for the new fiscal year (we want to get on a fiscal year cycle.) Patti, our new trainer, has begun working with departments on building staff skills.

- **Continue to study and develop internal communication methods. (ongoing)**
LB, JB, CC

A staff communication survey was conducted, problems noted and discussion held on resolving any issues, also suggestions from staff were implemented

- **Determine and implement fundamental staff skills training for each department. (2013) new**

LB

Laura sent a survey to each department to determine basic competencies for each position. Our trainer, Patti, has begun to work with departments on enhancing staff skills.

- **Review/create procedure manuals in each department and set up cross training program in each department. (2013-2014)**

Everyone

Circulation has a procedure manual the other departments will be working on this

- **Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity. (2014)**

JB, LB

- **Implement project management software to increase project efficiency and effectiveness. (spring 2013) new**
Ann, everybody
Staff training has been done on Trello Project Management software. Staff have started using it for various projects. A workshop was held for staff on tips for project management including the 43 folder system, using Excel, and how create a timetable for "backing in" to a project.

The physical library

- **The trustees and staff continually analyze the building, equipment and space to ensure support of library services.**
 - **The building will be evaluated annually for optimal use of space.**
 - **Evaluate other uses for staff copier room (2013) new**
JB
This will be discussed with the Building and Grounds Committee in January.
 - **Evaluate design of teen area (2013) new**
JB, YS
The furniture and shelving in the teen area has been moved around to create more space and allow more seating. We are also working on the mid-kids area and hope to distinguish these two areas from each other and the age groups they are designed to serve
 - **Evaluate use of Internet and wireless connection to determine need to expand service. (2013) new**
CS
Brett has investigated wireless connection and we are notified when bandwidth is high; Studied peak times and more bandwidth has been purchased; a wireless connection has been added to the meeting room.
 - **Implement thin client for catalogs and databases and investigate for other areas for use to create efficiencies and cost savings. (2013 – 2014) new**
CS
Catalogs have been converted to thin client; one database computer has been converted to thin client; database computer conversion will continue; currently testing a staff computer with thin client; two circulation computers have been converted.
 - **Investigate other public PC reservation and printing solutions for efficient systems and cost savings. (2013-2014) new**
C
Staff have selected My PC and are in the process of determining software parameters; switchover will occur February 5.
 - **Investigate use of televisions as promotional devices in the library. (2013) new**
CS, JB, CC
The lobby kiosk was redesigned to the floor plans but also provide a rotating graphic promoting programs and services and display what is occurring in the library. Staff are examining other ways to use televisions

Marketing

- The library identifies target markets for library services, maintains a consistent brand message and develops strategy to increase community awareness and promote the library's value.
 - **Use video to showcase library services and programs. (ongoing)**
 Everyone
Software has just been selected for this project. Sarah J created and posted Instagram videos during the Sound and also created a synopsis video.
 - **Speak at each village board/council meeting once a year. (ongoing)**
 Trustees
This was not complete due to the turnover in trustees.
 - **Promote the library as an environment-friendly organization. (start spring 2012) started process and to continue in 2013**
 LB, CC
The fall recycling event was promoted and we had 600 cars pass through the event; the Community Information page with "green" information has also been promoted. The library puts "green" facts and information on Facebook and Twitter.
 - **Conduct an in-house survey examining how patrons use the building and services. (2013)**
 JB, CC
Completed. Results will be presented to the trustees at the February meeting.
 - **Improve and expand use of digital interactive map in the lobby to include promotion of books, programs and services. (2013) new**
 CS, CC
Completed
 - **Educate and engage our patrons about issues relative to e-book access (2013) new**
 JB, CC, AS
Director's article in spring newsletter and on website; e-book classes have patron education component; e-book summit with staff to identify problems and strategies; permanent link to eMedia on e-News.
 - **Research and identify effective new ways to promote the library especially using technology. (2013) new**
 CC
In July Cris was assigned to manage social media and work with the social media committee to organize the library's social media efforts. Cris researched best ways to use Facebook and held one meeting with the staff social media committee to study usage of Facebook and make

assignments. Additional staff have been recruited to post to Facebook. The teen Facebook page is much more active. A Foundation Facebook page is in the process of being developed. Staff will also be examining the library's use of Twitter and Pinterest. The teen staff are working on incorporating Instagram in our promotional efforts.

- **Prepare a plan to promote the library's technology services. (2013) new CC, AS, YS, CS**
Promotion will focus on e-books. A promotion plan was developed by Cris before she left. The plan will be passed on to her replacement as one of the person's first projects.
- **Brand the library's early education services, programs and materials. (spring 2013)**
Kelly, CC
Little U has been developed and the brochure and web page done.
- **Collect stories on how the library impacts peoples' lives in order to measure library outputs. (2013)**
CC, AS, YS, Circ
Ongoing; quotes used in newsletter and in e-news; Added name and phone to program evaluations in order to use quotes on program evaluations
- **Promote the library as a community information resource. (2013)**
CC, AS
The library shares community events and information on social media; Staff has started a Community Events blog
- **Promote library services that connect people with books and movies. (2013)**
CC
The library is using social media on a more regular basis plus the newsletter and enews. There are display in the lobby and in the adult and youth services departments. Also the staff recommendations blog on the website.
- **Print library promotional materials in various languages. (2015)**
CC

Jamie Bukovac



Clare Bongiovanni; 'Waterman,Brian'
Timothy.Werner@wfadvisors.com; pguagenti@republicEbank.com;
sceggel@comcast.net
RE: 2014 DarienFest

Subject:

Hi Clare,
Because of DarienFest the library is closed Friday night, Saturday at 1:00 and Sunday afternoon. I don't know how the trustees will react to the library being impacted on Thursday night as well. We have our board meeting next Wednesday and I will add it to the agenda. Is there a particular reason the Chamber would like to do this?
Jamie

Jamie Bukovac
Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561
630-887-8760 x242
www.ippl.info



From: Clare Bongiovanni [<mailto:clare@darienchamber.com>]
Sent: Friday, January 10, 2014 11:07 AM
To: 'Waterman,Brian'
Cc: Jamie Bukovac; Timothy.Werner@wfadvisors.com; pguagenti@republicEbank.com; sceggel@comcast.net
Subject: 2014 DarienFest
Importance: High

Happy New Year!

The Chamber is considering opening DarienFest on Thursday, September 4th having only the carnival from 6pm to 10pm. Friday from 6pm to 10:30, Saturday Noon to 10:30 and Sunday the carnival only from noon to 7pm. We are grateful for you allowing the Chamber to use your parking lot. Before we present our proposed plan to the City of Darien we would like your feedback on the possible changes.

Thanking you in advance! I look forward to your response.

Clare Bongiovanni
President & CEO

Darien Chamber of Commerce
Our Connection To Business Success
1702 Plainfield Road

Kids & Teens

Kids & Parents who attended the American Girls tea party had this to say:

"Thank you! Allison had a really nice time. I was quite impressed with the event too. Keep 'em coming!"

"Thank you so much for all your efforts! Please feel free to contact me when you have more programs for Elizabeth's age. I am also available to volunteer as well. Merry Christmas and Happy New Year in advance!"

"The girls had such a nice time. Thank you."

"We love the programs; you guys do such a great job"

"You are always so nice and efficient."

"We are so happy with the new computers in the Family Center, they are so interactive, the children really enjoy them."

"We are so blessed, everyone is wonderful."

After returning a Kreative Krates, mom showed me a picture that her daughter created using tissue paper and pictures of ocean animals to create an ocean scene.

After picking up a photo of her daughter from the American Girl Doll event, mom thanked us for such a wonderful program, she and her daughter really enjoyed it.

Circulation

Patron asked if we had all taken the Dale Carnegie course. Loves to come here, from Hinsdale.

"This is the best smelling library I've ever been in." Patron from Downers Grove.

Downers Grove patron said that she is considering moving. Just to be in our district. A great library is very important to her.

Adult & Computer Help Desk

Technology

"Volunteers A++ tech savvy young women. Wonderful!"

"This is the BEST library. You do an outstanding job of serving community needs. Thanks!"

"Shirley was very nice. She spent a lot of time with me."

Administration

"I love this place! I have the world at my fingertips....law, medicine, everything. Only thing that is missing is real food."

Distributed AT mtg.



Our Lady of Mt. Carmel Parish

A COMMUNITY OF GOD'S PEOPLE DEDICATED TO THE DEVELOPMENT AND SPREAD OF CHRIST-LIKE LIVING

8404 CASS AVENUE • DARIEN, ILLINOIS 60561-5349 • (630) 852-3303 • FAX (630) 852-5227

www.ourladyofmtcarmel.org

Indian Prairie Library

401 Plainfield Road

Darien, Illinois 60561

January 7th, 2014

To: Debbie Sheehan

On behalf of the Our Lady of Mount Carmel Food Pantry I would like to extend our grateful thanks to you and all of the Indian Prairie Libray Staff for their efforts in organizing and allowing the Mount Carmel Church Food Pantry to participate in your Christmas Food Drive Program. Through your efforts toward this program, our Food Pantry has recived a very large amount of donated food items that will go a long way in fulfilling our mission of providing critical dietary support to needy people of all faiths who live in our area. Once again, I would like to offer our grateful thanks to you and all of the Library staff and Library members your for their very great kindness .

God Bless,

A handwritten signature in cursive script that reads "Fred Majchrowicz".

Fred Majchrowicz

Food Pantry Chairman

Our Lady of Mount Carmel Church

Youth Services Monthly Report to the Board December 2013

Overview

Since the month of December is an intermission between fall and winter storytime sessions, the youth services staff focused mainly on training and planning. We participated in about 30 different meetings to prepare for upcoming events, services, and grant opportunities. We also offered special holiday programming for kids and teens.

Programs

Polish Storytime

We were delighted to once again work with Betty Uzarowicz to offer three storytimes in December. We had 15-21 guests in attendance for each of her programs, in which Betty shares special stories and songs in Polish. *(Supporting Strategic Plan: Facilitate early literacy and cultivate young readers, Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Decorate December

The holidays are a wonderful excuse to get crafty! We had eight people show up to create ornaments and book-related holiday decorations in our Teen Lounge on December 11th. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Artic Art

Our younger patrons created this month too! Twenty-four people attended our Artic Art program on December 26th to paint and paste wintery pictures, snow globes, and landscapes. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

American Girl Tea Party

On December 14th we hosted an American Girls Tea Party. Twenty-four girls & their dolls shared tea, juice, finger sandwiches, tarts, and ladyfinger cookies. The girls also had their photos taken (photos were later printed and available for families to pick up) in a 'doll box', created a handkerchief doll, and participated in a fortune telling game. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Partnerships

Teens 4 Xcellence Book Group (T4X)

Krista Kountz organized the Teens4Xcellence December meeting. The itinerary included discussing the books "Hunger Games" and "Catching Fire" by Suzanne Collins, watching clips from the movie Hunger Games, and participating in a survival challenge with an edible plant game (where students guessed which plants you could eat). The program concluded with Catching Fire Scattergories and ice cream sundaes. Twenty students participated. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Giving Tree

The Teen Advisory Board (TAB) sponsored in our 7th annual Giving Tree drive. We collected approximately 90 donations of new winter hats, gloves, and scarves for local organizations to distribute to families in need. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Pages

Tyler has stepped up into his role as the Youth Services Page supervisor. This month after planning with Natalie and working to build relationships and understanding with the Pages, he held his first Youth Services Page meeting. We discussed scheduling, page duties, and expectations for the future. Tyler also created an online calendar for the Page's schedule, which pages will now be able to check from home.

Staff Changes

This month we said goodbye to Kelly Von Zee, who has taken a position at Addison Public Library. Natalie and Tyler have begun reviewing applications for the open Early Literacy Librarian position. To date, we have received 32 resumes, many of them from very qualified candidates. We will begin interviews on January 15th.

Submitted by Natalie Williams 1/11/2014