

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
July 17, 2013 – 7p.m. – Conference Room**

All agenda items may be acted upon by the Board of Trustees

- A. Roll Call
Donald Damon, Marian Krupicka, Julia Lacayo, Luanne Spiros,
Victoria Suriano
- B. 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.
- C. Public Comment
- D. Appointment of Beena Deshmukh as Trustee Action
- E. Trustee Oath of Office
- F. Appointment of Officers Action
- G. Communications and Announcements
1. Oggerino to Trustees and Bukovac re: Resignation Page 4
 2. Schusterich to Suriano and Bukovac re: Resignation Page 5
 3. Praxair to Megaridis re: Donation Page 6
 4. Suriano to Praxair re: Donation Page 7
 5. Overmann and Andersen to Foundation re: Darien
Woman's Club Donation Page 8
 6. Bukovac to Stevens re: Darien Woman's Club Donation Page 9
 7. Bukovac to Community Bank of Willowbrook re: Donation Page 10
 8. Darien Park District Garden Club to Bukovac re: Donation Page 11
 9. Bukovac to Darien Park District Garden Club re: Donation Page 12
 10. Bukovac to Trilla re: Follow-up to Meeting Page 13
 11. City of Darien re: Town Hall Meeting Page 14
 12. Radogno to Cigler re: Children's Safety Expo Page 15
 13. Radogno to Cigler re: Children's Safety Expo Page 17
 14. Sandack to Cigler re: Children's Safety Expo Page 18
 15. Hansen to Library re: World Book Night Page 19
 16. Klotz to Library re: World Book Night Page 20
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BOARD MEETING – JULY 17, 2013 – PAGE 2

- H. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, May 15, 2013 Page 22
 2. Treasurer's Report – June 2013 Page 26
 3. Action on Bill/Additional Bills – June 2013 Page 30
 4. Treasurer's Report & Action on Bills – May 2013 Page 36
 5. Budgetary Calendar 2013/2014 Fiscal Year Page 45
 6. Ordinance #2013-2 Ascertaining the Prevailing Wage Page 47
 7. Ordinance #2013-3 Establishing Regular Meeting Dates Page 57
 8. Ordinance #2013-5 Amending the Budget and Appropriations Ordinance #2012-6 Page 58
 9. Nominating Committee Minutes – May 15, 2013 Page 59
- I. Items Deleted from Omnibus Consent Agenda
- J. Library Director's Report Page 60 Information
- K. Staff Report
Sarah Joynt, Youth Services Senior Librarian, The Sound Information
- L. Reports
1. WB/BR Chamber of Commerce Meeting (Cigler) Page 99 Information
 2. Darien Chamber of Commerce (none)
 3. RAILS Page 100 Information
 4. Building and Grounds (none)
 5. Finance Committee (none)
 6. Plan/Annexation Committee (none)
 7. Policy Committee (none)
- M. Unfinished Business
None
- N. New Business
1. Resolution #2013-F Honoring Jo Ann Schusterich Page 108 Action
 2. Operating Budget 2013/2014 Page 109 Action
 3. Financial Forecast, Reserves and Capital Items Page 117 Information
 4. 2013/2014 Salary Range Page 120 Action
 5. Tentative Budget and Appropriations Ordinance Page 123 Action
 6. Ordinance #2013-4 Determining to Levy an Additional Tax of .02% for the 2013/2014 Fiscal Year Page 129 Action
 7. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit Appoint
 8. Committee Appointments Page 132 Appoint
- O. Scheduled Meetings
Foundation Meeting August 21, 6:30
- P. Community Events
Darien Town Hall September 26, 7:00 – 9: 00

BOARD MEETING – JULY 17, 2013 – PAGE 3

Q. Library Events

Trading Card Club	7/17/2013	1:00 PM
Let's Make Music	7/18/2013	10:30 AM
K&T Readers' Theatre Troupe	7/18/2013	3:15 PM
Girls Night In	7/18/2013	6:00 PM
ESL Conversation Group	7/20/2013	10:00 AM
Adult Chess Group	7/22/2013	6:00 PM
Family Tours - Readers Theatre	7/22/2013	6:30 PM
Current Events Group	7/22/2013	7:00 PM
K&T Chess	7/23/2013	1:30 PM
Teen Self Defense	7/23/2013	6:30 PM
C.U.B. Utility and Phone Bill Clinic: 4th Wednesdays	7/24/2013	1:00 PM
Trading Card Club	7/24/2013	1:00 PM
Let's Make Music	7/25/2013	10:30 AM
Genealogy Group	7/25/2013	1:00 PM
Open DS Gaming Event	7/25/2013	1:30 PM
All About eBooks -- Drop in!	7/25/2013	2:00 PM
Moving Big Science from New York to Illinois	7/25/2013	7:00 PM
Family Tours - DuPage Children's Museum	7/29/2013	6:30 PM
Family Tours - DuPage Children's Museum	7/29/2013	7:00 PM
K&T Chess	7/30/2013	1:30 PM
Trading Card Club	7/31/2013	1:00 PM
Let's Make Music	8/1/2013	10:30 AM
Talent Show	8/1/2013	1:00 PM
Mock PSAT	8/2/2013	10:00 AM
ESL Conversation Group	8/3/2013	10:00 AM
Adult Chess Group	8/5/2013	6:00 PM
Trading Card Club	8/7/2013	1:00 PM
Senior Friday Fun Days	8/9/2013	10:00 AM
Adult Chess Group	8/12/2013	6:00 PM
Current Events Group	8/12/2013	7:00 PM
Senior Computer Bootcamp	8/13/2013	10:00 AM
Senior Computer Bootcamp	8/13/2013	2:00 PM
Senior Computer Bootcamp	8/14/2013	10:00 AM
Trading Card Club	8/14/2013	1:00 PM
Senior Computer Bootcamp	8/14/2013	2:00 PM
Senior Computer Bootcamp	8/15/2013	10:00 AM
Senior Computer Bootcamp	8/15/2013	2:00 PM
Senior Computer Bootcamp	8/16/2013	11:00 AM
ESL Conversation Group	8/17/2013	10:00 AM
Adult Chess Group	8/19/2013	6:00 PM
GenLit (for 20-30 somethings)	8/19/2013	6:30 PM
Fantasy Football 101 (Beginning)	8/20/2013	6:30 PM

R. Adjournment

Memo To: Indian Prairie Public Library Board of Trustees and Jamie Bukovac, Library Director

From: Paul Oggerino

Subject: Trustee resignation

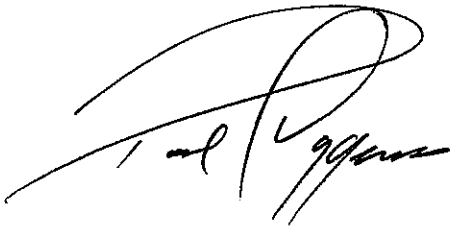
Date: Wednesday, May 29, 2013

Fellow Trustees and Jamie,

On Tuesday evening, May 28, 2013, I was recommended by Willowbrook Mayor Frank Trilla to fill a vacant Village Trustee seat. Subsequently, I was unanimously appointed by the existing board.

As a trustee with the Indian Prairie Public Library District hopefully I have made a small difference in the daily operation and work environment of this great library. I never tried to stand in the way of you professionals doing your job and always attempted to make the best decisions for the citizens of the district. I have taken tremendous pride in our accomplishments and will always be grateful for your dedicated service. I truly appreciate what you do for the communities you serve. Although I'm not going far, the working relationships and friendships I've made over the years will last forever.

If I can be of any assistance in the future I'm just a phone call away.

A handwritten signature in black ink, appearing to read "Paul Oggerino". The signature is stylized with a large, sweeping initial "P" and "O".

Jamie Bukovac

From: jaschusterich@comcast.net
Sent: Sunday, June 09, 2013 6:21 PM
To: Suriano, Victoria; Jamie Bukovac
Subject: IPL Trustee

Hi,

After much consideration over the past few weeks I feel that I must tender my resignation as a trustee due to personal reasons. This is not an easy decision for me. I have enjoyed working with all of you over the years and I am proud of what we have accomplished. As hard as this is for me I think that this is a time when there are several candidates who are interested in joining the board and perhaps this is the best time for me to step down. I am sorry that my decision affects the quorum for the June board meeting.

I wish all of you much success in going forward and I know that you will continue to make the library the very best.

Sincerely,
Jo Ann



6
Praxair, Inc.
39 Old Ridgebury Road
Danbury, CT 06810-5113

May 13, 2013

Crystal Megaridis
Praxair, Inc.
7000 High Grove Boulevard
Burr Ridge, IL 60527

Dear Crystal:

On behalf of the Praxair Foundation, I am pleased to enclose a check for \$2,500 to assist in the purchase of iPads for the Indian Prairie Public Library.

When you present the check, please give the organization the enclosed form and ask that they complete, sign and return to Carlie Opitz at their earliest convenience.

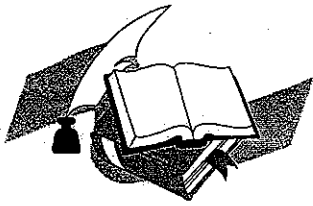
Thank you for your volunteer efforts.

Sincerely,

A handwritten signature in cursive script that reads "Daniela Erana".

Daniela Erana
Praxair Foundation

Enclosure



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Indian Prairie Library Foundation

401 Plainfield Road, Darien, IL 60561
(630) 887-8760 fax (630) 887-1018

June 12, 2013

Daniela Erana
Praxair Foundation
39 Old Ridgebury Road
Danbury, CT 06810-5113

Dear Daniela:

On behalf of the Indian Prairie Public Library Foundation I want to thank the Praxair Foundation for their generous donation of \$2,500.00 to the foundation. The funds are a wonderful opportunity to enhance the programs provided to the community. The library plans on purchasing iPads which will not only be used to provide programming for middle-school youth and teens but also be available for students to use for their school projects. A label will be placed on each iPad stating it has been donated by the Praxair Foundation. Your donation will also be noted in the library newsletter and on the library's website. Gifts to the library are charitable contributions and the Praxair Foundation did not receive any goods or services in exchange for this donation.

Again, thank you so much for your support.

Sincerely,

Victoria Suriano
President, Indian Prairie Public Library Foundation

*Darien
Woman's
Club* 
Founded 1970

May 10, 2013

Indian Prairie Public Library Foundation
401 Plainfield Rd.
Darien, IL 60561

Dear Friends at Indian Prairie Public Library:

Enclosed is a check for \$500 from the Darien Women's Club to be used in any manner you wish to further the great work of your organization.

We are very pleased to offer Indian Prairie Public Library this donation and congratulate you on the tremendous contributions you offer to the community. We are thankful for groups like yours and are proud to be in partnership with you.

Sincerely,



Jenny Overmann & Rosa Andersen
Philanthropy Co-chairs
Darien Women's Club
1702 Plainfield Rd.
Darien, IL 60561



401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info

July 10, 2013

Sandra Stevens
President
Darien Woman's Club
c/o Darien City Hall
1702 Plainfield Road
Darien, IL 60561


Dear Sandra:

On behalf of the library trustees and staff I want to thank the Darien Woman's Club for their generous donation of \$600.00 to the library. The donation will be used to purchase Lego products. The Family Center is the perfect location for a Lego Play Table. With that we will have two Duplo bulk sets, a Duplo Letter Set and a Duplo World People Set. The Duplo Legos are designed to be used with children ages 18 months on up and are twice the size of ordinary Lego bricks making them perfect for small hands. Young children will learn through play by building and creating.

We also purchased Legos for older children – Minecraft which is based on the popular internet game. In addition, the Kids and Teens Department purchased carrier cases to store Legos and our patrons will be able to check out the carrier cases full of Legos for use at home.

We truly appreciate the opportunities that donations from the Woman's Club have provided over the years. Thank you so much for your continued support.

Sincerely,


Jamie Bukovac
Library Director



401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887- 8760 F 630/887-1018 ippl.info

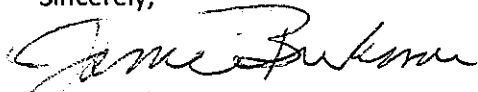
June 19, 2013

Gaye Wagner
Vice President- Retail Banking
Community Bank of Willowbrook
A Wintrust Community Bank
6262 S. Route 83
Willowbrook, IL 60527

Dear Gaye:

On behalf of the Board of Trustees and the staff of the Indian Prairie Public Library, I wish to extend a sincere thank you for the \$250.00 donation from the Community Bank of Willowbrook. The library is using the funds to support our youth Summer Reading Club. Studies show that students who continue to read through the summer will maintain their reading levels as they start a new grade. Our Summer Reading Club activities are designed to encourage children and teens to read throughout the summer plus have fun at the library! We truly appreciate your partnership in this endeavor. Thank you again for thinking of the library and for your donation.

Sincerely,


Jamie Bukovac
Library Director

**The Darien Park District
Garden Club**



"A Good Place to Grow"

342 Sunrise Ave.
Willowbrook, IL 60527

July 2, 2013

Ms. Jamie Bukovac, Library Director
INDIAN PRAIRIE PUBLIC LIBRARY
401 Plainfield Road
Darien, IL 60561

Dear Ms. Bukovac:

On behalf of the Darien Park District Garden Club, we thank you most sincerely for the use of library grounds to conduct our annual plant sale on June 1st which was a resounding success. The throngs of library patrons who wandered by to check us out certainly increased sales.

It is my understanding from Liza Branham that, because of some landscaping changes, plants were available to us for the taking. Those plants were eagerly accepted and potted and included in the sale.

Enclosed is a check in the amount of \$100 as a small token of our appreciation.

Thank you again.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Schmidt".

Sandra Schmidt
President

cc: Laura Birmingham
Assistant Director, IPPL



401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info

July 10, 2013

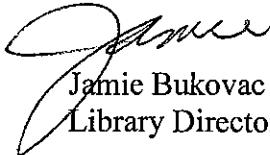
Sandra Schmidt, President
The Darien Park District Garden Club
342 Sunrise Ave.
Willowbrook, IL 60527

Dear Sandra,

On behalf of the library trustees and staff I want to thank you for the donation from the Garden Club. We appreciate your thoughtfulness. Gardening is a popular subject with our patrons so the donation will go to good use enhancing our book collection.

We also appreciate so much the many ways that we are able to partner with the Garden Club. Please convey our thanks to your membership for their support and for the work they do to keep our grounds looking wonderful!

Sincerely,


Jamie Bukovac
Library Director



401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887- 8760 F 630/887-1018 ippl.info

June 6, 2013

Mayor Frank Trilla
Village of Willowbrook
7760 Quincy Street
Willowbrook, IL 60527

Dear Frank:

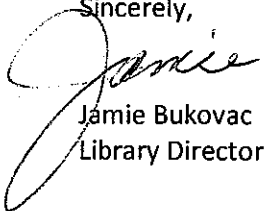
I'd like to thank you again for taking the time to meet with Laura and me. Besides having the opportunity to meet the new mayor of Willowbrook, we also had a great time! I appreciate your interest in the library and look forward to ways that we can work together. As I said, we would be very pleased to host meetings at the library. The only caveat is that because our meeting room is heavily used we would need 3 – 4 months notice.

As I mentioned we have a wonderful partnership with the Parks and Recreation Department coming up June 28 when they will host a library-sponsored battle of the bands for teens. Kristin will also occasionally put information about library events into their program guide. Unfortunately we haven't been able to include anything in the village newsletter due to space constraints.

I'm glad I was able to provide you with information about the library and answer some of your questions. Please don't hesitate to contact me if you have any questions.

Thanks again for lunch. It was a pleasure meeting you.

Sincerely,


Jamie Bukovac
Library Director

cc: Trustee Paul Oggerino



CITY OF DARIEN

In the County of DuPage and the State of Illinois
Incorporated 1969

May 22, 2013

TO: Darien Committee for Intergovernmental Coordination
President & Delegates
Darien Area Public Administrators

FROM: Kathleen Moesle Weaver

RE: Town Hall Meeting
September 26, 2013
Carriage Green Country Club
7:00 – 9:00 P.M.

As you may know the Darien Committee for Intergovernmental Coordination has been planning a Town Hall meeting in which all the taxing bodies are invited to participate in the annual State of the City presentation to which the public will be invited.

The Town Hall meeting is planned for September 26th at Carriage Green Country Club from 7 to 9 pm.

We are planning to have tables set up in the room for every taxing body that wants to participate in which you will showcase yourselves. There is so much each of you offer to the residents/tax payers and this is an opportunity for you to let the public know all that you do to enhance our community.

We will need to know who will participate in the event so it would be appreciated if you would respond to Lynn Dubman at ldubman@darienil.gov or 630-353-8101 as soon as possible. We want to begin advertising the event so that we have a great turnout from the public.

Please respond to Lynn by June 1st so that we can include all the participating taxing bodies in the advertising of the event.

Thank you and I am looking forward to making the Town Hall meeting an annual event where we show the public how well we work together and how much we contribute to the quality of life in Darien.

Kathleen Moesle Weaver

DISTRICT OFFICE:
1011 STATE ST., SUITE 210
LEMONT, IL 60439
(630) 243-0800
FAX: (630) 243-0808



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CAPITOL OFFICE:
309A STATE HOUSE
SPRINGFIELD, IL 62706
(217) 782-9407
FAX: (217) 782-7818

CHRISTINE RADOGNO
SENATE REPUBLICAN LEADER • 41ST DISTRICT

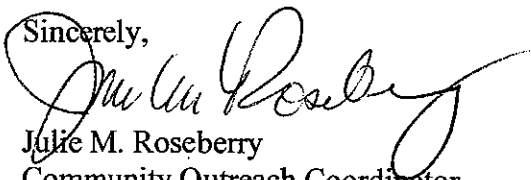
June 6, 2013

Indian Prairie Public Library
Attention: Chris Zigler

Dear Chris:

This letter is to confirm that you will be participating in Senator Christine Radogno's, Rep. Jim Durkin and Rep. Ron Sandack's Children's Safety Expo on Sat., June 22nd at Lakeview Jr. High School at 701 Plainfield Rd. in Downers Grove. The Fair will run from 9am – 12:00pm. I have enclosed directions to the school, layout of the gym and a flyer. If, for any reason, you WILL NOT be able to attend, please call me immediately at (815)-464-9908. If your organization has a door prize to donate to the Fair, you can bring it with you that day. Also, if you need electrical outlets or any other special requests, call me by the Wednesday BEFORE the Fair so I can accommodate you. You will have a table covered with your name on it and can come for set up anytime after 8am the day of the Fair. If you are involved in the Touch A Truck, set up for that will begin at 7:30am. I have enclosed a layout for that also. Again, thank you for agreeing to participate in Senator Christine Radogno, Rep. Durkin & Rep. Sandack's Children's Safety Expo!! Your participation is crucial in making the day a HUGE success!!

Sincerely,


Julie M. Roseberry
Community Outreach Coordinator
Illinois Senate/House Republican Staff

Senator Christine Radogno

Rep. Jim Durkin/Ron Sandack

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**BEE
SAFE!**

FREE

Children's Safety Expo 2013

Saturday, June 22nd
9am - Noon
Lakeview Jr. High School
701 Plainfield Rd.
Downers Grove

FREE
Admission
Refreshments
Giveaways!!!

Demonstrations:

- 9am** - Darien Police K-9 Unit
- 9:30am** - Midwest Judo & Jujitsu Club
- 10am** - Spotlight Dance Studio
- 11am** - Traveling World of Reptiles Show
- Noon** - Drawing for Giveaways

Information and Activities Available:

- Bicycle Safety
- Bright Start College Savings Program
- Nutrition
- Daycare
- Transportation
- Summer Reading Programs
- Fire Safety
- After School Activities
- Saving for College
- Saving for the Future
- Face painting
- Adoption
- And More!!!!

*Don't Miss the Traveling
World of Reptiles Show
from 10:30am - 11:30am!!!!*

Touch A Truck:

- PACE Bus
- Medical Helicopter
- Rollover Simulator
- Secretary of State Police Squad Car
- Light Truck
- Public Safety Vehicle
- Fire truck
- Ambulance
- 5 Ton Truck
- D.A.R.E. Car
- ComEd Truck
- Flatbed
- Snow Plow
- Street Sweeper
- Wood Chipper
- One Ton Dump Truck
- Ten Ton Dump Truck
- Police SWAT Vehicle
- And More!!!!

Participants:

- American Butterflies Child Care
- Action Towing
- Catholic Charities
- ComEd
- Cultural Care Au Pair
- Darien Police Department
- Darien/Woodridge Fire Protection District
- Department of Homeland Security
- Discovery Toys
- Downers Grove Fire Department
- Downers Grove Township Highway Department
- DuPage County Crime Stoppers
- DuPage County Circuit Court Clerk
- DuPage County Health Department
- DuPage County Highway Department
- DuPage County Regional Office of Education
- Easter Seals DuPage & the Fox Valley Region
- Edward Jones
- Elite Rehabilitation Institute
- Elite Sports Complex
- Fran Center
- Illinois Secretary of State Police
- Illinois State Police
- Indian Boundary YMCA
- Indian Prairie Library
- Juice Plus+
- Lifestar Chicago
- Midwest Judo & Jujitsu Club
- NAMI DuPage
- Office of the Illinois Comptroller
- Office of the Illinois Secretary of State
- Office of the Illinois Treasurer
- PACE
- Sparkles Entertainment
- Spotlight Dance Studio
- The Arc of Illinois
- The Healing Circle
- Traveling World of Reptiles
- Tri State Fire District
- Village of Darien
- Waddell & Reed
- YWCA Metropolitan Chicago

For More Information Call Senator Radogno's office at 630-243-0800, Rep. Durkin's office at 708-246-1104, or Rep. Sandack's office at 630-737-0504 or visit their websites at www.senatorradogno.org • www.durkin.ilhousegop.org • <http://ronsandack.org>

DISTRICT OFFICE:
1011 STATE ST., SUITE 210
LEMONT, IL 60439
(630) 243-0800
FAX: (630) 243-0808



CAPITOL OFFICE:
309A STATE HOUSE
SPRINGFIELD, IL 62706
(217) 782-9407
FAX: (217) 782-7818

17

CHRISTINE RADOGNO
SENATE REPUBLICAN LEADER • 41ST DISTRICT

June 25, 2013

Chris Zigler
401 Plainfield Rd.
Darien, IL 60561

Dear Chris:

Thank you so much for being a vendor at our Children's Safety Expo this past weekend. The event was a huge success, and we couldn't have done it without you!

I sincerely appreciate you spending a Saturday morning with us - all the attendees seemed to enjoy the range of trucks, services, information and performances that they were able to experience throughout the event.

Again, I appreciate your contribution toward making the 2013 Children's Safety Expo beneficial for our community.

Sincerely,

A handwritten signature in cursive script that reads "Christine Radogno".

Christine Radogno
State Senator, 41ST District
Illinois Senate Republican Leader

SPRINGFIELD OFFICE:
200-1N STRATTON BUILDING
SPRINGFIELD, ILLINOIS 62706
PHONE: 217/782-6578
FAX: 217/782-1275



18
DISTRICT OFFICE:
633 ROGERS STREET, SUITE 103
DOWNERS GROVE, ILLINOIS 60515
PHONE: 630/737-0504
FAX: 630/737-0509
repsandack@gmail.com

ILLINOIS HOUSE OF REPRESENTATIVES

RON SANDACK

STATE REPRESENTATIVE

81ST DISTRICT

June 25, 2013

Chris Zigler
401 Plainfield Rd.
Darien, IL 60561

Dear Chris,

Thank you for supporting our Children's Safety Expo on June 22. This was our first time hosting this event and we had a fabulous turnout—over 75 families attended the event.

Everyone enjoyed the day -- the Touch a Truck demonstration, the many safety products on display, the face painter, the World of Reptile Show, and so much more. The children were having a good time and learned a lot.

Thank you again for your support. We could not have hosted this event without your generosity.

Best Regards,

A handwritten signature in black ink, appearing to read "Ron Sandack".

Ron Sandack
Representative
81st District

**Comments?
Compliments?**

**Questions?
Suggestions?**

19

This is your library. Please let us know how we can improve our services. Your question and our answer will be posted on the library's Suggestion Board.

Check here if you do NOT want your question posted.

If you are interested in a certain book or audio visual title, please see a staff member in Youth Services or Adult Services.

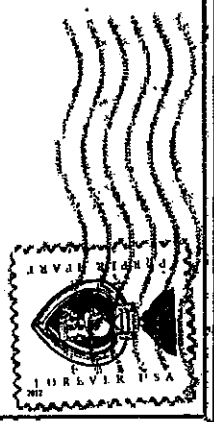
Question on you guys come to McDonalds
I had gotten a book from
here called "look again" from
World book right it was
such a great book I had
to come and check out
other books by here.
☺ thanks again

Which department does this pertain to?
circulation computer adult youth general

Name Christina Hansen Date 5/16/13

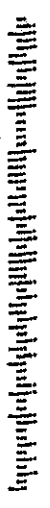
THE INFORMATION IN THIS BOX WILL NOT BE POSTED.	
If you would like a personal response to your question, please include the information below.	
Address	_____
City, State, Zip	_____
Phone	_____
Email	_____

J. KOTZ
42 GOLF AVE S. SUBURBAN IL 604
Clarendon Hills IL 60514 #1



88

Indian Prairie Public Library
Attn: World Book Night 2013
Volunteers at Starbucks
401 Plumfield Rd.
Darien, IL 60531



Dear World Book Night 2013 Volunteers,

Thank you for bringing the free books to Starbucks in Burr Ridge on April 23, 2013 to spread the love of reading around!! Thank you also for the free book, "The No. 1 Ladies Detective Agency"!!

Thanks Again,
Jennifer Kotz

June 19th 2013

Dear IPPL Youth Coordinators,

You may remember me, my name is Eva Mayha Davis. I was a VolunTeen for five-years. I participated in TAB, Book Buddies, Summer Reading, and I never missed the epic Murder Mystery Parties. Today, I am visiting home after graduating from the University of Washington with a BA in Art History. Now, I am New York City bound ready to see what the big city has to offer. The confidence that I have today was only a side effect of the opportunities and helps that IPPL and the wonderful staff gave me four years ago.

I remember the day that I signed up for my first library card, I was nine-years old and ready for the the summer reading challenge. Soon enough, I began to volunteer too. I loved it. Most of all, I felt supported and part of something important. After my first session as a Reading Buddy, I knew that the library was a place for everyone to learn, teach, and listen.

I always look back on my summers at IPPL with great fondness. It was here that I learned the most about responsibility and awareness for my community. These are attributes that I have carried through my college career and now onto my life. (Just the other day a friend told me about her \$300 fine in library books and I was appalled!) Most importantly, I take pride in what the library provides and to be honest, it was my home all throughout my college sleepless nights.

I would like to thank you.

For the support throughout high school, for trusting and teaching me to value my community.

For harboring my joy for learning, reading, and teaching.

For being there as mentors and leaders.

Thank You,

A handwritten signature in cursive script that reads "Mayha Davis". The signature is written in dark ink and is positioned to the right of the typed name "Eva Mayha Davis".

Eva Mayha Davis

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 15, 2013

**Board of Trustees Regular Meeting
May 15, 2013 – 7 p.m.**

A. Roll Call

Vice-President Schusterich called the meeting to order at 7:05 p.m. Secretary Suriano called the roll. Present: Marian Krupicka, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano,

Absent: Crystal Megaridis, Robert Thomas

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Julia Lacayo, Judi Callahan, Donald Damon, Thomas Peknik regarding item K1 of New Business

Vice-President Schusterich asked for additions and/or corrections to the agenda. There were none.

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

Vision Statement: Secretary Suriano 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

At this point the Board interviewed each of the potential Trustee appointments in attendance tonight-Lacayo, Callahan, Damon and Peknik (New Business-K1). The last interview was completed at 8:10 p.m. and followed by discussion and the Appointment of Trustees (New Business-K2). The Board then continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. Megaridis to Board re: Thank You
2. McDonnell to Bukovac re: AARP Tax Assistance
3. Ritzman to Public Library Clients re: Training Requirements for Library Trustees
4. The Doings Weekly

With respect to the Open Meetings Act on-line training (D3), Bukovac said that it only applies to newly elected Trustees. She will ask the attorney if Trustees who had taken the training need to recertify at any point (Spiros).

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 17, 2013
2. Treasurer's Report
3. Action on Bill/Additional Bills

Suriano moved, Oggerino seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Oggerino moved, Suriano seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Suriano said that World Book Night was a great experience. Bukovac was contacted by a Burr Ridge condo resident about obtaining an IPPL card. They discussed resident and non-resident cards.

H. Staff Report - none

I. Reports

1. Darien Committee for Intergovernmental Coordination – Krupicka reported there will be a town hall meeting on September 26 at 7 p.m. at Carriage Greens. All of the taxing bodies will be represented and the public is invited. Bukovac said she will attend and other Trustees may want to come. The next DCIC meeting is June 4 at 7 p.m.
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 - none

K. New Business

1. Interview Trustees for Appointment – The Board has received a completed trustee questionnaire from 6 people interested in obtaining one of the open Trustee positions. Beena Deshmukh was interviewed at the April Board meeting. Ursula Zyzik previously served on the Board from 2010-2011. Julia Lacayo, Judi Callahan, Donald Damon and Thomas Peknik were interviewed this evening. Each told the Board about themselves and answered questions regarding their fiscal/budgetary philosophy and their approach to managing differences of opinion plus any experience they've had on a similar board.
2. Appointment of Trustees – The Board discussed the candidates. They were very pleased with the wide demographics represented as well as what each candidate has to offer. Spiros moved, Krupicka seconded to appoint Donald Damon and Julia Lacayo to the Board effective June 19, 2013. Motion carried unanimously. A motion will be on the June agenda to appoint Beena Deshmukh to the Board effective July 17, 2013.
3. Election of Officers – Spiros reported that the Nominating Committee met tonight. She presented the following slate for officers. President, Victoria Suriano; Vice-President, Marian Krupicka; Treasurer, Jo Ann Schusterich; Secretary, Luanne Spiros. Oggerino moved, Spiros seconded to approve the slate as presented. Motion carried unanimously.
4. Landscaping at Plainfield Road Entrance – The Board discussed the backup. They felt that 340 plants were too many and are considering just doing sod and some stone out cropping. The area has very little foot traffic and the library sign needs to be visible. They discussed having the work done in the fall but prefer doing it now. The money is already in the property maintenance budget line. Suriano and Krupicka will look at the area with Birmingham.

- 5. Resolution Honoring Paul Oggerino – Suriano read the Resolution. Spiros moved, Krupicka seconded to approve Resolution #2013-D Honoring Paul Oggerino. Motion carried unanimously. Oggerino thanked the Trustees and said that serving on the Board has been a wonderful experience.
- 6. Resolution Honoring Rob Thomas – Thomas was absent this evening. Suriano moved, Oggerino seconded to approved Resolution #2013-E Honoring Rob Thomas. Motion carried unanimously.

L. Scheduled Meetings - none

M. Community Events

- 1. Darien Committee for Intergovernmental Coordination June 4, 7:00
- 2. Darien Town Hall September 26, 7:00 – 9:00

N. Library Events

Today's Smart Living: Super-Coupons 2: Savings on Everything Workshop	5/15/2013	7:00 PM
All About eBooks -- Drop in!	5/16/2013	2:00 PM
Crime Readers Book Discussion	5/16/2013	7:00 PM
TAB	5/18/2013	2:30 PM
Computer Class Registration Begins	5/20/2013	9:00 AM
Adult Chess Group	5/20/2013	6:00 PM
GenLit (for 20-30 somethings)	5/20/2013	6:30 PM
Great Decisions	5/20/2013	7:00 PM
Drop in Session for Digital Magazines	5/21/2013	10:00 AM
Life's Transitions	5/21/2013	6:30 PM
4th Wednesdays: The Castles and Lochs of Scotland	5/22/2013	1:00 PM
Genealogy Group	5/23/2013	1:00 PM
Poetry Workshop Series	5/23/2013	6:30 PM
NBA2k13 Tournament	5/24/2013	3:30 PM
Dining a la Downton	5/29/2013	7:00 PM
B.Y.O.B. [Bring Your Own Book]	5/30/2013	7:00 PM
Movies & More: Lincoln	5/31/2013	7:00 PM
ESL Conversation Group	6/1/2013	10:00 AM
Adult Chess Group	6/3/2013	6:00 PM
Chicago Victory Gardens: Yesterday and Tomorrow	6/3/2013	7:00 PM
Adult Chess Group	6/10/2013	6:00 PM
Current Events Group	6/10/2013	7:00 PM
World Wide Knit in Public Day	6/12/2013	9:00 AM
Impressionism and Fashion	6/12/2013	7:00 PM
Beginners' Genealogy on the Web	6/13/2013	7:00 PM
Senior Friday Fun Days	6/14/2013	10:00 AM
ESL Conversation Group	6/15/2013	10:00 AM
Adult Chess Group	6/17/2013	6:00 PM
Introduction to Word	6/18/2013	6:00 PM

O. Adjournment

At 8:50 p.m. Suriano moved, Spiros seconded to adjourn the meeting. All ayes.
Motion carried unanimously.

Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 6/30/2013

Balance on hand as of May 31, 2013.....	1,851,960.23
Cash Receipts for June.....	1,721,598.95
Cash Disbursements for June.....	303,181.52
Cash on hand as of June 30, 2013.....	3,270,377.66
Illinois Funds (Money Market) - Average Monthly Rate 0.018%	
General.....	1,292,635.66
Special Reserve.....	20,947.93
Working Cash.....	315.06
Bond.....	216,914.41
Children's Endowment.....	2,885.66
Endowment.....	11,169.76
<u>MPI Investments</u>	1,155,656.99
JP Morgan Chase - Savings - Rate .16%	
General.....	147,348.19
<u>Working Cash Fund</u>	
MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	19,851.83
Hinsdale Bank & Trust - Checking.....	11,045.80
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of June 30, 2013.....	3,270,377.66
FUND BALANCES AS OF 06/30/2013	
Corporate Fund.....	711,656.67
Building & Maintenance Fund.....	60,452.81
I.M.R.F. Fund.....	4,447.43
Liability Fund.....	14,110.56
Social Security Fund.....	3,131.53
Special Reserve Fund.....	22,071.83
Working Cash Fund.....	391,404.72
Bond Fund.....	301,838.43
Deferred Property Taxes.....	1,582,778.24
Misc. Balance Sheet Accounts from all Funds.....	178,485.44
Grand Total All Funds.....	3,270,377.66

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Indian Prairie Public Library District Consolidated Expenditures Report for June 2013

Percent of Year: 100.00

	June 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
PERSONNEL							
61100 · Salaries	218,263.47	1,879,771.19	98.08%	1,916,545.00	36,773.81	1,970,000.00	90,228.81
61310 · Benefits - Medical / Life Ins.	8,614.69	98,706.14	91.40%	108,000.00	9,293.86	125,000.00	26,293.86
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	3,000.00	500.00
61330 · Benefits - IMRF	20,463.83	178,169.94	101.16%	176,129.00	-2,040.94	195,000.00	16,830.06
61340 · Benefits - FICA	16,532.83	142,291.88	97.05%	146,615.00	4,323.12	155,000.00	12,708.12
61400 · Staff Development	2,802.89	20,095.64	121.06%	16,600.00	-3,495.64	23,000.00	2,904.36
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	550.00	1,373.97	137.40%	1,000.00	-373.97	1,500.00	126.03
61710 · Workers Compensation	0.00	10,564.00	114.83%	9,200.00	-1,364.00	12,000.00	1,436.00
61720 · Unemployment Insurance	297.87	5,407.97	177.89%	3,040.00	-2,367.97	5,000.00	-407.97
TOTAL PERSONNEL	267,525.58	2,338,880.73	98.29%	2,379,629.00	40,748.27	2,489,500.00	150,619.27
MATERIALS							
62100 · Books	38,083.46	237,227.85	95.21%	249,175.00	11,947.15	255,000.00	17,772.15
62200 · Periodicals	899.96	30,700.60	84.93%	36,150.00	5,449.40	42,000.00	11,299.40
62300 · Audio	6,942.62	52,545.35	110.74%	47,450.00	-5,095.35	52,000.00	-545.35
62400 · Video	7,650.22	55,057.29	100.65%	54,700.00	-357.29	60,000.00	4,942.71
62500 · Multi-Media	1,137.90	1,892.61	71.42%	2,650.00	757.39	3,700.00	1,807.39
62600 · Electronic Reference Resources	5,661.64	70,165.95	99.54%	70,488.00	322.05	75,000.00	4,834.05
62800 · Processing Supplies	1,697.78	24,518.33	106.60%	23,000.00	-1,518.33	25,000.00	481.67
TOTAL MATERIALS	62,073.58	472,107.98	97.62%	483,613.00	11,505.02	512,700.00	40,592.02
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	4,954.60	67,395.15	122.54%	55,000.00	-12,395.15	65,000.00	-2,395.15
63300 · Utilities (1-8-11 · Gas)	611.62	11,366.32	94.72%	12,000.00	633.68	16,000.00	4,633.68
63300 · Utilities (1-8-12 · Electric)	5,078.24	49,353.10	65.80%	75,000.00	25,646.90	0.00	0.00
63300 · Utilities (1-8-13 · Telephone)	1,070.23	10,960.90	137.01%	8,000.00	-2,960.90	0.00	0.00
63300 · Utilities (1-8-14 · Water/Sewer)	96.00	3,973.56	72.25%	5,500.00	1,526.44	0.00	0.00
63300 · Utilities (1-8-15 · Garbage Disposal)	217.50	2,832.88	94.43%	3,000.00	167.12	0.00	0.00
63400 · Maintenance Supplies	1,984.18	16,157.08	111.43%	14,500.00	-1,657.08	20,000.00	3,842.92
63500 · Security System Monitoring	60.00	1,568.00	156.80%	1,000.00	-568.00	1,800.00	232.00
63600 · Property Maintenance	18,469.00	34,871.22	166.05%	21,000.00	-13,871.22	35,000.00	128.78
63800 · Building Maintenance/Repairs	3,768.01	37,360.31	0.00%	40,000.00	2,639.69	60,000.00	22,639.69
TOTAL BUILDING	36,309.38	235,838.52	100.36%	235,000.00	-838.52	347,800.00	179,081.92
OPERATIONS							
64200 · Supplies - Office	1,436.17	12,753.21	102.85%	12,400.00	-353.21	16,000.00	3,246.79
64300 · Photocopy Supplies	746.88	3,960.36	79.21%	5,000.00	1,039.64	6,000.00	2,039.64
64400 · Patron Card Supplies	220.73	612.74	61.27%	1,000.00	387.26	2,000.00	1,387.26
64500 · Postage	2,737.87	6,370.79	79.64%	8,000.00	1,629.21	15,000.00	8,629.21
64600 · Non-Payment Reimbursement	0.00	1,024.37	29.27%	3,500.00	2,475.63	6,000.00	4,975.63
64700 · Travel	36.73	502.51	77.31%	650.00	147.49	1,000.00	497.49
64800 · Organizational Memberships	0.00	1,675.00	128.85%	1,300.00	-375.00	2,000.00	325.00
64900 · Bank Fees	217.62	2,614.61	124.51%	2,100.00	-514.61	3,000.00	385.39
TOTAL OPERATION	5,396.00	29,513.59	86.93%	33,950.00	4,436.41	51,000.00	21,486.41
AUTOMATION							
65100 · Supplies (paper, ink cartridge)	750.23	9,510.83	105.68%	9,000.00	-510.83	12,000.00	2,489.17
65200 · Automation-Prof Services	0.00	6,000.00	60.00%	10,000.00	4,000.00	12,000.00	6,000.00
65300 · Purchase of Equipment	11,882.21	19,395.98	142.62%	13,600.00	-5,795.98	20,000.00	604.02
65400 · Automation Equip Mnt/Repair	361.12	1,265.09	84.34%	1,500.00	234.91	4,000.00	2,734.91
65500 · Software	663.06	17,840.80	89.65%	19,900.00	2,059.20	23,000.00	5,159.20
65600 · SWAN	0.00	62,095.36	100.98%	61,495.00	-600.36	64,000.00	1,904.64
65700 · Telecommunications	439.85	5,304.09	66.30%	8,000.00	2,695.91	12,000.00	6,695.91

Indian Prairie Public Library District
Consolidated Expenditures Report for June 2013

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Percent of Year: 100.00

	June 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
TOTAL AUTOMATION	14,116.47	121,412.15	98.31%	123,495.00	2,082.85	147,000.00	25,587.85
CONTRACTUAL SERVICES							
66100 · General Professional Services	494.00	20,426.90	114.76%	17,800.00	-2,626.90	30,500.00	10,073.10
66200 · Credit Bureau	35.80	926.00	61.73%	1,500.00	574.00	1,500.00	574.00
66300 · Equipment-Maintenance Repair	0.00	4,897.04	61.21%	8,000.00	3,102.96	11,200.00	6,302.96
66900 · Fees - Bond Registrar	40.00	380.82	0.00%	500.00	119.18	0.00	0.00
TOTAL CONTRACTUAL SERVICES	569.80	26,630.76	95.79%	27,800.00	1,169.24	43,200.00	16,950.06
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
67200 · Bonding	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
67300 · Officers & Directors Liability	-250.00	750.00	75.00%	1,000.00	250.00	2,000.00	1,250.00
67400 · Umbrella Liability	0.00	3,283.00	60.80%	5,400.00	2,117.00	5,400.00	2,117.00
TOTAL INSURANCE	-250.00	14,810.00	64.39%	23,000.00	8,190.00	25,000.00	10,190.00
MARKETING							
68110 · Marketing Newsletter	3,589.45	22,564.40	99.47%	22,685.00	120.60	24,000.00	1,435.60
68210 · Marketing Advertising	-125.00	790.00	21.94%	3,600.00	2,810.00	5,000.00	4,210.00
68310 · Marketing Supplies	2,201.97	3,809.20	173.15%	2,200.00	-1,609.20	4,000.00	190.80
68410 · Marketing-Information Printing	1,308.95	4,763.16	95.26%	5,000.00	236.84	7,500.00	2,736.84
68500 · Legal Notices	0.00	988.80	49.44%	2,000.00	1,011.20	2,000.00	1,011.20
68600 · Special Events	3,974.74	19,871.81	78.66%	25,200.00	5,328.19	30,000.00	10,128.19
TOTAL PUBLIC INFORMATION	10,950.11	52,787.37	86.99%	60,685.00	7,897.63	72,500.00	19,712.63
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	24,124.77	0.00%	0.00	-24,124.77	0.00	0.00
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
69300 · Bond Interest and Principal	6,597.50	479,520.00	98.33%	487,655.00	8,135.00	480,000.00	480.00
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	0.00	14,123.50	159.68%	8,845.00	-5,278.50	100,000.00	85,876.50
TOTAL CAPITAL OUTLAY & CONTINGENCY	6,597.50	517,768.27	104.28%	496,500.00	-21,268.27	680,000.00	186,356.50
GRAND TOTAL	403,288.42	3,809,749.37	98.60%	3,863,672.00	53,922.63	4,368,700.00	650,576.66

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

Percent of Year: 100.00

	June 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
TOTAL AUTOMATION	14,116.47	121,412.15	98.31%	123,495.00	2,082.85	147,000.00	25,587.85
CONTRACTUAL SERVICES							
66100 · General Professional Services	494.00	20,426.90	114.76%	17,800.00	-2,626.90	30,500.00	10,073.10
66200 · Credit Bureau	35.80	926.00	61.73%	1,500.00	574.00	1,500.00	574.00
66300 · Equipment-Maintenance Repair	0.00	4,897.04	61.21%	8,000.00	3,102.96	11,200.00	6,302.96
66900 · Fees - Bond Registrar	40.00	380.82	0.00%	500.00	119.18	0.00	0.00
TOTAL CONTRACTUAL SERVICES	569.80	26,630.76	95.79%	27,800.00	1,169.24	43,200.00	16,950.06
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
67200 · Bonding	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
67300 · Officers & Directors Liability	-250.00	750.00	75.00%	1,000.00	250.00	2,000.00	1,250.00
67400 · Umbrella Liability	0.00	3,283.00	60.80%	5,400.00	2,117.00	5,400.00	2,117.00
TOTAL INSURANCE	-250.00	14,810.00	64.39%	23,000.00	8,190.00	25,000.00	10,190.00
MARKETING							
68110 · Marketing Newsletter	3,589.45	22,564.40	99.47%	22,685.00	120.60	24,000.00	1,435.60
68210 · Marketing Advertising	-125.00	790.00	21.94%	3,600.00	2,810.00	5,000.00	4,210.00
68310 · Marketing Supplies	2,201.97	3,809.20	173.15%	2,200.00	-1,609.20	4,000.00	190.80
68410 · Marketing-Information Printing	1,308.95	4,763.16	95.26%	5,000.00	236.84	7,500.00	2,736.84
68500 · Legal Notices	0.00	988.80	49.44%	2,000.00	1,011.20	2,000.00	1,011.20
68600 · Special Events	3,525.51	19,422.58	77.07%	25,200.00	5,777.42	30,000.00	10,577.42
TOTAL PUBLIC INFORMATION	10,500.88	52,338.14	86.25%	60,685.00	8,346.86	72,500.00	20,161.86
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	24,124.77	0.00%	0.00	-24,124.77	0.00	0.00
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
69300 · Bond Interest and Principal	6,597.50	479,520.00	98.33%	487,655.00	8,135.00	480,000.00	480.00
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	0.00	14,123.50	159.68%	8,845.00	-5,278.50	100,000.00	85,876.50
TOTAL CAPITAL OUTLAY & CONTINGENCY	6,597.50	517,768.27	104.28%	496,500.00	-21,268.27	680,000.00	186,356.50
GRAND TOTAL	391,058.86	3,797,519.81	98.29%	3,863,672.00	66,152.19	4,368,700.00	662,806.22

ACTION ON BILLS June 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	44270 thru 44425	\$ 129,818.11
Salaries for June	35383 thru 35413	\$ 7,245.31
	&	
Direct Deposits	15805 thru 15957	\$ 95,898.66
	TOTAL	\$ 232,962.08
Additional Bills (Distributed at Board Meeting)	----- thru -----	
	MONTH'S TOTAL	\$ 232,962.08

Indian Prairie Public Library District Check Register

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June 1, 2013 through June 30, 2013

Type	Date	Num	Name	Amount
10121 - Checking - JP Morgan Chase				
Liability Check	06/06/2013	44270	Adler & Associates	35.22
Liability Check	06/06/2013	44271	Nationwide Retirement	610.00
Liability Check	06/06/2013	44272	Vantagepoint	1,075.99
Bill Pmt Check	06/06/2013	44273	BookBrowse LLC	630.00
Bill Pmt Check	06/06/2013	44274	Case Lots Inc.	83.45
Bill Pmt Check	06/06/2013	44275	Dell Marketing L.P.	2,537.77
Bill Pmt Check	06/06/2013	44276	Garvey's Office Products	255.34
Bill Pmt Check	06/06/2013	44277	Guest, Laurie	425.00
Bill Pmt Check	06/06/2013	44278	Illinois Library Association	225.00
Bill Pmt Check	06/06/2013	44279	Illinois Secretary of State	10.00
Bill Pmt Check	06/06/2013	44280	Inkwell	211.33
Bill Pmt Check	06/06/2013	44281	MyersBriggs	30.00
Bill Pmt Check	06/06/2013	44282	OverDrive	865.10
Bill Pmt Check	06/06/2013	44283	Quill	261.43
Bill Pmt Check	06/06/2013	44284	Recreational Equipment, Inc.	150.00
Bill Pmt Check	06/06/2013	44285	Runco	42.68
Bill Pmt Check	06/06/2013	44286	ScotPress Printing	159.87
Bill Pmt Check	06/06/2013	44287	VISOgraphic	3,589.45
Bill Pmt Check	06/13/2013	44288	Baker & Taylor	8,987.30
Bill Pmt Check	06/13/2013	44289	Baker & Taylor (video)	1,427.53
Bill Pmt Check	06/13/2013	44290	Bannerville USA, Inc.	60.00
Bill Pmt Check	06/13/2013	44291	Bukovac, Jamie	62.38
Bill Pmt Check	06/13/2013	44292	Center Point Large Print	158.36
Bill Pmt Check	06/13/2013	44293	Constellation	3,538.24
Bill Pmt Check	06/13/2013	44294	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	06/13/2013	44295	DAC	119.00
Bill Pmt Check	06/13/2013	44296	Davidson Titles, Inc.	349.75
Bill Pmt Check	06/13/2013	44297	DEMCO	942.04
Bill Pmt Check	06/13/2013	44298	Five Star CPR & First Aid - VOID	0.00
Bill Pmt Check	06/13/2013	44299	Gale/CENGAGE Learning	854.66
Bill Pmt Check	06/13/2013	44300	Garvey's Office Products	138.89
Bill Pmt Check	06/13/2013	44301	God's Power Your Purpose	16.00
Bill Pmt Check	06/13/2013	44302	Groot Industries, Inc.	217.50
Bill Pmt Check	06/13/2013	44303	Heritage House Florist	60.00
Bill Pmt Check	06/13/2013	44304	Ingram Library Services	47.89
Bill Pmt Check	06/13/2013	44305	Inkwell	35.42
Bill Pmt Check	06/13/2013	44306	JavaSmart USA LLC	121.06
Bill Pmt Check	06/13/2013	44307	Kolnik, MaryLou	20.60
Bill Pmt Check	06/13/2013	44308	Kroeschell Service	1,465.00
Bill Pmt Check	06/13/2013	44309	Marsden, Michael	200.00
Bill Pmt Check	06/13/2013	44310	Midwest Tape	787.27
Bill Pmt Check	06/13/2013	44311	OverDrive	1,051.44
Bill Pmt Check	06/13/2013	44312	Quill	42.55
Bill Pmt Check	06/13/2013	44313	Random House	233.75
Bill Pmt Check	06/13/2013	44314	Recorded Books, LLC	1,640.92
Bill Pmt Check	06/13/2013	44315	Register Printing of Illinois, Inc.	220.73

Indian Prairie Public Library District Check Register

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June 1, 2013 through June 30, 2013

Type	Date	Num	Name	Amount
Bill Pmt Check	06/13/2013	44316	Rogers Vending	146.38
Bill Pmt Check	06/13/2013	44317	Scholastic Library Publishing	2,318.25
Bill Pmt Check	06/13/2013	44318	Sebert Landscaping	697.00
Bill Pmt Check	06/13/2013	44319	Showcases	39.50
Bill Pmt Check	06/13/2013	44320	Speciality Mat Service	89.80
Bill Pmt Check	06/13/2013	44321	Stephens Plumbing & Heating, Inc.	183.00
Bill Pmt Check	06/13/2013	44322	SunTimes Media	130.00
Bill Pmt Check	06/13/2013	44323	ThyssenKrupp Elevator	737.01
Bill Pmt Check	06/13/2013	44324	Unique Management	35.80
Bill Pmt Check	06/13/2013	44325	Williams., Natalie	49.73
Bill Pmt Check	06/13/2013	44326	Wlosinski, Maria	11.87
Liability Check	06/20/2013	44327	Adler & Associates	35.22
Liability Check	06/20/2013	44328	Nationwide Retirement	610.00
Liability Check	06/20/2013	44329	Vantagepoint	1,075.99
Bill Pmt Check	06/20/2013	44330	AudioGo	509.97
Bill Pmt Check	06/20/2013	44331	Aurico	65.00
Bill Pmt Check	06/20/2013	44332	Baker & Taylor	2,977.28
Bill Pmt Check	06/20/2013	44333	Baker & Taylor (video)	215.64
Bill Pmt Check	06/20/2013	44334	Bank of America	9,432.71
Bill Pmt Check	06/20/2013	44335	Barnum, Patty	200.00
Bill Pmt Check	06/20/2013	44336	Bukovac, Jamie	39.85
Bill Pmt Check	06/20/2013	44337	Call One	995.23
Bill Pmt Check	06/20/2013	44338	Case Lots Inc.	99.75
Bill Pmt Check	06/20/2013	44339	Center Point Large Print	173.76
Bill Pmt Check	06/20/2013	44340	Chicago Tribune	247.00
Bill Pmt Check	06/20/2013	44341	DEMCO	129.95
Bill Pmt Check	06/20/2013	44342	Gale/CENGAGE Learning	107.97
Bill Pmt Check	06/20/2013	44343	Garvey's Office Products	361.07
Bill Pmt Check	06/20/2013	44344	Grey House Publishing, Inc.	164.50
Bill Pmt Check	06/20/2013	44345	Illinois Library Association	225.00
Bill Pmt Check	06/20/2013	44346	JanWay Company USA, Inc.	422.52
Bill Pmt Check	06/20/2013	44347	Lincoln National Life	97.47
Bill Pmt Check	06/20/2013	44348	Midwest Tape	535.97
Bill Pmt Check	06/20/2013	44349	OverDrive	110.87
Bill Pmt Check	06/20/2013	44350	PitneyBowes	165.00
Bill Pmt Check	06/20/2013	44351	Quill	40.74
Bill Pmt Check	06/20/2013	44352	Ramirez., Martha	47.06
Bill Pmt Check	06/20/2013	44353	Random House	127.50
Bill Pmt Check	06/20/2013	44354	Recorded Books, LLC	118.32
Bill Pmt Check	06/20/2013	44355	Runco	460.93
Bill Pmt Check	06/20/2013	44356	Sebert Landscaping	4,760.00
Bill Pmt Check	06/20/2013	44357	Slager, Gina Marie	300.00
Bill Pmt Check	06/20/2013	44358	The Book Farm	1,967.11
Bill Pmt Check	06/20/2013	44359	Uline	52.60
Bill Pmt Check	06/20/2013	44360	Williams, Meagan - VOID	0.00
Bill Pmt Check	06/20/2013	44361	Williams., Natalie	10.00
Bill Pmt Check	06/20/2013	44362	Wilson, Shelly - VOID	0.00

Indian Prairie Public Library District Check Register

June 1, 2013 through June 30, 2013

Type	Date	Num	Name	Amount
Bill Pmt Check	06/20/2013	44363	Wordinger, Debra	75.00
Bill Pmt Check	06/20/2013	44364	Workman Publishing Co.	13.00
Bill Pmt Check	06/20/2013	44365	Michalak, Ellen	201.00
Bill Pmt Check	06/25/2013	44366	Baker & Taylor	2,280.69
Bill Pmt Check	06/25/2013	44367	Baker & Taylor (video)	153.59
Bill Pmt Check	06/25/2013	44368	BCBS	6,956.16
Bill Pmt Check	06/25/2013	44369	Case Lots Inc.	302.70
Bill Pmt Check	06/25/2013	44370	Comcast	142.80
Bill Pmt Check	06/25/2013	44371	Edmonds Incorporated	182.58
Bill Pmt Check	06/25/2013	44372	EverGreen Printing Supplies	56.39
Bill Pmt Check	06/25/2013	44373	Five Star CPR & First Aid	280.00
Bill Pmt Check	06/25/2013	44374	Gale/CENGAGE Learning	2,640.53
Bill Pmt Check	06/25/2013	44375	Guardian	427.49
Bill Pmt Check	06/25/2013	44376	Inkwell	61.13
Bill Pmt Check	06/25/2013	44377	LexisNexis Matthew Bender	45.49
Bill Pmt Check	06/25/2013	44378	Midwest Tape	741.52
Bill Pmt Check	06/25/2013	44379	OverDrive	300.51
Bill Pmt Check	06/25/2013	44380	Palmisano, Stacy.	15.82
Bill Pmt Check	06/25/2013	44381	Recorded Books, LLC	256.20
Bill Pmt Check	06/25/2013	44382	Siebert Enterprises	75.00
Bill Pmt Check	06/25/2013	44383	Target	2,384.95
Bill Pmt Check	06/25/2013	44384	Thomson Reuters West	51.49
Bill Pmt Check	06/25/2013	44385	VSP Vision	80.47
Bill Pmt Check	06/26/2013	44386	Alarm Financial	60.00
Bill Pmt Check	06/26/2013	44387	Baker & Taylor	2,467.74
Bill Pmt Check	06/26/2013	44388	Baker & Taylor (video)	228.91
Bill Pmt Check	06/26/2013	44389	Bannerville USA, Inc.	100.00
Bill Pmt Check	06/26/2013	44390	Gale/CENGAGE Learning	201.67
Bill Pmt Check	06/26/2013	44391	Kroeschell Service	1,383.00
Bill Pmt Check	06/26/2013	44392	OverDrive	871.29
Bill Pmt Check	06/26/2013	44393	PitneyBowes	234.88
Bill Pmt Check	06/26/2013	44394	Random House	421.50
Bill Pmt Check	06/26/2013	44395	Recorded Books, LLC	222.74
Bill Pmt Check	06/26/2013	44396	U.S. Postal Service (PostageByPhone)	2,000.00
Bill Pmt Check	06/26/2013	44397	World Book School and Library	2,116.00
Bill Pmt Check	06/27/2013	44398	Bank of America	7,556.43
Bill Pmt Check	06/27/2013	44399	Recorded Books, LLC	561.96
Bill Pmt Check	06/27/2013	44400	Joynt, Sarah	121.28
Bill Pmt Check	06/27/2013	44401	Petty Cash	198.50
Bill Pmt Check	06/28/2013	44402	Applied Ergonomics	400.00
Bill Pmt Check	06/28/2013	44403	Case Lots Inc.	404.30
Bill Pmt Check	06/28/2013	44404	Displays2go	232.33
Bill Pmt Check	06/28/2013	44405	Quill	179.27
Bill Pmt Check	06/28/2013	44406	Runco	255.22
Bill Pmt Check	06/28/2013	44407	Sheehan, Debbie	84.29
Bill Pmt Check	06/28/2013	44408	Wlosinski, Maria	9.04
Bill Pmt Check	06/28/2013	44409	Kline, Cindy	15.00

Indian Prairie Public Library District Check Register

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June 1, 2013 through June 30, 2013

Type	Date	Num	Name	Amount
Bill Pmt Check	06/28/2013	44410	ScotPress Printing	35.00
Bill Pmt Check	06/29/2013	44411	Bukovac, Jamie	78.56
Bill Pmt Check	06/29/2013	44412	Frank Electric Co.	1,540.00
Bill Pmt Check	06/29/2013	44413	JanWay Company USA, Inc.	574.85
Bill Pmt Check	06/29/2013	44414	ScotPress Printing	254.11
Bill Pmt Check	06/29/2013	44415	Speciality Mat Service	89.80
Bill Pmt Check	06/29/2013	44416	Stephens Plumbing & Heating, Inc.	96.00
Bill Pmt Check	06/29/2013	44417	Bank of America	5,289.17
Bill Pmt Check	06/29/2013	44418	Dzierzbicki, Monica	91.15
Bill Pmt Check	06/29/2013	44419	Hartney, Jane	137.41
Bill Pmt Check	06/29/2013	44420	Jensen, Shirley P	56.11
Bill Pmt Check	06/29/2013	44421	Niels, Christine	70.06
Bill Pmt Check	06/29/2013	44422	Runco	87.79
Bill Pmt Check	06/29/2013	44423	Stovall, Ann	265.01
Bill Pmt Check	06/29/2013	44424	Sebert Landscaping	1,585.00
Bill Pmt Check	06/29/2013	44425	Sebert Landscaping	11,427.00
Total 10121 - Checking - JP Morgan Chase				<u>129,818.11</u>

TOTAL

129,818.11

Bills for approval – Electronic Payments & Automatic Withdrawals

June 2013

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	06/07/2013	17,603.60
ILDOR-State	Payroll taxes	06/07/2013	3,070.16
EFTPS-Federal	Payroll taxes	06/21/2013	18,083.70
ILDOR-State	Payroll taxes	06/21/2013	3,181.30
IMRF	Payroll Pension	06/28/2013	18,076.89
BNY Mellon	Bond Int. Payment	06/26/2013	6,597.50
AT&T	Telecommunications	06/11/2013	297.05
Nicor	Gas	06/18/2013	611.62
DAC	Deposit to HRA	06/04/2013	2,500.00
US Bank	Credit Card Fee	06/03/2013	197.62
Hinsdale Bank	Fee-Direct Deposit	06/05/2013	20.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2013

Balance on hand as of April 30, 2013.....	2,068,010.35
Cash Receipts for May.....	62,221.58
Cash Disbursements for May.....	278,271.70
Cash on hand as of May 31, 2013.....	1,851,960.23
Illinois Funds (Money Market) - Average Monthly Rate 0.022%	
General.....	64,347.38
Special Reserve.....	20,947.62
Working Cash.....	315.06
Bond.....	8,014.75
Children's Endowment.....	2,885.62
Endowment.....	11,169.60
<u>MPI Investments</u>	1,155,656.99

JP Morgan Chase - Savings - Rate .16%	
General.....	147,330.12

Working Cash Fund

MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	37,722.26
Hinsdale Bank & Trust - Checking.....	11,964.46
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2013.....	1,851,960.23

FUND BALANCES AS OF 05/31/2013

Corporate Fund.....	1,177,709.74
Building & Maintenance Fund.....	69,740.26
I.M.R.F. Fund.....	6,128.20
Liability Fund.....	14,369.55
Social Security Fund.....	3,131.53
Special Reserve Fund.....	22,071.52
Working Cash Fund.....	391,404.72
Bond Fund.....	92,938.76
Misc. Balance Sheet Accounts from all Funds.....	74,465.95
Grand Total All Funds.....	1,851,960.23

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

Percent of Year: 91.67

	RECEIVED May 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	344.88	3,229,806.07	102.74%	3,143,629.00	-86,177.07
41110 · Bond Property Taxes	50.00	263,622.64	54.26%	485,845.00	222,222.36
41150 · Non-current Property Taxes	0.00	343.06	21.44%	1,600.00	1,256.94
43100 · Interest-Tax Levy	0.25	30.77	0.00%	0.00	-30.77
TOTAL PROPERTY TAX & LEVY INTEREST	395.13	3,493,802.54	96.22%	3,631,074.00	137,271.46
INTERGOVERNMENTAL					
42200 · Per Capita Grant	43,704.93	43,704.93	104.06%	42,000.00	-1,704.93
42300 · LIMRICC	0.00	7,166.50	0.00%	0.00	-7,166.50
TOTAL INTERGOVERNMENTAL	43,704.93	50,871.43	121.12%	42,000.00	-8,871.43
INTEREST					
43200 · Interest -Checking	3.11	62.34	2.08%	3,000.00	2,937.66
43500 · Interest - Investment	32.50	1,361.85	0.00%	0.00	-1,361.85
TOTAL INTEREST	35.61	1,424.19	47.47%	3,000.00	1,575.81
DESK MONIES					
45100 · Copier	312.35	4,258.88	85.18%	5,000.00	741.12
45120 · Computer Copies	1,089.00	10,088.08	100.88%	10,000.00	-88.08
45200 · Fines/Fees	5,656.56	52,254.19	90.09%	58,000.00	5,745.81
45250 · Gifts/Donations	1,100.00	3,171.00	158.55%	2,000.00	-1,171.00
45300 · Lost Materials	793.35	10,126.99	84.39%	12,000.00	1,873.01
45350 · Non-Resident Fees	7,174.00	79,432.80	93.45%	85,000.00	5,567.20
45400 · DVD Fines	759.95	9,091.71	101.02%	9,000.00	-91.71
45450 · Book Rental	181.45	2,000.65	80.03%	2,500.00	499.35
45550 · Meeting Room Rental	25.00	300.00	0.00%	0.00	-300.00
45600 · ILL Fees	50.80	494.00	0.00%	0.00	-494.00
TOTAL DESK MONIES	17,142.46	171,218.30	93.31%	183,500.00	12,281.70
OTHER INCOME					
46700 · Miscellaneous	107.30	2,789.10	278.91%	1,000.00	-1,789.10
46750 · Collection Agency Fee	70.00	371.00	0.00%	0.00	-371.00
TOTAL OTHER INCOME	177.30	3,160.10	316.01%	1,000.00	-2,160.10
GRAND TOTAL	61,455.43	3,720,476.56	96.37%	3,860,574.00	140,097.44

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

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Percent of Year: 91.67

	May 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
PERSONNEL							
61100 · Salaries	150,020.68	1,661,507.72	86.69%	1,916,545.00	255,037.28	1,970,000.00	308,492.28
61310 · Benefits - Medical / Life Ins.	7,886.57	90,091.45	83.42%	108,000.00	17,908.55	125,000.00	34,908.55
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	3,000.00	500.00
61330 · Benefits - IMRF	28,048.07	157,706.11	89.54%	176,129.00	18,422.89	195,000.00	37,293.89
61340 · Benefits - FICA	11,359.05	125,759.05	85.78%	146,615.00	20,855.95	155,000.00	29,240.95
61400 · Staff Development	4,889.21	17,292.75	104.17%	16,600.00	-692.75	23,000.00	5,707.25
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	232.57	823.97	82.40%	1,000.00	176.03	1,500.00	676.03
61710 · Workers Compensation	0.00	10,564.00	114.83%	9,200.00	-1,364.00	12,000.00	1,436.00
61720 · Unemployment Insurance	379.83	5,110.10	168.10%	3,040.00	-2,070.10	5,000.00	-110.10
TOTAL PERSONNEL	202,815.98	2,071,355.15	87.05%	2,379,629.00	308,273.85	2,489,500.00	418,144.85
MATERIALS							
62100 · Books	24,899.29	199,144.39	79.92%	249,175.00	50,030.61	255,000.00	55,855.61
62200 · Periodicals	158.18	29,800.64	82.44%	36,150.00	6,349.36	42,000.00	12,199.36
62300 · Audio	3,517.93	45,602.73	96.11%	47,450.00	1,847.27	52,000.00	6,397.27
62400 · Video	4,959.19	47,407.07	86.67%	54,700.00	7,292.93	60,000.00	12,592.93
62500 · Multi-Media	0.00	754.71	28.48%	2,650.00	1,895.29	3,700.00	2,945.29
62600 · Electronic Reference Resources	763.71	64,504.31	91.51%	70,488.00	5,983.69	75,000.00	10,495.69
62800 · Processing Supplies	1,138.06	22,820.55	99.22%	23,000.00	179.45	25,000.00	2,179.45
TOTAL MATERIALS	35,436.36	410,034.40	84.79%	483,613.00	73,578.60	512,700.00	102,665.60
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	5,160.80	62,440.55	113.53%	55,000.00	-7,440.55	65,000.00	2,559.45
63300 · Utilities (1-8-11 · Gas)	1,090.92	10,754.70	89.62%	12,000.00	1,245.30	16,000.00	5,245.30
63300 · Utilities (1-8-12 · Electric)	3,537.40	44,274.86	59.03%	75,000.00	30,725.14	0.00	0.00
63300 · Utilities (1-8-13 · Telephone)	1,977.92	9,890.67	123.63%	8,000.00	-1,890.67	0.00	0.00
63300 · Utilities (1-8-14 · Water/Sewer)	626.41	3,877.56	70.50%	5,500.00	1,622.44	0.00	0.00
63300 · Utilities (1-8-15 · Garbage Disposal)	217.50	2,615.38	87.18%	3,000.00	384.62	0.00	0.00
63400 · Maintenance Supplies	968.86	14,172.90	97.74%	14,500.00	327.10	20,000.00	5,827.10
63500 · Security System Monitoring	249.00	1,508.00	150.80%	1,000.00	-508.00	1,800.00	292.00
63600 · Property Maintenance	850.80	16,402.22	78.11%	21,000.00	4,597.78	35,000.00	18,597.78
63800 · Building Maintenance/Repairs	3,130.85	33,592.30	0.00%	40,000.00	6,407.70	60,000.00	26,407.70
TOTAL BUILDING	17,810.46	199,529.14	84.91%	235,000.00	35,470.86	347,800.00	208,929.33
OPERATIONS							
64200 · Supplies - Office	1,254.06	11,317.04	91.27%	12,400.00	1,082.96	16,000.00	4,692.96
64300 · Photocopy Supplies	438.85	3,213.48	64.27%	5,000.00	1,786.52	6,000.00	2,786.52
64400 · Patron Card Supplies	221.17	392.01	39.20%	1,000.00	607.99	2,000.00	1,607.99
64500 · Postage	0.00	3,632.92	45.41%	8,000.00	4,367.08	15,000.00	11,367.08
64600 · Non-Payment Reimbursement	0.00	1,024.37	29.27%	3,500.00	2,475.63	6,000.00	4,975.63
64700 · Travel	61.03	465.78	71.66%	650.00	184.22	1,000.00	534.22
64800 · Organizational Memberships	860.00	1,675.00	128.85%	1,300.00	-375.00	2,000.00	325.00
64900 · Bank Fees	206.50	2,396.99	114.14%	2,100.00	-296.99	3,000.00	603.01
TOTAL OPERATION	3,041.61	24,117.59	71.04%	33,950.00	9,832.41	51,000.00	26,882.41
AUTOMATION							
65100 · Supplies (paper, ink cartridge)	356.82	8,760.60	97.34%	9,000.00	239.40	12,000.00	3,239.40
65200 · Automation-Prof Services	0.00	6,000.00	60.00%	10,000.00	4,000.00	12,000.00	6,000.00
65300 · Purchase of Equipment	2,958.68	7,513.77	55.25%	13,600.00	6,086.23	20,000.00	12,486.23
65400 · Automation Equip Mnt/Repair	0.00	903.97	60.27%	1,500.00	596.03	4,000.00	3,096.03
65500 · Software	3,300.54	17,157.74	86.22%	19,900.00	2,742.26	23,000.00	5,842.26
65600 · SWAN	0.00	62,095.36	100.98%	61,495.00	-600.36	64,000.00	1,904.64
65700 · Telecommunications	433.95	4,864.24	60.80%	8,000.00	3,135.76	12,000.00	7,135.76

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

Percent of Year: 91.67

	May 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
TOTAL AUTOMATION	7,049.99	107,295.68	86.88%	123,495.00	16,199.32	147,000.00	39,704.32
CONTRACTUAL SERVICES							
66100 · General Professional Services	55.00	19,932.90	111.98%	17,800.00	-2,132.90	30,500.00	10,567.10
66200 · Credit Bureau	80.55	890.20	59.35%	1,500.00	609.80	1,500.00	609.80
66300 · Equipment-Maintenance Repair	0.00	4,897.04	61.21%	8,000.00	3,102.96	11,200.00	6,302.96
66900 · Fees - Bond Registrar	100.82	340.82	0.00%	500.00	159.18	0.00	0.00
TOTAL CONTRACTUAL SERVICES	236.37	26,060.96	93.74%	27,800.00	1,739.04	43,200.00	17,479.86
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
67200 · Bonding	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
67300 · Officers & Directors Liability	0.00	1,000.00	100.00%	1,000.00	0.00	2,000.00	1,000.00
67400 · Umbrella Liability	0.00	3,283.00	60.80%	5,400.00	2,117.00	5,400.00	2,117.00
TOTAL INSURANCE	0.00	15,060.00	65.48%	23,000.00	7,940.00	25,000.00	9,940.00
MARKETING							
68110 · Marketing Newsletter	2,019.04	18,974.95	83.65%	22,685.00	3,710.05	24,000.00	5,025.05
68210 · Marketing Advertising	35.00	915.00	25.42%	3,600.00	2,685.00	5,000.00	4,085.00
68310 · Marketing Supplies	827.59	1,607.23	73.06%	2,200.00	592.77	4,000.00	2,392.77
68410 · Marketing-Information Printing	1,103.65	3,454.21	69.08%	5,000.00	1,545.79	7,500.00	4,045.79
68500 · Legal Notices	0.00	988.80	49.44%	2,000.00	1,011.20	2,000.00	1,011.20
68600 · Special Events	2,550.36	15,897.07	63.08%	25,200.00	9,302.93	30,000.00	14,102.93
TOTAL PUBLIC INFORMATION	6,535.64	41,837.26	68.94%	60,685.00	18,847.74	72,500.00	30,662.74
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	24,124.77	0.00%	0.00	-24,124.77	0.00	0.00
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
69300 · Bond Interest and Principal	0.00	472,922.50	96.98%	487,655.00	14,732.50	480,000.00	7,077.50
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	0.00	14,123.50	159.68%	8,845.00	-5,278.50	100,000.00	85,876.50
TOTAL CAPITAL OUTLAY & CONTINGENCY	0.00	511,170.77	102.96%	496,500.00	-14,670.77	680,000.00	192,954.00
GRAND TOTAL	272,926.41	3,406,460.95	88.17%	3,863,672.00	457,211.05	4,368,700.00	1,047,363.11

ACTION ON BILLS May 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	44168 thru 44269	\$ 85,315.26
Salaries for May	35351 thru 35382 &	\$ 8,442.50
Direct Deposits	15654 thru 15804	\$ 99,331.99
	TOTAL	\$ 193,089.75
Additional Bills (Distributed at Board Meeting)	----- thru -----	
	MONTH'S TOTAL	\$ 193,089.75

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Indian Prairie Public Library District

Check Register

May 1, 2013 through May 31, 2013

Type	Date	Num	Name	Amount
121 - Checking - JP Morgan Chase				
Bill Pmt Check	05/08/2013	44168	Alternative Energy Solutions, Ltd.	1,794.64
Bill Pmt Check	05/08/2013	44169	AudioGo	280.00
Bill Pmt Check	05/08/2013	44170	Baker & Taylor	4,893.89
Bill Pmt Check	05/08/2013	44171	Baker & Taylor (video)	945.11
Bill Pmt Check	05/08/2013	44172	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	05/08/2013	44173	DAC	124.00
Bill Pmt Check	05/08/2013	44174	Davidson Titles, Inc.	270.79
Bill Pmt Check	05/08/2013	44175	DEMCO	770.81
Bill Pmt Check	05/08/2013	44176	Edmonds Incorporated	367.78
Bill Pmt Check	05/08/2013	44177	Fox Valley Fire & Safety	145.00
Bill Pmt Check	05/08/2013	44178	Gale	629.19
Bill Pmt Check	05/08/2013	44179	Heritage House Florist	50.00
Bill Pmt Check	05/08/2013	44180	Inkwell	506.49
Bill Pmt Check	05/08/2013	44181	Management Association	860.00
Bill Pmt Check	05/08/2013	44182	Midwest Tape	481.73
Bill Pmt Check	05/08/2013	44183	Ollis Book Corporation	1,261.75
Bill Pmt Check	05/08/2013	44184	OverDrive	810.63
Bill Pmt Check	05/08/2013	44185	Oxford University Press	41.69
Bill Pmt Check	05/08/2013	44186	Quill	106.02
Bill Pmt Check	05/08/2013	44187	Random House	116.25
Bill Pmt Check	05/08/2013	44188	Recorded Books, LLC	838.44
Bill Pmt Check	05/08/2013	44189	Reid, Richard J.	240.00
Bill Pmt Check	05/08/2013	44190	Roy, Nancy	36.17
Bill Pmt Check	05/08/2013	44191	Runco	512.32
Bill Pmt Check	05/08/2013	44192	United States Postal Service	1,769.04
Liability Check	05/09/2013	44193	Adler & Associates	35.22
Liability Check	05/09/2013	44194	Nationwide Retirement	610.00
Liability Check	05/09/2013	44195	Vantagepoint	1,075.99
Bill Pmt Check	05/15/2013	44196	Asimakopoulos, Jennifer	33.31
Bill Pmt Check	05/15/2013	44197	Aurico	55.00
Bill Pmt Check	05/15/2013	44198	Baker & Taylor	2,697.91
Bill Pmt Check	05/15/2013	44199	Baker & Taylor (video)	1,192.31
Bill Pmt Check	05/15/2013	44200	Bowker LLC, R.R.	500.00
Bill Pmt Check	05/15/2013	44201	Call One	750.00
Bill Pmt Check	05/15/2013	44202	Carlson, Elizabeth	165.00
Bill Pmt Check	05/15/2013	44203	Case Lots Inc.	125.40
Bill Pmt Check	05/15/2013	44204	Cataldo, Jill	300.00
Bill Pmt Check	05/15/2013	44205	Comcast	136.90
Bill Pmt Check	05/15/2013	44206	Constellation	3,537.40
Bill Pmt Check	05/15/2013	44207	Current Technologies	2,312.32
Bill Pmt Check	05/15/2013	44208	DuPage Children's Museum	200.00
Bill Pmt Check	05/15/2013	44209	Evanced Solutions	2,730.00
Bill Pmt Check	05/15/2013	44210	Groot Industries, Inc.	217.50
Bill Pmt Check	05/15/2013	44211	Inkwell	88.11
Bill Pmt Check	05/15/2013	44212	Janczy, Ron	35.00
Bill Pmt Check	05/15/2013	44213	JavaSmart USA LLC	105.45

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Indian Prairie Public Library District

Check Register

May 1, 2013 through May 31, 2013

Type	Date	Num	Name	Amount
Bill Pmt Check	05/15/2013	44214	Jensen, Shirley P	22.60
Bill Pmt Check	05/15/2013	44215	MaximumPC	24.95
Bill Pmt Check	05/15/2013	44216	McCully, Nancy	205.00
Bill Pmt Check	05/15/2013	44217	Midwest Tape	369.84
Bill Pmt Check	05/15/2013	44218	Palmisano, Stacy.	12.43
Bill Pmt Check	05/15/2013	44219	PC Mall	53.07
Bill Pmt Check	05/15/2013	44220	Quill	153.56
Bill Pmt Check	05/15/2013	44221	Rogers Vending	104.88
Bill Pmt Check	05/15/2013	44222	Runco	133.51
Bill Pmt Check	05/15/2013	44223	Sebert Landscaping	697.00
Bill Pmt Check	05/15/2013	44224	Speciality Mat Service	170.80
Bill Pmt Check	05/15/2013	44225	Tumbleweed Press, Inc.	399.00
Bill Pmt Check	05/15/2013	44226	DuPage Children's Museum	200.00
Bill Pmt Check	05/22/2013	44227	Bank of America	10,666.81
Bill Pmt Check	05/22/2013	44228	BCBS	6,114.30
Bill Pmt Check	05/22/2013	44229	Call One	1,716.87
Bill Pmt Check	05/22/2013	44230	DuPage County Public Works	626.41
Bill Pmt Check	05/22/2013	44231	Fire & Security Systems	249.00
Bill Pmt Check	05/22/2013	44232	Hinsdale South High School Stinger	35.00
Bill Pmt Check	05/22/2013	44233	Kroeschell Service	441.21
Bill Pmt Check	05/22/2013	44234	Lincoln National Life	76.95
Bill Pmt Check	05/22/2013	44235	Madsen, Stacie	10.80
Bill Pmt Check	05/22/2013	44236	OverDrive	5,879.48
Bill Pmt Check	05/22/2013	44237	Print Designs USA, Inc.	596.00
Bill Pmt Check	05/22/2013	44238	Proforma Creative Impressions	286.00
Bill Pmt Check	05/22/2013	44239	Rebecca Caudill Young Readers' Book Award	10.00
Bill Pmt Check	05/22/2013	44240	Register Printing of Illinois, Inc.	221.17
Bill Pmt Check	05/22/2013	44241	ScotPress Printing	1,085.26
Bill Pmt Check	05/22/2013	44242	Smart Computing	29.00
Bill Pmt Check	05/22/2013	44243	Song, Xiangqian	15.80
Bill Pmt Check	05/22/2013	44244	Streett, Cathy	153.80
Bill Pmt Check	05/22/2013	44245	Unique Management	80.55
Bill Pmt Check	05/22/2013	44246	VSP Vision	80.47
Liability Check	05/23/2013	44247	Adler & Associates	35.22
Liability Check	05/23/2013	44248	Nationwide Retirement	610.00
Liability Check	05/23/2013	44249	Vantagepoint	1,075.99
Bill Pmt Check	05/29/2013	44250	Petty Cash	162.41
Bill Pmt Check	05/29/2013	44251	Baker & Taylor	8,471.02
Bill Pmt Check	05/29/2013	44252	Baker & Taylor (video)	1,153.98
Bill Pmt Check	05/29/2013	44253	Bank of New York Mellon	100.82
Bill Pmt Check	05/29/2013	44254	Bukovac, Jamie	62.64
Bill Pmt Check	05/29/2013	44255	Call One	261.05
Bill Pmt Check	05/29/2013	44256	Case Lots Inc.	95.75
Bill Pmt Check	05/29/2013	44257	Colonial Life	47.32
Bill Pmt Check	05/29/2013	44258	Dzierzbicki, Monica	87.50
Bill Pmt Check	05/29/2013	44259	Edmonds Incorporated	100.54
Bill Pmt Check	05/29/2013	44260	Fank, Susan	29.14

Indian Prairie Public Library District

Check Register

May 1, 2013 through May 31, 2013

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Type	Date	Num	Name	Amount
Bill Pmt Check	05/29/2013	44261	Guardian	390.71
Bill Pmt Check	05/29/2013	44262	Inkwell	61.21
Bill Pmt Check	05/29/2013	44263	Midwest Tape	614.20
Bill Pmt Check	05/29/2013	44264	NCPERS Group Life	96.00
Bill Pmt Check	05/29/2013	44265	OverDrive	347.00
Bill Pmt Check	05/29/2013	44266	Palmisano, Stacy.	12.43
Bill Pmt Check	05/29/2013	44267	Phillip's Interior Plants	215.00
Bill Pmt Check	05/29/2013	44268	Random House	584.25
Bill Pmt Check	05/29/2013	44269	VISOgraphic	250.00

Total 10121 - Checking - JP Morgan Chase

85,315.26

TOTAL

85,315.26

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2013

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	05/10/2013	19,079.32
ILDOR-State	Payroll taxes	05/10/2013	3,365.80
EFTPS-Federal	Payroll taxes	05/24/2013	18,202.78
ILDOR-State	Payroll taxes	05/24/2013	3,185.31
IMRF	Payroll Pension	05/06/2013	18,444.34
IMRF	Payroll Pension	05/29/2013	18,809.93
AT&T	Telecommunications	05/14/2013	297.05
Nicor	Gas	05/20/2013	1,090.92
DAC	Deposit to HRA	05/02/2013	2,500.00
US Bank	Credit Card Fee	05/02/2013	186.50
Hinsdale Bank	Fee-Direct Deposit	05/02/2013	20.00

IPPL Budgetary Calendar 2013 – 2014 Fiscal Year

<u>Board Action</u>	<u>Suggested Deadline</u>	<u>Statute Citation</u>
1. Prepare tentative B & A Ordinance, set hearing date	7/17/13	50 ILCS 330/3
2. Post tentative B & A for Public Inspection (At least 30 days prior to adoption)	7/19/13	50 ILCS 330/3
3. Adopt Ordinance for .02% for Bldg. & Maintenance (Petitions requiring a referendum must be submitted within 30 days of publication.)	7/17/13	75 ILCS 16/35-5(b)
4. Publish Bldg. & Maint. Ordinance (Within 15 days of adoption) (<i>Doings</i> – Thursday)	7/25/13	75 ILCS 16/30-5
5. Publish Notice of B & A Public Hearing (at least 30 days prior to hearing)	8/1/13	50 ILCS 330/3
6. Conduct Public Hearing on B & A Ordinance	9/18/13	50 ILCS 330/3
7. Adopt final B & A Ordinance (By 4 th Tuesday in September, 9/24/13)	9/18/13	75 ILCS 16/30-85(a)
8. Post & Publish certified copy of B & A Ordinance (Post within 3 days after adoption, for 14 days) (Publication recommended within 14 days of adoption.)	9/20/13 post	75 ILCS 16/30-85
	9/26/13 publish	
9. File certified copy of B & A with County Clerks (Within 30 days after adoption.)	9/27/13	35 ILCS 200/18-50
10. Adopt Estimate of Revenues	9/18/13	35 ILCS 200/18-50
11. File Estimate of Revenues Certified by Treasurer with County Clerks	9/27/13	35 ILCS 200/18-50
12. Adopt Resolution to Determine Estimate of Funds Needed. (Not less than 20 days prior to adoption of Levy. Statutory deadline is 20 days prior to 1 st Tuesday in December, 11/13/13)	10/16/13	35 ILCS 200-55(b)
13. Publish Notice of Public Hearing on levy if more than 105% of tax extension 7 to 14 days prior to hearing	11/7/13	35 ILCS 200/18-80

IPPL 2013-2014 Budgetary Calendar (cont.)

<u>Board Action</u>	<u>Suggested Deadline</u>	<u>Statute Citation</u>
14. Conduct Public Hearing if levy is more than 105%	11/20/13	75 ILCS 200/18-70
15. Adopt Levy Ordinance (No sooner than 7 days after publication of B & A and no sooner than 20 days after adoption of Resolution to Determine Estimate of Funds Needed Levy Deadline is 1 st Tuesday in December, 12/3/13)	11/20/13	75 ILCS 16/30-85(b)
16. File certified copy of Levy Ordinance with County Statutory deadline is last Tues. in December, 12/31/13) Also file:	12/6/13	75 ILCS 16/30-85©
<ul style="list-style-type: none"> ◆ Certification of Authenticity (by Secretary) ◆ Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by President). Attach copy of "black-border notice" if TITA publication was made 		35 ILCS 200/18-90
17. District Secretary files certified copies of B & A and Levy Ordinances with the library and makes available to the public.	12/6/13	75 ILCS 16/30-85(e)

Note:

- ◆ All ordinances must be posted within 3 days of adoption and remain posted for 14 days. (75 ILCS 16/1-40)
- ◆ Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment.

AN ORDINANCE OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT,
DU PAGE COUNTY, ILLINOIS, ASCERTAINING THE PREVAILING RATE OF
WAGES FOR LABORERS, WORKERS, AND MECHANICS EMPLOYED
ON PUBLIC WORKS OF SAID DISTRICT

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of the Indian Prairie Public Library District of the County of DuPage investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Indian Prairie Public Library District employed in performing construction of public works for said Indian Prairie Public Library District;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Indian Prairie Public Library District:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Indian Prairie Public Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of July 1, 2013, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Indian Prairie Public Library District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Indian Prairie Public Library District to the extent required by the aforesaid Act.

SECTION 3: The Indian Prairie Public Library District Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Indian Prairie Public Library District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Indian Prairie Public Library District Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Indian Prairie Public Library District Secretary shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Indian Prairie Public Library District Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 17th day of July, 2013.

, President

ATTEST:

, Secretary

NOTICE OF DETERMINATION OF PREVAILING WAGES

Notice is hereby given that the Indian Prairie Public Library District has determined by Ordinance adopted July 17, 2013, that the prevailing rate of wages for construction work coming under the jurisdiction of the Indian Prairie Public Library District is the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of July 1, 2013. A copy of said determination may be obtained from the Indian Prairie Public Library District or the Department of Labor.

, Secretary
Indian Prairie Public Library District

Du Page County Prevailing Wage for July 2013

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		36.200	36.700	1.5	1.5	2.0	12.78	9.020	0.000	0.500
ASBESTOS ABT-MEC		BLD		34.160	36.660	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER		BLD		43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON		BLD		40.680	44.750	1.5	1.5	2.0	9.550	12.00	0.000	0.970
CARPENTER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
CEMENT MASON		ALL		38.000	40.000	2.0	1.5	2.0	8.950	16.35	0.000	0.380
CERAMIC TILE FNSHER		BLD		34.440	0.000	2.0	1.5	2.0	9.700	6.930	0.000	0.610
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.250	14.46	0.400	0.610
ELECTRIC PWR EQMT OP		ALL		36.610	49.750	1.5	1.5	2.0	5.000	11.35	0.000	0.270
ELECTRIC PWR GRNDMAN		ALL		28.310	49.750	1.5	1.5	2.0	5.000	8.780	0.000	0.210
ELECTRIC PWR LINEMAN		ALL		43.830	49.750	1.5	1.5	2.0	5.000	13.58	0.000	0.330
ELECTRIC PWR TRK DRV		ALL		29.310	49.750	1.5	1.5	2.0	5.000	9.090	0.000	0.220
ELECTRICIAN		BLD		36.200	39.820	1.5	1.5	2.0	9.250	16.27	4.380	0.680
ELEVATOR CONSTRUCTOR		BLD		49.080	55.215	2.0	2.0	2.0	11.88	12.71	3.930	0.600
FENCE ERECTOR	NE	ALL		34.840	36.840	1.5	1.5	2.0	12.86	10.67	0.000	0.300
FENCE ERECTOR	W	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
GLAZIER		BLD		39.500	41.000	1.5	2.0	2.0	11.99	14.30	0.000	0.840
HT/FROST INSULATOR		BLD		45.550	48.050	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER	E	ALL		40.750	42.750	2.0	2.0	2.0	13.20	19.09	0.000	0.350
IRON WORKER	W	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
LABORER		ALL		37.000	37.750	1.5	1.5	2.0	13.38	9.520	0.000	0.500
LATHER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
MACHINIST		BLD		43.920	46.420	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS		ALL		29.700	0.000	1.5	1.5	2.0	9.550	11.75	0.000	0.620
MARBLE MASON		BLD		39.880	43.870	1.5	1.5	2.0	9.550	11.75	0.000	0.730
MATERIAL TESTER I		ALL		27.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MATERIALS TESTER II		ALL		32.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MILLWRIGHT		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
OPERATING ENGINEER		BLD 1		46.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD 2		44.800	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD 3		42.250	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD 4		40.500	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD 5		49.850	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD 6		47.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD 7		49.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 1		44.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 2		43.750	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 3		41.700	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 4		40.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 5		39.100	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 6		47.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 7		45.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
ORNAMNTL IRON WORKER E		ALL		42.900	45.400	2.0	2.0	2.0	13.11	16.40	0.000	0.600
ORNAMNTL IRON WORKER W		ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
PAINTER		ALL		40.880	42.880	1.5	1.5	1.5	9.650	8.200	0.000	1.250
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
PIPEFITTER		BLD		41.200	43.200	1.5	1.5	2.0	9.750	17.09	0.000	1.710
PLASTERER		BLD		40.080	42.480	1.5	1.5	2.0	9.550	12.30	0.000	0.990
PLUMBER		BLD		41.200	43.200	1.5	1.5	2.0	9.750	17.09	0.000	1.710
ROOFER		BLD		38.350	41.350	1.5	1.5	2.0	8.280	8.770	0.000	0.430
SHEETMETAL WORKER		BLD		42.510	44.510	1.5	1.5	2.0	10.04	12.01	0.000	0.780

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SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	10.75	8.350	0.000	0.450
STEEL ERECTOR	E ALL	40.750	42.750	2.0	2.0	2.0	13.20	19.09	0.000	0.350
STEEL ERECTOR	W ALL	44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
STONE MASON	BLD	40.680	44.750	1.5	1.5	2.0	9.550	12.00	0.000	0.970
TERRAZZO FINISHER	BLD	35.510	0.000	1.5	1.5	2.0	9.700	9.320	0.000	0.400
TERRAZZO MASON	BLD	39.370	42.370	1.5	1.5	2.0	9.700	10.66	0.000	0.550
TILE MASON	BLD	41.430	45.430	2.0	1.5	2.0	9.700	8.640	0.000	0.710
TRAFFIC SAFETY WRKR	HWY	28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCKPOINTER	BLD	40.950	41.950	1.5	1.5	2.0	8.180	10.82	0.000	0.940

Legend:

- RG (Region)
- TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)
- C (Class)
- Base (Base Wage Rate)
- FRMAN (Foreman Rate)
- M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)
- OSA (Overtime (OT) is required for every hour worked on Saturday)
- OSH (Overtime is required for every hour worked on Sunday and Holidays)
- H/W (Health & Welfare Insurance)
- Pensn (Pension)
- Vac (Vacation)
- Trng (Training)

Explanations

DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and

removal of temporary lane markings, and the installation and removal of temporary road signs.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate,

travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors

pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic;

Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

ORDINANCE #2013-3

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2013 through June, 2014 shall be held on the third Wednesday of each month at 7 o'clock in the evening at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- July 17, 2013
- August 21, 2013
- September 18, 2013
- October 16, 2013
- November 20, 2013
- December 18, 2013
- January 15, 2014
- February 19, 2014
- March 19, 2014
- April 16, 2014
- May 21, 2014
- June 18, 2014

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 17th day of July, 2013.

, President

ATTEST:

, Secretary

ORDINANCE #2013-5

**AN ORDINANCE AMENDING THE BUDGET AND APPROPRIATIONS
ORDINANCE #2012-6 OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

Section 1: Transfer of the following appropriated funds:

Subtract from Account Line

Corporate Fund:

Building Maintenance/Repairs \$ 3,000

Staff Development \$ 1,000

Add to Account Line

Corporate Fund:

Cleaning Service \$3,000

Unemployment Insurance \$1,000

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED this 17th day of July 2013, pursuant to a roll call vote as follows.

AYES:

NAYS:

ABSENT:

APPROVED by me this 17th day of July, 2013.

, President

ATTEST:

, Secretary

Indian Prairie Public Library
Nominating Committee
May 15, 2013 – 6:45 p.m.
Minutes

Present: M. Krupicka, V. Suriano, L. Spiros, J. Schusterich

Discuss nominations and make a recommendation of officers to the Board:

1. President: Vicki Suriano
2. Vice-President: Marian Krupicka
3. Treasurer: Jo Ann Schusterich
4. Secretary: Luanne Spiros

Adjourn: 6:55 p.m.

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**Director's Report
July 2013**

Agenda

The first action will be to nominate Beena Deshmukh as a trustee and then she will take the oath of office. Luanne, Julia and Don have already taken their oaths.

Jo Ann was the treasurer and since she resigned the trustees will have to discuss the officer positions and take action as who will act as officers.

Omnibus:

In the Omnibus the trustees will be approving a budgetary calendar which specifies the actions and processes the library needs to do in order to be in compliance with the law. There is also an ordinance ascertaining prevailing wage because, as a taxing body, we must follow the law regarding wages paid for certain types of work. The trustees approve an ordinance establishing the meeting dates for the coming year. This information is posted and is sent to the newspaper. (This does not mean that a meeting cannot be cancelled.) Minutes from the Nominating Committee meeting need to be approved.

Finally there is an Ordinance Amending FY12/13 Budget and Appropriation. There are instances when it becomes necessary for a municipality to make changes in the spending levels set by the appropriation ordinance. Any time after the first half of the fiscal year, the board members, by a 2/3 vote of all members, may make line-item transfers of money within any department from one corporate object or purpose to another. Transfers cannot occur between departments or funds.

Reports:

These reports are written reports included in the packet

New Business:

I've included an information overview for the Operating Budget and for the Tentative Budget and Appropriations Ordinance with each of those documents.

For the Ordinance Determining to Levy an Additional Tax I've included an explanatory memo from the attorney.

Relative to preparation of the appropriation and the operating budget, the director works with the staff to first prepare the operating budget based on anticipated revenues and needs and then prepares the appropriation to support the budget. As explained in the information about the appropriation, the numbers in the appropriation are inflated beyond the amounts set in the operating budget. Since the appropriation sets the maximum we can spend in any budget line, we want to provide a cushion in case we need to spend more in a budget line, either from reserves or donations.

I've also prepared an information sheet for the Committee Appointments.

Trustee Orientations

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By the time of the meeting the orientation process for Beena, Don and Julia will have been completed. Thank you to Marian for your participation in the process. I prepared an outline and a notebook of information for the new trustees. I've attached the orientation outline to my report for your information.

Best Buy Grant

I wrote and submitted a grant to Best Buy for \$9,000.00 to provide equipment that will support digital media services. I've included a copy of the grant with my report. We will find out in September if we receive the grant. You'll note that I've included information as to a small donation by the Foundation. If we get the grant I will be requesting these items from the Foundation.

Landscaping

Vicki, Marian and I met with the landscaper per the board's instructions to review their plans. There was another draft which Vicki, Marian and I reviewed and made more changes. I then met with the landscaper the last week in June for the final discussion. The work should be starting any day. Two projects that have been completed is the thinning of low branches on the large evergreens along Plainfield and the removal of what I refer to as the "crazy plant" next to the reading garden. This plant has taken over in the last two years and we determined that it had to be dug out.

Ebooks

In response to the patron comments on the technology survey and to further support our ebook services I held two meetings with staff. In the first meeting we identified problems with the ebook service and in the second meeting potential solutions. I know the trustees were concerned about this service after reading the survey and I want to assure you that we are working toward ways to alleviate some of the problems listed. I will be preparing a formal report for a future board meeting.

Donations

I just want to share that we've been surprised lately by some impromptu donations. In June a patron gave Circulation Associate Joyce Dangles a \$10.00 donation to the library for good service. On two occasions Circulation Supervisor Gail Johnson has been handed a \$100.00 bill by the same gentleman because she let him use the telephone to call for a cab.

SWAN

I completed my final SWAN Board meeting in June. I had served on the board for ten years and most recently had helped to oversee SWAN's transition to an independent entity.

A new initiative by the board this year was the creation of an "Ambassador Program" whereby the board members and four other library directors were assigned 5 – 6 libraries to visit and talk with the directors about their libraries and how SWAN impacts them. I met with directors from Grande Prairie, University Park, Schiller Park, Blue

Island and Cicero libraries in June. It was very interesting to see and talk with them about their libraries. Each one is different in the needs of their community and how they serve them. We also discussed SWAN and all emphasized how important SWAN is to them in providing services to their residents.

Staff

Recently I instituted another reorganization of staff duties, similar to the process I managed for Youth Services. This is in relation to technology services. To keep the trustees informed about the changes I've attached a memo which details the process and results.

At the start of the memo I also talk briefly about the studying done by staff as to how to manage all the new services we are providing and determining if there are services or processes that can be stopped or better efficiencies created. I know that trustees have expressed concern as to how staff can continue to add services and while the memo addresses this, I plan to continue to examine staff responsibilities and discuss this further in the future with the board.

The American Library Association held its conference in Chicago and we were able to send 17 staff, including myself, to workshops and/or the exhibits. Staff are working on their reports and we'll be reviewing their take-aways in August.

Ben Egglar is resigning as Security Monitor/Custodian effective July 17. Ariel Koprowski resigned as Adult Services Page June 24. Corrine Stranski who was a substitute page has been hired to take her place at a salary of \$8.68/hour.

Jamie Bukovac
Director

Staff Reorganization

Over the past year staff have been analyzing library services and processes. So many new services have been started at the library, most related to technology, that I felt we had to take the time to analyze how we were managing this and if there were services that should be discontinued. Staff have been diligently looking at how to become more efficient and analyzing if each level of staff are doing the proper work. For example, is there work that a librarian is doing that could be done by an associate. This analysis continues.

Youth Services has undergone a major reorganization based on work done by me, Monica and Sarah in studying their various services and duties. Natalie has come on board and is refining the reorganization even more. I firmly believe that this will create efficiencies as well as better service for our patrons. In addition they had stopped doing the Wolves reading club each winter.

In the Adult Services Department, Debbie shared her thoughts with me regarding my request to consider what services or processes can be dropped. She has had several conversations with her staff about this and one change that was made was lowering the number of community volunteers that Joe takes one which has freed up his time for other projects and to stop offering the adult summer reading club since less than 1% of our cardholders participated.

Here are Debbie's thoughts on how library services have evolved:

"I think we already have dropped many things through the years like pamphlet files, desk files, annotated bibliographies, videos, cassettes, etc. and have added things that patrons can do themselves such as self check out and patron placed reserves. What we are left with that takes a lot of time is the collection and serving the public on the desk. Both of these need to be done and the collection needs constant attention. I have spent two hours this morning catching up on buying duplicates and filling holds from the holds printout and I am not yet done. We are spending time on local history and oral history, but as the only entity in the area doing this we have already made a commitment to this. Talks to groups, organizing the library groups and book discussions are all part of making us a meet up place, again something we have decided we need to do. People want e-books, so we need to know that, but they haven't stopped wanting hard copies yet. People don't have local papers anymore so we need to reach them through multiple media just as our competition does. There are some small things we could stop doing, but nothing BIG, and much of the small stuff is done by support staff. If you have one child and then you have two, you just have more work, you can't give up the effort that goes into child one."

I would add to Debbie's comments that the technology needs of the community continue to grow rather than recede and that means we need more staff and resident training.

So, as part of this examination I requested information from Adult Services staff, Youth Services staff and department heads as to areas of service where

- the library could improve general oversight of particular services,
- the number of staff hours devoted to particular services are not enough,
- services that have fallen into the lap of particular staff but it may not make sense for that staff person to manage that service,
- services we don't have assigned to a staff member,
- services that are being done at a rudimentary level and need to be expanded.

Staff came up with quite a long list of needs and they all fell under the umbrella of technology and virtual services. The department heads, Laura and I spent time analyzing the list. We also looked at job descriptions from other libraries. We agreed with most of the needs described by staff. As part of the discussion we organized the list in several different ways and looked at different ways the services could be organized by department and staff. We also talked about the staff we have and their strengths and interests. I created several different staffing models for consideration. After much discussion we developed the plan that is described below. The plan uses the strengths, expertise and interests of staff already on board, adding hours to some staff, reorganizing duties of others and adding one part time position.

Key areas identified that need to be addressed are

- social media efforts,
- the website,
- introduce digital media services to the public,
- create videocasts, podcasts, screencasts, etc. for instruction and promotion,
- scan the horizon, study new technology and virtual services, make recommendations on what to impement,
- dedication oversight of implementation of technology projects and virtual services,
- staff and patron training including on Apple equipment which is new to the library.

Summary of the Reorganization

The staff changes have all been accomplished within the salary budget. We have had a number of staff leave or change their benefit status this past year and we reorganized duties and positions rather than filling positions as they had been. Thus I was able to take this opportunity to make two staff full-time and hire a part-time person. It is very gratifying to be able to recognize talent in part-time staff and provide them the opportunity to become full-time. Through this reorganization and the reorganization in Youth Services just one full-time position has been added to health insurance plan. This has been accommodated within the budget.

Our Graphic Artist Theresa Papaurelis had been working 18 hours and had not been able to keep up with the basic work she was responsible for as the promotion and publicity work we do continues to grow. She began working full-time July 1. Besides providing the time she needs to complete her work, she will be taking on several new responsibilities including tasks Cris had been doing (because Theresa didn't have time), website template and graphics, training of staff and public on Mac/Apple products, assist with digital media training of staff and patrons, and create videocasts, screencasts, podcasts, etc.

With Theresa taking over some of the tasks Cris had been doing , Cris will now have time to manage our social media efforts. While we've been doing social media activities it has not been managed by one person and lacked continuity and analysis. It will be Cris' responsibility to work with staff on social media campaigns and track statistics, plus stay on top of new trends occurring with social media and determine strategic direction. Cris will also be responsible, working with Theresa, to manage the website and do statistical analysis.

Computer Services Associate Brett Butcher also started working full-time July 1. Brett will be taking over some of the tasks that Ann and Dave have been doing, allowing them to focus part of their time in a different direction. Brett will be the person primarily responsible for our computer infrastructure

including updating equipment and staying on top of new technology relative to this area. He will assist in training staff on infrastructure equipment and software. When we get new equipment he will help with the analysis of the equipment and training of staff. He will also help with implementation of virtual resources and new software.

Dave Bunn will now have time to train staff on Apple/Mac equipment and software and assist with management of digital media and train staff on it. He will continue to teach patron classes including digital media. He will also be creating videocasts, podcasts and screencasts among other duties.

Ann Stovall's time will be freed up to concentrate on emerging technology - scan for new technology, study it and make recommendations. She will also be looking at the user experience for our patrons. Ann will be the department liaison for technology/virtual projects and services. She will manage the digital media services with her staff. She will also network with others who manage technology and virtual services and attend appropriate conferences. Ann will no longer teach technology classes.

Like the reorganization in Youth Services, the reorganization in Computer Services creates focused effort and takes advantage of individual's strengths, experience and interests.

Finally, we will be hiring an 18 hour technology trainer. This person will work under Ann. This person's responsibilities include

- o Talk to departments re staff training needs and arrange it
- o Regularly discuss with YS and AS the training needed for their patrons
 - Create calendar of classes
 - Assign teachers
 - Develop new classes as needed
- o Teach classes for staff and patrons.
- o Manage Tech Tutors

Adult Services staff will continue to do database training, social media training, training on topics (genealogy, travel, etc.) and drop-ins for products. But will no longer be responsible for organizing technology classes, contacting instructors, reserving the meeting room, etc. Staff training on new equipment will be managed by the trainer.



IPPL New Trustee Orientation 2013

1. Guiding Principles

- ✓ Library Mission, Values and Vision (notebook)
- ✓ Intellectual Freedom – *Trustee Facts File*
- ✓ Ethics Statement for Public Library Trustees (bylaws)
- ✓ Code of Ethics of the American Library Association
- ✓ (personnel policy 800)
- ✓ The Library Bill of Rights: American Library Association
- ✓ (materials selection policy 500)
- ✓ The Freedom to Read: American Library Association
- ✓ (materials selection policy 500)
- ✓ Freedom to View Statement: American Library Association
- ✓ (materials selection policy 500)
- ✓ Access to Electronic Information, Services and Networks
- ✓ (materials selection policy 500)
- ✓ *Serving Our Public 2.0: Standards for Illinois Public Libraries*
- ✓ Policies (notebook)
- ✓ Strategic Plan (notebook)

2. Laws

- ✓ Open Meetings Act (bylaws, notebook)
- ✓ Public Comment (policy 200)
- ✓ Freedom of Information Act (policy 300)
- ✓ Privacy of Patron Records (policy 480)
- ✓ Identity Protection Act (policy 700)

3. Finances

- ✓ Financial Policy (policy 900)
- ✓ Budget (notebook)
- ✓ Treasurer's Report (notebook)
- ✓ Checks (notebook)
- ✓ Investments (notebook)

- 4. Business of the Board
 - ✓ Bylaws (policy)
 - ✓ Meetings (bylaws)
 - ✓ Officers (bylaws)
 - ✓ Committees (bylaws)
 - ✓ Agenda and Board Packet (notebook)
 - ✓ Historical Minutes (notebook)
 - ✓ Trustee Responsibilities/Director Responsibilities (bylaws/*Trustees Facts File*)
 - ✓ Advocacy
 - ✓ Director Evaluation (notebook)
 - ✓ Trustee email (handout)

- 5. Library Information
 - ✓ History (notebook)
 - ✓ Explanation of District Library
 - ✓ Map/Annexation
 - ✓ Non-Resident Cards
 - ✓ Statistics (notebook)
 - ✓ Friends of the Library
 - ✓ IPPL Foundation

- 6. Library Services
 - ✓ Organizational Chart (notebook)
 - ✓ Staff Salary Schedule (notebook)
 - ✓ Library Brands and Customer Service (notebook)
 - ✓ Overview of Services (handout)
 - ✓ Library Promotion
 - ✓ SWAN
 - ✓ Interlibrary Loan and Reciprocal Borrowing
 - ✓ Library Lingo (notebook)

- 7. Library Related Organizations
 - ✓ RAILS railslibraries.info (handout)
 - ✓ Illinois State Library (handout)
 - ✓ Illinois Library Association ila.org (handout)
 - ✓ American Library Association ala.org (handout)

- 8. Tour

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of the page.

Application Summary

Organization Background Information

Organization Mission The mission of the Indian Prairie Public Library District is to enrich people's lives by providing opportunities to explore, connect and be inspired.

Total Annual Organization Budget \$3,374,730.00.

Children Served By Organization 8859

Best Buy Geographic Area National Grants

Best Buy Store ID Number 0

Funding Referral Web Site

IRS 501(c)(3) tax [\(JavaScript:openLoad\('IRS Tax','102699','https://secure15.easymatch.com/BESTBUYGRANT/Content/agency/files_progress.asp'\)\) tax exempt letter 001.pdf \(JavaScript:openLoad\('IRS Tax','102699','https://secure15.easymatch.com/BESTBUYGRANT/Content/agency/files_progress.asp'\)\)](#)

Proposal Information

Program Title The Media Pod

Requested Grant Amount \$9,850.00

Children Served By Program 2545

Define Children Served Teens ages 13 to 18 who live in the towns of Darien, Willowbrook and Burr Ridge, Illinois.

Geographic Area Served Darien, Willowbrook and Burr Ridge Illinois

Program Start Date 10/01/2013

Program End Date ongoing

Program Goals, Objectives, & Impact Goal Empower teens to be creative producers of multimedia content.

Objectives

Develop a series of focused workshops at beginner and intermediate levels that teach digital literacy and media creation.

Provide informal opportunities for teens to learn on their own, experiment and explore digital media creation.

Goal

Support what students learn in school regarding digital literacy.

Objectives

Provide students the opportunity to work on school projects outside of school.

Provide workshops that provide teens opportunity to practice and expand on what they have learned in school.

Goal

Provide access to digital media technology teens may not have in their homes

Objectives

Provide open, free access to digital media equipment and software the 72 hours per week the library is open.

Provide opportunities for teens to learn and improve technical and creative skills in the area of digital media creation.

Goal

Foster creativity and skill-building among teens.

Objectives

Create an achievement program that tracks and highlights skill development and project completion.

Provide activities that support self-directed creation and invention.

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Program Description

Create events that are celebrations of creativity and innovation and that allow teens to show off their know-how.

Use creative programming events such as writing festivals, poetry slams and battle of the band events to encourage teens to make digital recordings of performances.

Share the teens' creations through the library's website, social media, library and community displays.

Goal

Promote collaboration and the social aspects of learning.

Objectives

Connect teens with similar interests through workshops and collaborative projects.

As teens become expert in an area, certify them to teach and mentor other teens.

Through the library's strategic planning process the library identified four strategic priorities that respond to community interests and needs. This grant would greatly assist the library in furthering these priorities. They are:

- Providing popular materials and programs to make their leisure time more enjoyable.
- Fostering life-long learning including supporting children and teens in their interests and educational needs.
- Enhancing the community by fostering community projects and encouraging interaction and sharing of interests.
- Enriching lives through technology including instructing residents in using technology and offering opportunities for residents to experiment with technology.

Libraries are increasingly becoming places for creation, not just consumption. The library of the 21st century acts as a source of innovation and constant discovery. Digital media technologies provide the tools not only for learning but for creation as well.

Beyond what students learn in school about digital media, there are no other opportunities in the community for teens to work with digital media. This grant would support and expand on what students are learning in school by fostering exploration and providing access to equipment and software as well as informal and formal learning opportunities. In addition, there are very few places for teens to "hang out, mess around and geek out" except at the library. The library is located just a few blocks from the high school thus we see many teens not only using the library for school work but looking for activities that interest them. In addition the library has created a strong relationship with local teens through our volunteer programs - teens volunteer during the school year for school credit plus we host an average of 100 teens each summer assisting library programming and projects. The grant would help the library provide a creative outlet for teens and connect them with others with similar interests.

Implementation Plan

To accomplish these goals the library will develop a mobile media lab with the title of The Media Pod.

Activities include classes teaching skills in digital software, video creation, photography, recording music or podcasts, graphic design and animation. Other activities include self-directed creation, collaborative activities, an achievement program and certification as a volunteer trainer. The achievement program will require that teens take classes and create projects that demonstrate they have learned the required skills. Those who complete the achievement program will be interviewed by staff for the volunteer trainer program. Activities will support school projects plus library creative events such as a writing festival, slam poetry team and battle of the bands. The library will archive teen projects on the library's website and on social media sites.

In October 2013 staff will purchase and install the equipment and software. Members of the Kids and Teens and Technology Services Departments will receive training on the equipment and software in October and November. The Marketing Department will develop a promotional campaign.

In December and January the Technology Services Department will develop workshops. The Kids and Teens Department will develop events focusing on collaborative projects and for teens to showcase their talents. Staff will use the equipment and software to create their own content for the library's website. The promotion campaign will begin in January and be ongoing.






The equipment and workshops will be unveiled in February 2014. The achievement program will start in February and be ongoing. Certification of teen trainers will start in June. Archival of projects will begin as soon as projects are completed.

Sustainability

Staff members will meet regularly during the year to evaluate activities, develop programming and write activity reports and evaluations.

The financial needs are the greatest in the project's first year, as it will require a substantial investment in equipment. The library has staff who are already familiar with digital media software and equipment and who will act as advisers for the project, as workshop trainers, and provide one-on-one assistance with teen projects. The library

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Measurement	<p>also has money committed to hiring trainers to provide workshops. These staff and the money to hire trainers will remain in the library's annual budget going forward. Part of the project includes certifying teens to volunteer as trainers as well. In addition, future budgets will include money to upgrade software. With the equipment and software purchased with the grant money the library will be able to implement exciting, new services and programs for teens.</p> <p>These activities will benefit the community by supporting media literacy. Through media literacy teens learn how to access, analyze, evaluate, and communicate information across a range of platforms, tools, and media. Media literacy empowers people to be both critical thinkers and creative producers of content. The project will engage teens as they take the classes, use the equipment and software, and collaborate on projects.</p> <p>The library will track</p> <ul style="list-style-type: none"> • the number of teens who participate in classes; • the projects that are created; • the number of teens who complete the achievement program; • the number of teens who are certified as trainers. <p>The achievement program will require that teens take certain classes and create particular types of projects that demonstrate they have learned the required skills. Those who complete the achievement program will be interviewed by staff as candidates for the volunteer trainer program. Each class will include a survey to determine the effectiveness of the class. Teens will also be encouraged to give feedback as to how the program should develop over time and ideas for projects.</p> <p>The library will share the results of the project and our evaluations with the community through our website and newsletter and with the high school. Library staff will prepare proposals to conduct programs about the project at state and national conferences. Library staff will also write an article and submit it to professional library journals. In addition, through the networking that is done among libraries within the state, library staff will share information with other libraries about the project.</p>
Volunteer Opportunities	<input checked="" type="checkbox"/> Yes
Best Buy Employee Volunteers	None
Demographics Population Served	<ul style="list-style-type: none"> • African American/Black = 3% • Asian/Pacific Islander = 13% • Caucasian/White = 79% • Latino/Latina/Hispanic = 5%
Gender Served	<ul style="list-style-type: none"> • Female = 48% • Male = 52%
Age Served	13-15 years
Program Type	<input checked="" type="checkbox"/> Education Other
Budget	 (JavaScript:openLoad('Organization Budget','102699','https://secure15.easymatch.com/BESTBUYGRANT/Content/agency/files_progress.asp'))
Total Organization Budget	 Org Budget_001.pdf (JavaScript:openLoad('Organization Budget','102699','https://secure15.easymatch.com/BESTBUYGRANT/Content/agency/files_progress.asp'))
Brief Narrative of Organization's Budget	<p>The Friends of the Indian Prairie Library provides money to the library to support programming which is not reflected in the revenue on the organization budget. They make their money through book sales, memberships and donations. In 2012 they donated \$12,000.00 to support library programs.</p> <p>Donations from individuals are also made to the Indian Prairie Library Foundation. In 2012 donations to the Foundation amounted to \$7,800.00. The Foundation donated \$15,800.00 to the library in 2012 to support library programs, computer equipment and improvements to the landscaping.</p>
Total Program Budget	 (JavaScript:openLoad('TotalProgramBudget','102699','https://secure15.easymatch.com/BESTBUYGRANT/Content/agency/files_progress.asp'))  Project Budget 2013.xlsx  (JavaScript:openLoad('TotalProgramBudget','102699','https://secure15.easymatch.com/BESTBUYGRANT/Content/agency/files_progress.asp'))
Brief Narrative of Program's Budget	The project total is \$15,228.00. Of that the library will cover \$3,212 plus another \$4,200.00 in publicity and training costs not included in that project total. The library will request that the Friends of the Library donate \$231.00 to the project and request that the Library Foundation donate \$1,935.00 to the project.

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Budget Percentage	<input checked="" type="checkbox"/> Yes
Other Funding Sources	Friends of the Indian Prairie Public Library, \$231.00, pending The Indian Prairie Library Foundation, \$1,935.00, pending
Authorization	
Name Top Paid Staff	Jamie Bukovac
Job Title Top Paid Staff	Director
Signature	Jamie Bukovac
Certify Proposal	I certify that the information in this proposal is true to the best of my knowledge
Print Application Close Window	

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**Assistant Director's Report
June 2013**

Building and Grounds:

Being short staffed, it has been a struggle keeping up with the meeting rooms, the supplies, and other building needs. Sarah and the VolunTeens have really helped cover some of the busier days such as Tuesdays with multiple story times and two rooms for chess instruction.

Harry turned on the Reading Garden fountain in early June. Jason and Ben have been instructed on keeping the water clean and filled.

Sebert Landscaping has been working with staff and board on the new landscaping proposal for the Plainfield driveway area.

Frank Electric installed 2 additional outlets to the purple wall in Kids and Teens so that the copy machine and equipment could be relocated and free up space for middle schoolers. They also installed additional outlet tracks in the teen area. There are now lots of plugs for laptops, phones, and iPods to recharge!

Ed (HVAC tech) installed new sensors on the chiller.

Friends of the Library:

The Friends of the Library book sale in May made \$2,700. Thanks to all who helped with the sale!

Tech Tutors:

This summer, several teens are serving as Tech Tutors. Three students helped with Dave's iPad for Beginners class and they did a great job. They enjoyed it so much that they have signed up to assist with more upcoming classes.

Social Media:

Just a few quick updates:

- Facebook is up to 704 fans. (IPPL Teens page is up to 39.)
- Twitter is up to 102 Followers.
- Teens have started "pinning" to Pinterest.

Marketing:

Cris' marketing report is attached.

Submitted by: Laura Birmingham

Community Events/Partnerships

- We attended the kindergarten orientation at Gower School this year for the first time. This represents a new partnership initiated with the principal.
- As part of an effort to participate in more community events and to present our brand in a professional way, we purchased a trifold display board and custom printed table cover. The display board allows us to change out the graphics for each event we attend, making it endlessly customizable. The table cover ties the whole look together, featuring "come explore, connect, and be inspired." We used the trifold for the first time at the Gower Kindergarten Orientation.

- *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.*
- *Act as the community's information resource.*
- *Form partnerships to further develop community services.*

Summer Reading Clubs

Brochures and calendars completed for school visits. Promotions for Take Off Party on June 1.

The Sound

Promotions created to encourage teens to apply for The Sound, IPPL's first-ever teen music fest.

Newsletter

The summer newsletter was mailed, distributed to village halls, apartment and condo complexes; letters sent to elected officials, school principals, local clubs. A special "senior" edition of the newsletter was prepared, along with our interactive newsletter.

- *Providing popular materials and programs*
- *Present programming for entertainment and leisure*
- *Fostering lifelong learning*
- *Provide collections and programs that support life goals and interests*
- *Provide opportunities for people to build relationships*
- *Develop more programming and activities that provide the opportunity for people to interact*

In addition:

RAILS Marketing Group

The first official meeting of the RAILS Marketing Group was held on Friday, May 10. More than 40 people representing 37 libraries attended. The groups from NSLS and MLS formally merged into the RAILS group with a structure for upcoming meetings that will be a hybrid of the former MLS and NSLS groups. The group will meet every other month in a variety of libraries throughout the region. Topics and locations for the July and September meetings have been decided.

Website updates

The website committee made recommendations to improve our website, including changing the tab on the top of the page from digital library to research. This is simplifying how our users can get directly to our databases, without having to use a landing page. The graphics for read e-books, listen to audiobooks, and read e-magazines were removed and replaced with text-based horizontal bars which were moved higher up on the page.

- *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.*
- *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.*

Christine Cigler
Marketing Coordinator
June 10, 2013

**Assistant Director Report
July 2013**

Building:

I am still advertising for the Security Monitor and Building Services Associate jobs. Jason and Ben have been helping us with the basics.

Harry's talented hands have been hard at work putting together the new Lego table to be used in the Family Center and repairing a wooden display stand.

Volunteers:

We had an enjoyable luncheon honoring the volunteers on Monday, June 24th. 42 volunteers attended. Marian attended and thanked the volunteers for their service on behalf of the Board of Trustees. Jamie gave a nice speech thanking the volunteers and updating them on some things happening at the library. Then, the volunteers took turns talking about what they do for the library, how long they have volunteered with us and where else they volunteer.

Tech Tutors:

Teen Advisory Board (TAB) members have been helping us as Tech Tutors in many of our classes (Twitter, Facebook, E-mail, etc.) this summer. In addition, 6 teens are helping with the e-book/reader drop in sessions on Tuesday, July 16th.

Friends:

The Friends are considering having quarterly booksales in order to keep up with the volume of donations we receive as well as cut down on the space needed and the work involved setting up for the giant sale.

The Friends worked with the Fulbright Association of Chicago (fulbrightchicago.com) providing them with some books for their book drive. They provide items to schools who need them including Chicago Public Schools and impoverished schools in Africa.

Darien Lions Club 4th of July Parade:

The library participated in the 4th of July Parade for the first time in a few years. Sarah Joynt and I led a staff committee of interested participants to plan and walk in the parade. 11 staff members, 2 children of staff members, and 5 TAB teens represented the library. We walked with a banner identifying the library, decorated a convertible with IPPL banners and patriotic decorations, tossed out paper airplane coupons, and of course passed out the traditional candy. It was a lot of fun to hear people cheering "We love the library!" along the parade route.

Misc:

Look for the "School on Wheels" bus to be parked in our lot Monday nights starting July 22nd through August 19th. "School on Wheels" is a mobile literacy training lab run by

the Sisters of St. Joseph in LaGrange. They help people learn to read and write, as well as valuable life skills, health literacy, and civics skills. By having the tutoring bus on our lot, our patrons will get a chance to learn about the wonderful ESL services School on Wheels provides to residents in our area. On a couple of Monday evenings, a volunteer from their organization will be a table in the lobby highlighting School on Wheels services and talking to people who are interesting in being tutors. School on Wheels has used our meeting room regularly for their tutor training sessions and several of their tutors use the library for materials and meeting spaces with their students. Hosting the bus is an expansion to this existing partnership.

We offered CPR/AED training to in-charge staff in July. (Staff must be retrained every two years.) In the July session, 7 staff were retrained and 1 person was certified for the first time. The remainder of the in-charge staff will be attending training in August.

I attended ALA on Sunday, June 31st. I attended a range of programs including, creating Makerspaces, "tumblr", project management, staff training, and fundraising. I enjoyed attending and am still sifting through my pages of notes and thinking about ideas I can implement at IPPL.

Submitted by:

Laura Birmingham

eNews

Strategic Plan: Promote the library as a community information resource/promote library services that connect people with books and movies/offer expert assistance to residents to aid them in finding books and movies they will enjoy

This month, I initiated a new campaign for our eNews. Instead of sending the eNews twice each month, we'll send it out every Tuesday, alternating between library news/services in one issue and upcoming programs in the other. Our first two eNews for Upcoming Programs were opened by a higher percentage of users (23.5% and 25.5% compared to 18.2% and 20.6%), with many more clicks.

Community Events/Partnerships

Strategic Plan: Annually identify community events the library will participate in/ meet with community organizations to get updates on their activities and discuss ways to partner/ form partnerships to further develop community services

Rain dampened our first partnership with Willowbrook Parks and Recreation; we were scheduled to have The Sound at Borse Park, but were forced to move the concert indoors because of the weather. Still, we had a great interaction with Willowbrook Parks and we know now that there may be other opportunities to work with them.

IPPL participated in Children's Safety Day on June 22, sponsored by Senator Christine Radogno and Representatives Jim Durkin and Ron Sandack. In her evaluation of the event, Natalie Williams said about 50 people stopped by the booth in a three-hour time span; 39 children made guesses in our game; we gave our crayons, tattoos, and coloring sheets. Natalie felt that our participation was worthwhile because she had an opportunity to make connections in the community and the community saw us participating in a fun event. Comments included "We love the library!" "We're doing the SRC at Downer's Grove!" "I know you, you came to my school!" We also received compliments about our booth's table cloth and display: "Look at their display. We need one of those."

The Sound

Strategic Plan: Create screencasts/videos to teach and share information/Use video to showcase library services and programs

The Sound was a very successful event on June 28. Sarah's report will include all the details. I made use of our video camera and microphone to record the entire event. Several people asked where they could get the videos; they will be posted on YouTube and we'll publicize that on Facebook and on the teens Facebook page, along with the eNews. This event gave us the opportunity to expel some of the out of date perceptions of what libraries do, along with drawing in several partnerships, including The Gift of Carl Foundation and Willowbrook Parks and Recreation.

A new initiative for social media: we thanked our summer reading sponsors on Facebook and included links to their websites.

Christine Cigler
Marketing Coordinator
July 11, 2013

Adult Services May 2013
Board Report

Popular programs held in May included Dining a la Downton with 43 and a travelogue on Scotland with 29. The 55 + group has been wanting someone to teach them Mah-Jong. We were finally able to set up some instructional classes with someone from the Mah-Jong group who meets here. There were eight people in the class.

As the tail end of the Academy Award nominated movies series we showed *Lincoln* with 62 people in attendance. About fifteen of the regular Movie and More attendees stayed for the discussion afterwards.

Although the GenLit book discussion continues through the summer, our other two groups take the summer off. This past year the Novel Idea book discussion averaged 15 at each discussion. Just five years ago we were averaging eight, so the group has built up over time. The Crime Readers has been meeting for three years and is averaging 10 and the GenLit has been averaging 12 after four years of meeting. Comments I get about the library discussions is that more emphasis is put on actually discussing the book and that people are reading books they would never have otherwise. The Crime Readers group especially likes reading a few classics each year. One member has thanked me more than once for introducing her to Eric Ambler. *Enhancing the Community: Facilitate sharing of talents and skills*

This year we have changed summer reading for adults. Rather than being a strictly in-house drawing we are encouraging people to join Good Reads and start a dialogue about books on the site. People who participate by commenting on postings on the site will be in a drawing for gift cards funded by the Friends. *Provide popular materials and services: Investigate methods for sharing reader-generated reviews online*

- We added *S&P Net Advantage* to our investment databases which includes *Weiss Ratings, Morningstar, and Value Line*. *Fostering Life Long Learning: Provide collections and programs that support life goals and interests.*

Equipment for the public is constantly in flux. We replaced the scanner we had and are constantly monitoring use of the desktop computers and laptops patrons use. Any time a piece of equipment is out of service it impacts the service we provide our customers.

- We had put up the display of staff recommendations for books and movies under specific staff member's names. A patron told me she is reading something recommended by each staff person to see whose taste she best matches. So far she likes selections she has read recommended by myself and Mary Paxson. *Provide Popular Materials: Offer expert assistance to residents to aid them in finding books and movies they will enjoy.*

Debbie Wordinger

Adult Services June 2013 Board Report

We have fewer adult programs in the summer. We had 31 people for a program about the Road Scholars. A big program on Impressionism and Fashion, based on a current exhibition at the Art Institute, had to be cancelled because of the weather, but was rescheduled to early July and had 67 in attendance.

We invited people to stop by for World Wide Knit in Public Day. We had four people stop by in the afternoon, and they were showing off their projects and discussing knitting with each other. We had arranged for a second time in the evening, but that was the day of inclement weather in which we had to cancel several programs. **Enhancing the Community: Facilitate sharing of talents and skills**

In late February, we added two pieces of equipment for patrons to check out that allows them to convert audio tapes to MP3 files and an image converter for converting slides and negatives to digital files. Ann and Dave did a drop in showing patrons how to use these two pieces of equipment and the video to digital converter that is for use in the library. The image converter has gone out six times in the 4 ½ months it has been available, and has two people waiting for it. The audio converter has gone out eight times. A teenage girl has been coming in regularly to convert the videos taken of her childhood to digital files and another patron came in and converted her wedding video.. **To enrich lives through technology: Provide technology for patrons to create digital media**

We had purchased e-readers late in 2011 for patrons to check out and see how they liked using them. We have now loaded them with several current bestsellers and other popular titles. We are promoting them for patrons to take on vacation with them and have several popular titles at their fingertips.

We continue to work on making the collection easier to use. We have taken all of the poetry books which had been scattered throughout the 800s by language/country of origin and put them together in one spot arranged alphabetically by author. We did the same for the books of plays. Now when a patron comes up and asks for the poetry we have one place to take them, not a lengthy discussion about the difference between where English and American poetry is kept. **Providing popular materials and programs: Focus on providing easy access to high demand items**

All of the Adult Department professional staff except for myself went to at least one day of ALA. They brought back many ideas which we will be investigating and hopefully some we will be implementing. Jennifer gave a presentation with staff from Oak Park about serving 20 and 30-year-olds. They had approximately 150 people in attendance and the tweets on the presentation were good.

We received complimentary lawn passes for selected classical performances at Ravinia. We posted the dates and let cardholders enter into a drawing stating their first three choices of performances. We had 26 sets of tickets and twenty people were able to get one of their choices. The remaining six chose from the remaining performances.

Debbie Wordinger

Circulation Services

May 2013

Circulation was down slightly from this time last year (-3%). In May of 2012 we checked out or renewed 69,927 items while last month we checked out or renewed 67,429 items. Patron visits were down a little more significantly (-12%). We were visited by 43,127 people in May of 2012 and 37,906 people last month. Inter-Library Loans processed were also less this year (-7%). We processed 11,593 items to either go out to other libraries or coming in for our patrons as compared to 10,809 last month.

Although last month SWAN was able to report the number of holds placed (after not being able to in February in March), there is again a problem with them being able to get the information from Innovative. Please note that I am unable to report this number for May.

Once again, the “raw” numbers (numbers not adjusted for on-line check outs and renewals) saw that patrons did more checkouts at the self checks than they did at the Check-Out Desk.

Self Check – 30,502

Check Out Desk – 28,915

In May, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 38,514 of our check outs or renewals or 57% of our total circulation. The specific self-check numbers for May are as follows:

Hold pick up – 10,556 (3,261 patron sessions)

ADA – 10,740 (3,009 patron sessions)

Kids & Teens – 9,209 (1,499 patron sessions)

How we do our “Out of System” requests is changing. OCLC is rolling out new software called “World Share” Patricia Czuba, our ILL Assistant, has attended several webinars to learn the new functionality of this software. The new software seems to be straightforward and fairly easy to use. Patty is currently running both the old and the new software until we are sure the “bugs” have all been ironed out. We are hopeful that this is just one more way we will be able to provide better and faster service to our patrons.

Carol Shackleton, a Circulation Assistant, attended the Gower School Kindergarten Orientation with a Kids and Teens staff member. Unfortunately, only one library card was issued.

I attended Reaching Forward a Professional Development Conference for Library Staff, on Friday, May 3. I was able to attend 2 workshops – both with speaker Kelly Krieg-Sigman. Dee Thurman, one of the Circulation Supervisors, also attended Reaching Forward, but went with the staff from Oak Park Library (where she is also employed).

Sharing Expertise

At Reaching Forward, I participated in a panel with Crystal Megaridis (and several others). Our topic was “Leading from Any Position”. This is the third time we have presented this program (the others being at “On the Front Lines” (a conference put on by the State Library) in March 2012 and “ILA” in October 2013. Our program has always been well received.

Debbie Sheehan
Head of Circulation Services

					Circ Stats							
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
Month	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
July	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	
Aug.	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	
Sept.	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	
Oct.	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	
Nov.	55,829	59,438	60,497 *	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	
Dec.	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	
Jan.	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	
Feb.	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	
Mar.	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	
Apr.	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	
May	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	
June *	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339		
Renewals through the webpack not included before April								1,284				
							Electronic Circulation	3,852				
Yearly												
Total	716,144	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	813,904	
Beginning 2009-2010 totals include electronic circulation												
*Missing data--used an average number to get a total												
Highest totals for months relative to previous years												
**Construction 10/11/10 -11/11/10												

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Circulation Services

June 2013

June 1 was probably one of the busiest days the library has ever had! The only day busier (in recent memory) was the day we reopened after our renovation in November 2010! In addition to the Darien Garden Club's Plant Sale on our lawn, the Kids and Teen Department had their big kick off for the Summer Reading Program. Just to give you an idea, here are the patron counts and the circulation counts for the 5 Saturdays in May leading up to June 1.

	<u>Patron Count</u>	<u>Desk Check Out</u>	<u>Self Check Out</u>	<u>Total Check Out</u>
May 4	1009	889	901	1790
May 11	1124	803	855	1658
May 18	1449	838	1078	1916
May 25	1180	1199	649	1848
June 1	2256	1053	1917	2970

As you can see, patron self checkouts on June 1 were almost double those done at the desk. Part of that is due to the fact that in order to participate in our Summer Reading Program, the child or their parent/guardian must have a library card. We issued 31 resident library cards (double or triple what we would normally issue on a Saturday!) that day. We were so busy that from 2 - 4pm we had a laptop set up at the Check-Out Desk to help with the many patrons we had in line!

Unfortunately, even with that great start to the month, our circulation was down from last June – by 3,947 or 5%. Patron visits are down for the month although not as bad as it looks due to the fact that the gate counter was not working properly for almost 4 days. Using an average count per day, I would say we are down about 5,000 patrons or 12%

As you know, we ended our fiscal year on June 30th. Our annual Circulation statistics are about 1% lower than last year.

Once again, the “raw” numbers (numbers not adjusted for on-line check outs and renewals) saw that patrons did more checkouts at the self checks than they did at the Check-Out Desk.

Self Check – 39,687

Check Out Desk – 31,748

In June, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 45,524 of our check outs or renewals or 57% of our total circulation. Please note: The number of items checked out at the Kids & Teens self check is 4,410 or 44% more than it was in June 2012.

Our new loan rules took effect on Monday, June 3. We tried to consolidate our checkout and renewal periods in order to make it easier for our patrons. Our patrons seem to be very happy with the changes.

We had an unfortunate incident recently when someone gave the library a counterfeit twenty dollar bill. After discussing the situation with the Darien Police, we are now using a counterfeit marker to mark all bills that come to the desk that are twenty or higher. The marker shows yellow on a real bill and black on a counterfeit bill.

We sold 457 Non-Resident cards to families this past fiscal year. Within those families, we issued 1,075 individual cards.

Here is a breakdown of the Non-Resident cards by towns:

Burr Ridge	247
Countryside	9
Darien	39
Downers Grove	52
Hinsdale	12
Indian Head Park	51
LaGrange	17
LaGrange Highlands	8
Lemont	4
Willow Springs	17
Willowbrook	1
Total	457

Debbie Sheehan
Head of Circulation Services

					Circ Stats							
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Month	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
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Highest totals for months relative to previous years												
**Construction 10/11/10 -11/11/10												

TECHNICAL & COMPUTER SERVICES REPORT Board Report May 2013

Strategic Plan Goals

- Provide opportunities for hands-on learning, inventing, and sharing of skills and tools- On May 29 Dave & I offered two drop in sessions to teach patrons how to use the new digital media equipment. We had a total of 25 people in four hours who wanted to learn both the VHS to digital media and slide/negatives/pictures to digital images. Patrons were happy that we are providing this service and asked if we would be offering additional classes related to digital media.

Other Projects & Goals

Computer Services

- Digital Display 2.0 – Replaced and enhanced digital kiosk in the lobby. The kiosk now has streaming services such as daily events and promotional slides. The kiosk still acts a directory, but now provides better functionality and better response for patrons.
- An additional hard drive (data storage) was added to main server to improve performance and for future growth of services.
- The library's website was reviewed and with input from staff and patron feedback several changes were made to improve access and ease of use for our users and improve performance.
- The public adult scan station was replaced under services contract with TBS due to hardware failure. The new station has a new software update and is faster.
- A USB document camera was purchase to project documents and mobile devices to improve class room training.
- Dave and I shared information regarding our new digital kiosk with Jennifer Czajka form Oak Park Library when she saw it while attending a meeting at the library and Pierre Gregoire from Frankfort Library who saw it promoted on our Facebook page.

Ann M. Stovall, Head of Technical & Computer Services, June 12, 2013

TECHNICAL & COMPUTER SERVICES REPORT

Board Report June 2013

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Strategic Plan Goals

- Continue to improve and promote the mobile access to the library. Mobile detection was added to our domain ippl.info to improve access and promote usage of the library's mobile App and catalog from a smartphone.
- Improve patron browsing within Dewey topics. The adult poetry and play books have been simplified to bring them together to improve patron browsing within Dewey topics. All poetry books are now at 808.81 and all plays books are at all 808.82 rather than being shelved in multiple locations.

Other Projects & Goals

- Mac computers have been added to our PC environment of staff computers. The new Macs are replacements for Theresa's and Dave's computers so they can utilize Macs for graphics and video creations. They will be the Mac experts for future staff and public training.
- A wireless access point was added in the meeting room to expand wireless connectivity to accommodate more users and improve signal strength when teaching mobile device classes.
- Thanks to the Praxair Grant for \$2,500 in funding for teens five iPads with protective cases are now available for teen programming.
- An external link checker has been implemented to run from the new blog server to help identify dead URLs on the IPPL website saving staff time as they will no longer have to check all the links on our website to find the ones that are not working.
- We installed the first thin client device to replace a SWAN workstation in the circulation workroom. Using thin clients for task dedicated computers is a low maintenance and cost effective way to replace computers and saves staff time in updating. We currently have thin clients on the computer catalogs and database computers.
- Our webhost Hostgator upgraded us to a new virtual private server providing better stability.

Sharing

- Dave shared information on the R.A.I.L.S listserv post regarding how we implemented iTunes on our public computers.
- I shared information with Aryn Folley for Oak Lawn Library on the CardStar app (digital library card & membership store card app) regarding how we set-up this service and how our patrons use it.

Ann M. Stovall, Head of Technical & Computer Services, July 11, 2013

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**Youth Services
Monthly Report to the Board
May 2013**

Summer Reading Club (SRC) 2013 – Have Book, Will Travel

May was a busy month as planning for SRC continued and promotion of our summer programs began. This month we visited the schools. We ordered prize books for ages and reading levels. We partnered with neighborhood businesses and organizations, like Whole Foods and Flying High Sports & Rec Center, to provide rewards to our readers. We collected W-9 forms and sent out contracts for our performers. We updated all of our webpages to reflect our new programming. We worked hard to ensure that we will have a successful summer. And already we are seeing the rewards of our efforts! Two weeks in, we've had 1,056 kids and 287 teens sign up for *Have Book, Will Travel!* Last year we had about 1,480 total at the end of 10 weeks. *(Supporting Strategic Plan: Present programming for entertainment and leisure and Develop more programming and activities that provide the opportunity for people to interact)*

School Visits

This month our staff visited 14 schools to promote our Summer Reading Club; Maercker, Cass Jr. High, Eisenhower, Holmes, Concord, Gower West, Burr Ridge Middle School, Ann M Jeans, Our Lady of Peace, Prairieview, Elizabeth Ide, Lace, Mark Delay, and Lakeview Middle. Each of our librarians went out armed with books, flyers, and 3 different PowerPoint presentations to notify the kids of the impending fun. *(Supporting Strategic Plan: Promote library services that connect people with books and movies)*

No staff visits:

Kingswood – 100 brochures taken over
Westview Hill Middle School – PDF of brochure sent to Sean Nugent, Principal
Gower Middle School – PDF of brochure sent to Kevin Neubert, Library

PDF sent for posting on District web site:

District #60 – Maercker
District #61 – Darien
District #62 – Gower
District #63 – Cass
District #66 – Center Cass
District #180 – Burr Ridge

Online Registration System (Evanced)

Jane set up the SRC online registration system. She worked with Nate, our Evanced rep to update room reservations and program changes. She ran registration histories and worked to troubleshoot potential snags in our registration process and made sure that we would be ready to "Take-Off" on June 1st.

Volunteers

We rely on help from our adult and teen volunteers to help prep for SRC. In May, they assembled coupon packets, labeled prize books, cut, copied, and counted materials. We also have a wonderful group of 85 volunTEENS who help all summer to register participants and manage large programs, like chess and our Monday family nights. All of these volunteers were trained and scheduled by staff this month. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact)*

Kick off

The SRC Take-Off event on June 1st was an enormous success! We're estimating about 1,200 people attended the event! We gave away 500 units of ice cream in less than two hours, the suitcase race, the airport shuffle, the boarding pass craft station, and the security checkpoint

dance party were very popular, the Dreamtree Shakers were fantastic, and there was a line to sign-up for SRC all day! By the end of the day, we had 416 people registered, which is almost as many people as we had register in the first week last year!

Collections and Services

Sarah weeded the CD-ROM collection (old computer games) to make room for our growing electronic game collection.

Monica deleted all of the Junior cassettes and Children's non-fiction VHS tapes from our collections. She is ordering replacements on DVD or Blue Ray.

Kelly withdrew the LeapPad Kit collection, which has been replaced with LeapPad Explorer Tablets. Kelly also completed another round of LeapPad maintenance by replacing several parts of the LeapPad Explorer Tablets.

Judy completed the Artists, Authors, Business, Explorers, Inventors, Presidents, and Scientists sections of the J Biography reorganization. *(Supporting Strategic Plan: Improve patron browsing within Dewey topics)*

iPads

Monica oversaw the launching of our new Junior iPads on May 13th.

Kelly added four new apps to the Early Literacy iPads - iWriteWords, Peekaboo Barn, Saffy, and Tozzle.

Programs

May is not a big programming month for us in the Kids & Teens Department. The time that goes into planning and performing is poured into Summer Reading planning and promotion. We did have a successful reptile program for families with 128 people in attendance. Kelly presented a small story time for the SASSED group, and Sarah hosted a teen gaming event. Also Jane and Sarah began training the VolunTEENS for SRC.

Partnerships

On May 7, Teens for Xcellence, a book group held at Burr Ridge Middle School, had their final discussion of the year with Sarah. Students discussed "The One and Only Ivan," the 2013 Newbery winner based on the true story of Ivan, a gorilla at the Atlanta Zoo. There were almost 50 students in attendance at the meeting. Students who attended the meeting and also passed the Accelerated Reader quiz on the book with a 90 or 100% were eligible to attend an educational field trip to Brookfield Zoo which was planned and funded by IPPL and Burr Ridge Middle School. *(Supporting Strategic Plan: Examine how to increase library usage by Burr Ridge residents and other unserved areas)*

On May 9, Sarah, Renata – the librarian at Burr Ridge Middle School, and 36 students from Teens for Xcellence book club attended a zoo talk at Brookfield zoo on Gorilla and other primate behavior to enhance their learning experience after reading Ivan. After the talk, students walked through Tropic World to observe the behaviors they learned about in the talk, and talked with zookeepers and docents. Teens also had the chance to explore other areas of the zoo including the big cats and the reptile house.

On May 15, Kelly attended the Gower West Kindergarten Orientation to promote the library and sign up families for library cards. On May 16, she attended the ELL night at Maercker School to promote the library to Spanish-speaking families.

Sharing our Expertise

Judy worked with our young patrons Jenna Cox and Gracie Wilcox who won 1st place winners in the Storytubes contest! Storytubes awards kids for creating wonderful videos of their own book reviews. On May 23, Jenna and Gracie came in to IPPL (with parents and siblings) to open the box of books they received for winning. Each girl took home 17 books. The library also earned books because of our participation with Jenna and Gracie. *(Supporting Strategic Plan: Use video to showcase library services and programs)*

Supporting our Students

We pulled, purchased, and organized the books on the Hinsdale South and Downers Grove South Summer Reading Lists to support students. Our pages, Galina, Corrine, Ashley, and Sandi assisted in shifting our games, new books, Abes, and CD-ROMs to make room for this special collection. *(Supporting Strategic Plan: Providing popular materials and programs)* We also made a list highlighting the summer reading books we own in eBook format. *(Supporting Strategic Plan: Enhance e-book collection and examine available delivery systems)*

Submitted by Natalie Williams 6/11/2013

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**Youth Services
Monthly Report to the Board
June 2013**

Summer Reading Club (SRC) 2013 – Have Book, Will Travel

Summer is in full swing! We're now about halfway through the Summer Reading Club! We've had 1,383 kids and 356 teens sign up for *Have Book, Will Travel*, which means we've exceeded last year's total! Last year we had a grand total of 1,353 kids and teens. (Supporting Strategic Plan: Present programming for entertainment and leisure and Develop more programming and activities that provide the opportunity for people to interact)

Programs

In June, we offered 41 programs - including weekly storytimes, unique programs for every age group, and special events – like our SRC Take-Off and The Sound. We've seen close to 3,000 guests come into the library to enjoy our programs this month.

All Ages Storytime

Every week we offer a fun-filled storytime experience for children of all ages. Attendance for this program consistently exceeds 100 guests! Some of the topics that we've celebrated through books, rhymes, and music so far this summer are trains, oceans, and camping.

Chess

Our weekly Chess program continues to be one of most popular programs! Every Tuesday afternoon a line of 70-85 kids wraps around our "Ask US" desk and out of the department to the stairs excitedly waiting as we pair up the kids and pack them in to the Meeting and Multipurpose Rooms for an hour of competitive game playing. (Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact)

Book Buddies

On Mondays and Wednesdays, one of our librarians, Judy hosts Book Buddies. She pairs up 25-30 young readers with older kids so that the younger child can practice reading aloud with a new friend. Registration for this program filled up almost as soon as it opened. Judy has done a marvelous job organizing all the reading partnerships. (Supporting Strategic Plan: Facilitate early literacy and cultivate young readers)

The Sound

On June 28th we hosted our first-ever music event – The Sound! (Supporting Strategic Plan: Facilitate sharing of talents and skills)

The event was planned to take place at Borse Park, but the weather did not cooperate, so we quickly relocated to IPPL. We had 200 teens, children and adults gathered in the Meeting Room for the event.

Support for The Sound

Our Teen Librarian, Sarah Joynt is responsible for the incredible success of this event. She coordinated the entire event from start to finish. She worked with Teen Advisory Board Members - Ashley Yong, Malav Shah, Ayesha Anees, Kiril Kolev and Kellie Morrissey, who made up The Sound Committee and were responsible for all aspects of planning and organizing the event, including selecting the 10 final participants from the 20 initial acts. TAB Members live tweeted the event at @ipppteens, and videos of each act were uploaded live to the IPPLTEENS Facebook page. (Supporting Strategic Plan: Identify effective new ways to promote the library especially using technology)

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The event was sponsored by The Gift of Carl Foundation (cash prizes), Friends of IPPL (t-shirts), Willowbrook Park District (outdoor venue), and IPPL Teen Advisory Board (planning committee). *(Supporting Strategic Plan: Form partnerships to further develop community services)*

We also had help from Mike Marsden of the Brit Marsden Band, who provided the sound engineering for the event. MC and DJ Darrien Griffin, a recent Hinsdale South graduate provided musical entertainment between acts.

Auditions

We received submissions from 20 musical acts (8 bands, 8 solos, 4 duos). The committee selected 10 acts (5 bands/5 solo-duos) to perform on stage and compete for fame, cash prizes, and the trophy. The performers were recruited from all area middle and high schools, and from local music teachers and music schools. Finalists were chosen by The Sound committee based on their musicality, originality, and in order to have a variety of musical genres and ages represented.

The Final Lineup

1. Out Of The Ground – jazz band
2. Emily Dahowski & Mariam Mackar - duet
3. All Systems Go - original alternative/rock band
4. Nick Garvey - solo/acoustic guitar
5. Jake & Luke Pallisard – duo/Beatles cover
6. Side B - original alternative band
7. Bella Hanson – solo/pop covers
8. The Committee - original alternative band
9. Shan-Tang Yang - classical viola
10. Phantom Tollbooth – original rock band

Judges

The acts were judged by a panel of three judges including John Lindsey (Gift of Carl), Joel Simpson (IPPL patron and instructor at Tobias Music in Downers Grove, and Ashley Jovien (former TAB member, musician, and K&T page). Judges used the following criteria for judging Musicality 50%, Presentation (20%), Creativity (15%), Professionalism (15%).

The winner of the fan favorite award was determined by a text poll (polleverywhere.com). 198 individuals participated in the text vote. *(Supporting Strategic Plan: Offer opportunities for residents to experiment with new technology)*

Prizes

The top act in solo/duo and the top band were both awarded a \$250 cash prize from The Gift of Carl foundation. The fan favorite text vote was awarded a trophy and the opportunity to be the opening act for The Sound in 2014.

Results

The Winning Solo artist was Nick Garvey. The winning band was Phantom Tollbooth. The fan favorite was duo Nick and Luke Pallisard.

Partnerships

WBC

Every Wednesday afternoon we provide two programs with reading-related activities for two different age groups for the Willowbrook Coalition (WBC). This month we created recycled duct tape crafts with the 4-7th graders and created a special Fly Guy program for the k-3rd graders. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Safety Event

91

On Saturday, June 22 we participated in the Safety Event at Lakeview School. We sent staff and materials to the gym to teach about Internet safety. The gym was filled with booths, games, and representatives from other local organizations who were also there to promote different types of safety. There were police officers, firefighters, trucks, an emergency helicopter, and a police k-9 present. It was a fun and informative event for the community. *(Supporting Strategic Plan: Annually identify community events the library will participate in)*

Goddard Preschool

We presented a special storytime at Goddard Preschool on June 14th. Our Library Associate Jane prepared books and songs to go along with their lesson plans and preformed for about 40 young children. *(Supporting Strategic Plan: Facilitate early literacy and cultivate young readers)*

Collections and Services

Linda updated both of our Dinosaur Kreative Krates, one for primary and one for preschool-aged children. *(Supporting Strategic Plan: Support children and teens in their interest and educational needs)*

Judy has completed the entire J Biography reorganization. The section has been reorganized to make it easier for children to find biographies on a certain topic. *(Supporting Strategic Plan: Improve patron browsing within Dewey topics)*

Monica worked with a local Scout leader and our Circulation department to create a Summer Scout book club.

On June 24th, the four full-time librarians, who are also the selectors for the Kids & Teens department, got together for a "Fiscal Fiesta." We met to discuss the budget, how to spend the remaining money, and our plans for the new fiscal year.

Submitted by Natalie Williams 7/12/2013

Can we quote you?

If you'll write down your comments, we may use them in library publicity.

7/3/13

Hi Jane

We stopped into see you. We moved away a few years ago but still remember you and this library fondly.

Thanks!

Ellen + Jack

Fearon



Email: _____

Phone: _____

STATISTICS FOR	May-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	43,345	44,062	517,192	510,754	1%
Teen	3,275	3,262	39,272	40,866	-4%
Kids	18,919	20,969	237,066	253,909	-7%
TOTAL	65,539	68,293	793,530	805,529	-1%
Electronic Circulation	1,890	1,634	20,366	12,806	59%
GRAND TOTAL CIRC.	67,429	69,927	813,896	818,335	-1%
% Reciprocal Borrowing	16%	15%	16%	15%	
Patron Visits	37,906	43,127	436,318	457,777	-5%
Current Cards					
Resident	186	172	23,135	23,518	-2%
Non-Resident	98	106	1,077	1,019	6%
TOTAL	284	278	24,212	24,537	-1%
Patron Assistance					
Adult - Reference	3,307	3,266	40,638	37,590	8%
Kids - Reference	1,517	2,155	20,477	26,200	-22%
TOTAL REFERENCE	4,824	5,421	61,115	63,790	-4%
Adult - Other	766	765	16,170	8,635	87%
Kids - Other	1,433	1,623	19,710	15,137	30%
TOTAL OTHER	2,199	2,388	35,880	23,772	51%
GRAND TOTAL ASST.	7,023	7,809	96,995	87,562	11%
ILL/Reserves					
Holds	8,701	9,357	* 85,362	111,540	-23%
ILLs Sent	4,959	5,278	58,121	59,756	-3%
ILLs Checked Out	5,470	5,826	67,402	67,465	0%
ILLs Received	5,850	6,315	72,675	73,512	-1%
Copy/Fax Sent	0	0	5	2	150%
Copy/Fax Received	19	6	66	72	-8%
Programs - Adult					
# Programs	7	6	75	60	25%
Attendance	198	823	2,757	2,472	12%
Computer Classes					
# Programs	7	9	71	59	20%
Attendance	64	55	766	622	23%
Individual Technology Training					
# of Patrons	32		733		
Groups					
# Programs	13	14	148	137	8%
Attendance	213	227	2,068	1,984	4%
Others					
#Programs	2	0	22	20	10%
Attendance	16	0	468	319	47%
Programs - Teen					
# Programs	5	11	103	84	23%
Attendance	89	1,934	1,716	3,136	-45%
Programs - Kids					
# Programs	3	17	332	317	5%
Attendance	477	5,096	16,835	22,254	-24%
GRAND TOTAL ATT.	1,089	8,135	25,343	30,787	-18%

* Does NOT include February & March → NOT AVAILABLE

STATISTICS FOR	May-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	4,418	4,098	47,173	44,465	6%
Kids Computers	1,187	1,497	16,217	18,420	-12%
Teen Laptop	204	250	2,156	2,159	0%
Adult Laptop	178	124	2,047	1,302	57%
TOTAL PATRON USE	5,987	5,969	67,593	66,346	2%
Hours Used					
Adult Computers	2,970	2,879	32,789	31,749	3%
Kids Computers	690	843	10,003	10,738	-7%
Teen Laptop	263		2,590.50		
Adult Laptop	331		3,789		
TOTAL HOURS USED	4,254	3,722	49,171.50	42,487	16%
IPPL Web Site Visitors	16,119	15,465	214,518	234,166	-8%
IPPL Total Page Views	19,714	18,704	226,105	398,970	-43%
Subscription Database Logins	2,415	2,286	29,036	26,519	9%
Peek-A-Books	1,300	1,687	21,227	22,372	-5%
Outreach-Homebound					
Items Delivered	167	196	1,721	1,873	-8%
Volunteers					
Number Active	59	81			
Hours Worked	349.75	552.25	5,238.75	6,508.25	-20%
Staff Training Hours	62.25	578	1,392	2,144.50	-35%
Room Use					
Multi-Purpose Room	4	20	192	190	1%
Meeting Room					
Library	21	26	365	365	0%
Non-Library	26	28	315	237	33%
Group Study Room	276	258	2,751	3,636	-24%
Lobby Programs	3	2	21	16	31%
Conference Room	15	10	166	148	12%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- MAY 2013

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1460	9	5	1464	143	287	152	292
Non-Fiction	53219	426	47	53598	3515	2510	3941	2557
Fiction	39171	453	766	38858	4193	3325	4646	4091
TOTAL	93850	888	818	93920	7851	6122	8739	6940
BOOKS-- CHILDRENS								
Reference	890	0	0	890	11	10	11	10
Non-Fiction	19971	123	187	19907	1008	1127	1131	1314
Fiction	27845	285	187	27943	2433	1474	2718	1661
TOTAL	48706	408	374	48740	3452	2611	3860	2985
BOOKS - TEEN								
Non-Fiction	939	18	0	957	57	10	75	10
Fiction	3317	133	17	3433	518	348	651	365
TOTAL	4256	151	17	4390	575	358	726	375
GRAND TOTAL	146812	1447	1209	147050	11878	9091	13325	10300

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	4507	78	1	4584	496	88	574	89
Music CD	9987	79	17	10049	617	112	696	129
Playaway	397	1	2	396	57	11	58	13
Video (VHS & DVD)	14988	159	56	15091	1761	155	1920	211
CD-ROMs	163	0	0	163	1	3	1	3
TOTAL	30042	317	76	30283	2932	369	3249	445
AUDIOVISUAL-CHILDRENS								
Audio Books	776	0	8	768	96	269	96	277
Childrens Music CD	862	3	5	860	46	270	49	275
Junior Music CD	155	0	0	155	15	3	15	3
Playaway	63	0	1	62	0	0	0	1
Video	4352	124	39	4437	476	1232	600	1271
TOTAL	6208	127	53	6282	633	1774	760	1827
AUDIOVISUAL-TEEN								
Audio Books on CD	231	2	0	233	31	1	33	1
Music CD	360	0	0	360	46	31	46	31
Playaway	67	0	0	67	1	2	1	2
Video	457	6	1	462	47	30	53	31
Console Games	435	20	2	453	63	30	83	32
PC-GAMES (formally CD-ROMS)	466	0	473	-7	2	10	2	483
TOTAL	2016	28	476	1568	190	104	218	580
GRAND TOTAL	38266	472	605	38133	3755	2247	4227	2852

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1112	70	1182	372		442	
Kids and Teens ebooks	298	36	334	75		111	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	12651	129	12780	2373		2502	

STATISTICS FOR	Jun-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	46,974	49,770	564,166	560,524	0.65%
Teen	5,043	4,982	44,315	45,848	-3.34%
Kids	25,255	27,840	262,321	281,749	-6.90%
TOTAL	77,272	82,592	870,802	888,121	-1.95%
Electronic Circulation	2,120	747	* 25,995	13,553	91.80%
GRAND TOTAL CIRC.	79,392	83,339	896,797	901,674	-0.54%
% Reciprocal Borrowing	15%	14%	16%	15%	
Patron Visits	38,099	48,982	474,417	506,759	-6.38%
Current Cards					
Resident	250	270	23,156	23,577	-1.79%
Non-Resident	106	108	1,075	1,012	6.23%
TOTAL	356	378	24,231	24,589	-1.46%
Patron Assistance					
Adult - Reference	3,517	3,540	44,155	41,130	7.35%
Kids - Reference	1,956	2,973	22,433	29,173	-23.10%
TOTAL REFERENCE	5,473	6,513	66,588	70,303	-5.28%
Adult - Other	1,953	706	18,123	9,341	94.02%
Kids - Other	2,200	1,742	21,910	16,879	29.81%
TOTAL OTHER	4,153	2,448	40,033	26,220	52.68%
GRAND TOTAL ASST.	9,626	8,961	106,621	96,523	10.46%
ILL/Reserves					
Holds	9,556	10,434	** 94,918	121,974	-22.18%
ILLs Sent	4,897	5,863	63,018	65,619	-3.96%
ILLs Checked Out	5,752	6,416	73,154	73,881	-0.98%
ILLs Received	6,293	6,885	78,968	80,397	-1.78%
Copy/Fax Sent	0	0	5	2	150.00%
Copy/Fax Received	22	5	88	77	14.29%
Programs - Adult					
# Programs	6	6	81	66	22.73%
Attendance	116	278	2,873	2,750	4.47%
Computer Classes					
# Programs	7	11	78	70	11.43%
Attendance	70	121	836	743	12.52%
Individual Technology Training					
# of Patrons	119		852		
Groups					
# Programs	10	16	158	153	3.27%
Attendance	136	272	2,204	2,256	-2.30%
Others					
#Programs	0	0	22	20	10.00%
Attendance	0	0	468	319	46.71%
Programs - Teen					
# Programs	20	23	129	107	20.56%
Attendance	503	501	2,866	3,637	-21.20%
Programs - Kids					
# Programs	31	27	381	344	10.76%
Attendance	2,526	2,784	22,561	25,038	-9.89%
GRAND TOTAL ATT.	3,470	3,956	32,660	34,743	-6.00%

*ON-Line MAGAZINE CIRCULATION started FEBRUARY 2013

** Does NOT include FEBRUARY & MARCH → NOT AVAILABLE

STATISTICS FOR	Jun-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	4,317	4,243	51,490	48,708	5.71%
Kids Computers	1,664	2,049	17,881	20,469	-12.64%
Teen Laptop	176	257	2,332	2,416	-3.48%
Adult Laptop	189	130	2,236	1,432	56.15%
TOTAL PATRON USE	6,346	6,679	73,939	73,025	1.25%
Hours Used					
Adult Computers	2,879	2,998	35,668	34,747	2.65%
Kids Computers	852	1,246	10,855	11,984	-9.42%
Teen Laptop	352		2,942.50		
Adult Laptop	352		4,141		
TOTAL HOURS USED	4,435	4,244	53,606.50	46,731	14.71%
IPPL Web Site Visitors	1,788	21,990	216,306	256,156	-15.56%
IPPL Total Page Views	2,393	26,403	228,498	425,373	-46.28%
Subscription Database Logins	2,421	2,372	31,323	28,891	8.42%
Peek-A-Books	1,036	2,932	22,263	25,304	-12.02%
Outreach-Homebound					
Items Delivered	146	152	1,867	2,025	-7.80%
Volunteers					
Number Active	154	80	258		
Hours Worked	1,044.50	803.75	6,283.25	7,382.50	-14.89%
Staff Training Hours	133	41	1,525	2,185.50	-30.22%
Room Use					
Multi-Purpose Room	22	10	214	200	7.00%
Meeting Room					
Library	31	34	396	399	-0.75%
Non-Library	27	26	342	263	30.04%
Group Study Room	269	206	3,020	3,842	-21.40%
Lobby Programs	2	1	23	17	35.29%
Conference Room	16	11	182	159	14.47%
Clavinova	1	0	1	0	

MATERIALS COLLECTION STATISTICS- JUNE 2013

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1464	19	18	1465	152	292	171	310
Non-Fiction	53598	261	114	53745	3941	2557	4202	2671
Fiction	38858	499	864	38493	4646	4091	5145	4955
TOTAL	93920	779	996	93703	8739	6940	9518	7936
BOOKS-- CHILDRENS								
Reference	890	0	0	890	11	10	11	10
Non-Fiction	19907	204	77	20034	1131	1314	1335	1391
Fiction	27943	167	74	28036	2718	1661	2885	1735
TOTAL	48740	371	151	48960	3860	2985	4231	3136
BOOKS - TEEN								
Non-Fiction	957	7	4	960	75	10	82	14
Fiction	3433	84	23	3494	651	365	735	388
TOTAL	4390	91	27	4454	726	375	817	402
GRAND TOTAL	147050	1241	1174	147117	13325	10300	14566	11474

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	4584	45	4	4625	574	89	619	93
Music CD	10049	39	24	10064	696	129	735	153
Playaway	396	3	4	395	58	13	61	17
Video (VHS & DVD)	15091	174	15	15250	1920	211	2094	226
CD-ROMs	163	0	0	163	1	3	1	3
TOTAL	30283	261	47	30497	3249	445	3510	492
AUDIOVISUAL-CHILDRENS								
Audio Books	768	2	84	686	96	277	98	361
Childrens Music CD	860	0	0	860	49	275	49	275
Junior Music CD	155	0	0	155	15	3	15	3
Playaway	62	0	0	62	0	1	0	1
Video	4437	68	407	4098	600	1271	668	1678
TOTAL	6282	70	491	5861	760	1827	830	2318
AUDIOVISUAL-TEEN								
Audio Books on CD	233	2	0	235	33	1	35	1
Music CD	360	0	0	360	46	31	46	31
Playaway	67	0	0	67	1	2	1	2
Video	462	11	2	471	53	31	64	33
Console Games	453	5	5	453	83	32	88	37
PC-GAMES (formally CD-ROMS)	-7	0	5	-12	2	483	2	488
TOTAL	1568	18	12	1574	218	580	236	592
GRAND TOTAL	38133	349	550	37932	4227	2852	4576	3402

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1182	46	1228	442		488	
Kids and Teens ebooks	334	0	334	111		111	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	12780	78	12858	2502		2580	

Willowbrook Burr Ridge Chamber Report

June 5, 2013

During this meeting, I reconnected with Gaye Wagner from Community Bank of Willowbrook and with Kathy Abbate from the Downers Grove Township. During introductions, I was able to say that IPPL had done business with chamber members Proforma and Bannerville.

Cruisin' 66 date: August 10, 2013

July 10, 2013

Scholarships were awarded to two students from Hinsdale South High School during this meeting.

I mentioned our partnerships with the Burr Ridge Park District and the Willowbrook Park District during introductions. Several people in the audience commented, during introductions, that they are IPPL patrons.

I confirmed with Lavonne Campbell from the Burr Ridge Park District that she wants to go ahead with showing movies for seniors here at IPPL. We also discussed Harvest Fest in September. This is the first year that IPPL will participate. I invited Diane Konicek, Programming Chairperson, to stop in the library so I could demonstrate AtoZdatabases for her – this is the database that I've been promoting to the chamber and to the Women In Business Chapter of the chamber.

Christine Cigler
Marketing Coordinator
June 11, 2013



What's New at RAILS?

June 2013

E-book Grant Project

The Secretary of State and Illinois State Library have awarded a grant to RAILS and the Illinois Heartland Library System (IHLS) for the *E-books for Illinois* Project. The two-year project includes e-book collections and software platforms for RAILS and IHLS libraries, research into a self-hosted model, training, a list of free e-book resources, a website, and assistance to libraries in promoting the project to patrons. It is intended to expand, not replace, existing library e-book services. The project is in the very early stages and more details will be coming soon.

Continuing Education (CE)

RAILS plans on offering training in the resource sharing area in 2013. We have also started working with member groups currently providing CE for library staff to determine how we can help with these efforts and get the word out about all available CE opportunities.

Consulting

RAILS will be adding some consulting services for system members in FY2014. As a first step, we will survey member libraries of all types (academic, public, school, and special) to determine how RAILS can best meet their consulting needs.

Strategic Planning Process

In FY2014, RAILS will undertake a strategic planning process to guide the development of future system services to members. There will be many opportunities for members to provide input throughout the process.

Delivery

RAILS delivers nearly 23 million items to member libraries each year. We continue to look for ways to implement best practices and streamline operations to provide the highest quality service possible and to make the most efficient use of system funding. As a part of this effort, RAILS is currently seeking proposals to provide delivery and/or sorting of library materials for libraries served by our Burr Ridge facility. In other developments, all members now have the option of ordering the standard RAILS delivery label as a free self-adhesive product. No more rubber bands or tape required! Self-adhesive labels can be ordered through the RAILS website at www.railslibraries.info/delivery/label-order.

Fast Facts

RAILS recently debuted Fast Facts, a web-based survey creation tool that allows members to quickly poll colleagues for recommendations on library service providers, questions on policies and procedures, and much more. Any topic that can be answered via two or three multiple choice or short text answers is fair game for Fast Facts! An archive of surveys is available through the RAILS website. For more information, visit www.railslibraries.info/fast-facts.

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New Look to RAILS Member Update Sessions

RAILS holds quarterly update sessions that are available via videoconference at most RAILS service centers and some member library locations. Members can also participate via one-way streaming video on the web. Each session features a brief recap of late-breaking RAILS news, followed by an in-depth discussion of an issue of importance to members. Upcoming sessions are scheduled for September 5 and December 4. Members can find more information on the L2 continuing education calendar at www.librarylearning.info.

Other Member Communication & Networking Opportunities

RAILS Executive Director Dee Brennan will travel throughout the RAILS region in the months ahead to host networking meetings designed to inform members about RAILS and to help library staff in the same area share common issues and concerns. Other RAILS staff will also be visiting member libraries throughout the upcoming year to talk about system services. RAILS also continues to add to our line-up of popular RAILS Community online forums based on member need.

RAILS Facebook Page

RAILS now has a presence on Facebook to provide another way for members to stay in touch with what is happening at RAILS, to ask questions, and to provide feedback on system programs and services. RAILS will continue to add to our communication tools line-up in the future based on member needs and preferences. Like our page at www.facebook.com/railslibraries.

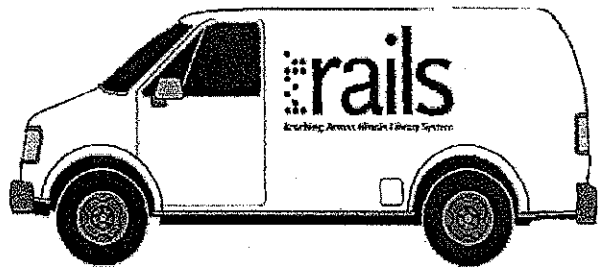
Illinois Talking Book Outreach Center

Beginning on July 1, 2013, there will be one RAILS Advisory Outreach Center, the Illinois Talking Book Outreach Center (ITBOC). ITBOC's service area will be the entire state of Illinois (outside of the city of Chicago). Services will focus on reader advisory and outreach activities, including the provision of digital books on demand.

To keep up-to-date on these and other RAILS developments, subscribe to the weekly *RAILS E-News* at www.railslibraries.info/subscribe. For more information about what's new at RAILS, please contact Mary Witt, RAILS Communications Director, at 630.734.5124 or mary.witt@railslibraries.info.

Reaching Across Illinois Library System
www.railslibraries.info

RA LS Membership: What's in it for you? June 2013



RAILS members enjoy a number of benefits, including:

Resource Sharing

Delivery Service

RAILS delivers nearly 23 million items to member libraries each year. This service coordinates with the Illinois Library Delivery Service (ILDS) that provides delivery to many academic and research libraries. RAILS staff work with members to meet an individual library's needs based on location and delivery volume. Visit www.railslibraries.info/delivery for details.

Shared Online Catalogs

RAILS helps support four shared online catalogs or LLSAPs (MAGIC, PrairieCat, RSA, and SWAN) that give library users greater access to a wide variety of materials and help make automation affordable for libraries of all types and sizes. For more information, visit www.railslibraries.info/catalogs.

Illinois Talking Book Outreach Center (ITBOC)

Beginning July 1, 2013, there will be one RAILS Advisory Outreach Center serving those who cannot read due to a physical or visual limitation. ITBOC provides outreach, public education, and reader advisory service to the entire state of Illinois (outside of the city of Chicago). This includes working with RAILS area libraries to help promote Talking Book Services to library clientele and helping patrons of the program to locate and order the materials they need. See www.illinoistalkingbooks.org for further details.

Training & Consulting

RAILS offers training in the resource sharing area and consults with members about resource-sharing related topics.

Discounts

Baker & Taylor, Brodart, Demco, Gaylord, Highsmith, and other vendors offer discounts to RAILS LLSAPs that are made available to other RAILS members as well. View a list of available discounts at www.railslibraries.info/resource-sharing/discounts.

Access to Grants and Trial Offers

Many programs sponsored by the Illinois State Library are only available to system members. These include grant programs, and Try-It Illinois, which allows system members to evaluate a variety of electronic resources before purchasing. The best way to keep up-to-date on these offers is to read the RAILS and ISL weekly e-newsletters. Subscribe to both at www.railslibraries.info/subscribe.

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Connections, Communication, and Networking

RAILS Community Online Forums

Ask for advice and share best practices via 36 RAILS Community online forums covering a wide variety of topics. Members can participate in discussions via email or the RAILS website. See www.railslibraries.info/community.

RAILS Website (www.railslibraries.info)

In addition to providing information about RAILS services, the website includes:

- Latest news from RAILS, and Executive Director Dee Brennan's Direct from Dee blog
- Jobs Board where libraries can post available positions
- Free/For Sale section where members can post giveaways or items for sale
- Section for members to share their latest Library News
- CE News section for sharing library-related CE opportunities
- Directory where RAILS networking groups can post contact information and upcoming meetings
- Fast Facts survey creation tool for polling other RAILS members
- Quick links to RAILS' Facebook page and Flickr account
- And much, much more!

RAILS Weekly E-News

RAILS E-News is the place to go to find out the latest from RAILS and the library world in general. Subscribe at www.railslibraries.info/subscribe.

Library Learning (L2) Membership Directory

L2 provides a wealth of information on RAILS members, including lists of library staff and trustees, library hours, ILDS stops and more. L2 also provides a library events calendar that includes all RAILS meetings and other events. Visit www.librarylearning.info.

RAILS Member Update Sessions

These quarterly sessions are available via videoconference at many locations so all can attend. Members may also watch via one-way streaming video on the web. Each update session features a recap of the latest RAILS news, a detailed presentation on a focused topic of interest to members, and the opportunity to network with colleagues attending at videoconference sites. Members can register for upcoming sessions on the L2 calendar.

Free Meeting Space at RAILS Facilities

RAILS invites member networking groups to hold meetings at RAILS facilities and to have those meetings posted on the L2 calendar. Members also have the option of making their meetings available via videoconference so staff from libraries throughout the RAILS area can attend. For information, see www.railslibraries.info/about/room-use.

For more information on how RAILS can benefit your library, visit the RAILS website at www.railslibraries.info, or contact Mary Witt, RAILS Communications Director, at 630.734.5124 or mary.witt@railslibraries.info.



Benefits of LLSAP Membership

June 2013

How can you give your library users easy access to millions of items, including books, periodicals, DVDs, e-books, online databases and more at affordable prices?

Join a RAILS LLSAP!

What is an LLSAP?

LLSAP stands for Local Library System Automation Program. An LLSAP is a shared online catalog that is supported in part by an Illinois regional library system. LLSAP membership is open to all RAILS libraries – no matter what their library type, size, or budget. Even small libraries can benefit from LLSAP membership.

More than 2 million registered Illinois library users were served by RAILS LLSAPs in FY2013, and they borrowed more than 26 million items. Demand for LLSAP resources is steadily increasing, and this number is expected to grow in the coming years.

RAILS has four LLSAPs:

- MAGIC (Multitype Automation Group in Cooperation)
- PrairieCat
- RSA (Resource Sharing Alliance)
- SWAN (System Wide Automated Network)

The four LLSAPs existed before the merger that created RAILS in July 2011 and serve different geographic areas.

Why become an LLSAP member?

LLSAPs give library patrons greater access to a wide variety of materials all in one place.

No one library is able to provide all the materials its patrons need. If you're an LLSAP member, your patrons have easy access to millions of resources – all in one place. The four RAILS LLSAPs have a combined total of over four million bibliographic records and over eighteen million items. LLSAP member libraries can place interlibrary loan requests in the online catalogs of other LLSAP members, as well as in some other shared catalogs, through the SHARE Illinois cooperative program.

A wide variety of libraries participate in LLSAPs, including public libraries, colleges and community colleges, school libraries, and libraries serving specialized clientele. This means your patrons will have access to a much more diverse, multicultural and unique collection of materials than your library could offer on its own.

The LLSAP catalog also indicates whether a specific item is currently available at a given library. Patrons can choose to go to that library or to have the item delivered to their home library.

(continued on other side)

LLSAPs make automation affordable and save libraries money.

The costs for an individual library to make its collection available online are high. LLSAP membership is more affordable because members share expenses. In addition, because LLSAPs are one of the system's priority services, RAILS provides financial support from its annual grant funding.

LLSAPs also offer discounts on a variety of electronic resources that help library users find jobs, start businesses, manage their health and find other important information to help them in their daily lives. These discounts can save a great deal of money for libraries and give patrons who might not be able to afford these products equal access to much needed information.

LLSAPs provide easy access to technical assistance and expertise and save library staff time.

LLSAP staff are highly trained technology experts. They provide all the services a library needs to make its collection available online, including consulting, training, support and management. Libraries do not have to hire extra staff to deal with these issues, and current library staff can focus their efforts on serving library users.

Other LLSAP Benefits

- Library patrons can utilize LLSAP resources seven days a week, nearly 24 hours a day and wherever an Internet connection is available.
- The hardware needed to run the LLSAP catalogs is housed elsewhere in a centralized location, increasing security and saving libraries precious building space for library materials and other purposes.
- Bibliographic records are shared, reducing the need for library staff to find or create catalog records.
- LLSAPs offer cooperative problem-solving and assistance from peers in other LLSAP member libraries.

To find out more about how your library can take advantage of the benefits of LLSAP membership, visit www.railslibraries.info/catalogs or contact:

Jane Plass, Associate Executive Director at
jane.plass@railslibraries.info

Reaching Across Illinois Library System
www.railslibraries.info

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How will we serve the unserved? by Dee Brennan

Submitted by Dee Brennan on Mon, 07/01/2013 - 9:16am



Like

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As I have traveled throughout RAILS during my first six months on the job , I have heard many questions, concerns, suggestions and hopes for the future of libraries in RAILS and throughout Illinois.

On my most recent trip to Macomb and Galesburg one issue in particular came up – serving the unserved. This comes up regularly but on this particular visit people spoke quite passionately about the difficulties our complicated (convoluted?) public library structure presents for library users in Illinois.

The discussion focused on the impact on users, especially kids and families. Kids who go to the same school, but those who live in an unserved area see their friends able to go to the local public library while they cannot. Librarians say it's hard to explain this to the parents who want their kids to have the same access to homework help, research materials, and librarian expertise that their friends and peers have.

It is hard to explain.

Yes, individuals and families who live in unserved areas can buy a card at the nearest public library, if the public library offers that service. Never mind that it's not always easy to figure out what the nearest public library is, some people just can't afford a card.

These continuing discussions caused me to look back at the reason why this problem persists into the 21st century, past efforts to fix it, and what we might be able to do now to fix it.

Thanks to ILA Executive Director Bob Doyle for sending me "A Brief History of Efforts Concerning the Unserved Residents of Illinois" from 2005, I have a pretty good understanding of how this situation came about and know about the many dedicated, smart people who have tried to find a solution.

According to this report, there were "fewer than one million residents of the state not served

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by a public library because they reside outside of library taxing boundaries" in 2005.

In the 1970's and 1980's, library systems and the State Library worked together to reduce this number through various programs. System consultants were hired to bring service to the unserved. The State Library used LSCA (now LSTA) funds for Project PLUS and Project LIME; these grants supported extending service through the establishment of new districts and voter-approved mergers of existing districts.

There have been various reports written by various groups created to assess the problem and develop solutions. These include "Strengthening Library Service in Rural Illinois" in 1992, "Public Library Service for All: a report from the Summit on the Unserved" from 2000 and "Universal Library Service by 2010" in 2002.

Needless to say, all this hard work and planning has never been implemented.

I hope and trust that this issue will come up as we go through our strategic planning process. It's very possible that the solution will require a major rewriting of existing library law, a daunting task for sure, but if we don't start working on it, we will never get it fixed.

"Fewer than one million residents" is still a lot of people who need better, affordable access to public libraries.

Login to post comments

Resolution #2013-F

*A Resolution Honoring Jo Ann Schusterich
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Jo Ann was Trustee on the Indian Prairie Public Library District Board from 2003 to 2013, serving as Treasurer, Vice-President, Finance Committee Chair, Building & Grounds Committee Member, Automation Committee Member and Personnel Committee Member; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to her its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the Library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to her its heartfelt wishes for continued success and much happiness.

Adopted this 17th day of July 2013.

AYES:

NAYS:

ABSENT:

, President

ATTEST:

, Secretary

OPERATING BUDGET

Recognizing the limitations of using just an appropriation ordinance to manage day-to-day finances has led many Illinois municipalities to adopt an alternative management document to assist in the day-to-day spending operations. This document, known as an "administrative or operations budget" provides the municipality a degree of informal, non-binding control over the expenditures of the municipality within the considerations of the available revenues. The adoption of an administrative budget is highly recommended for all municipalities to strengthen management control over expenditures and revenues.

The budget is a comprehensive financial plan which projects both anticipated revenues and proposed expenditures for a fiscal year.

In the following documents you will find:

- An overview of revenue and expenditures for the operating budget
- An explanatory budget memo summarizing the revenue and expenditure lines
- A revenue sheet showing the past fiscal year's revenue and the revenue projected for FY13/14
- A breakdown of the FY13/14 expenditures
- A Financial Forecast that includes projected capital expenditures at the bottom of the sheet and provides a look at the library's finances to 2030. Please remember that this document is, at some level, speculation as it is difficult to predict out more than a few years.
- A new salary schedule effective 7/1/13 that provides a 1% increase in the starting salaries. The salary schedule for 7/1/12 is included for comparison as well as a sheet with a comparison of salaries between Indian Prairie and other, similar area libraries.

Operating Budget 2013/2014 Overview

<u>Expenditures</u>		<u>% of Operating</u>	<u>Revenue</u>		<u>% of Revenue</u>
Personnel	\$2,459,934.00	71.06%	Property Taxes	\$3,235,315.00	93.46%
Materials	\$481,030.00	13.90%	Non-Current Property Taxes	\$300.00	0.01%
Building	\$236,700.00	6.84%	Tax Levy Interest	\$0.00	0.00%
Operations	\$37,650.00	1.09%	State Grant	\$42,000.00	1.21%
Automation	\$111,936.00	3.23%	Interest	\$1,100.00	0.03%
Contractual	\$23,700.00	0.68%	Desk Monies	\$181,300.00	5.24%
Insurance	\$17,208.00	0.50%	Misc	\$1,600.00	0.05%
Public Information	\$60,085.00	1.74%			
Contingency	\$33,372.00	0.96%			
Total operating budget	\$3,461,615.00		Total	3,461,615.00	
Bonds	\$455,000.00		Bond taxes	\$473,860.00	
Bond interest	\$6,597.50				
Total	\$3,923,212.50		Total	\$3,935,475.00	

Proposed FY13/14 Budget Memo

Revenue

Property tax money is based on what DuPage and Cook Counties tell me we will be receiving. Non-current property taxes are monies that were not collected in a previous tax year.

The Per Capita Grant money comes through a state grant. Last year we received money from LIMRICC which is the insurance cooperative we are part of for unemployment insurance. When their reserves get to a certain point they reimburse members.

The interest represented here is based on money in a checking account and in the Illinois Funds. The interest we earn through our investment with MPI is rolled back into the principal. The interest earned in the past fiscal year will be reflected in the auditor's report this fall. I do estimate the interest earned when I put together the financial forecast document.

I list a small amount for donations under the "Desk Monies". We receive most of our donations through the Foundation.

Miscellaneous is selling things like earbuds, zip drives, and other types of computer paraphernalia.

Operating

Personnel:

The salary line is increased by 3%, this provides a 1% COL to staff and an opportunity for them to earn 1 – 3% merit increase on their anniversary date.

The medical/life insurance is a 6% increase in the budget but that allows for a 12% in the premium. I'm able to do that because of the way our health insurance is structured.

IMRF (pension) is based on salaries as well as the rate went from 13.71% to 14% which is an increase of 2.4%. The budget line increase is 6.2%.

FICA, also based on salaries, is a 2.85% increase.

Workers' Compensation and the Unemployment Insurance are based on salary. We have had a few small claims in the last four years so that has impacted the workers' compensation. We under-budgeted the unemployment insurance last year so it's a higher percentage increase.

Staff Development is higher because the Illinois Library Association Conference is in Chicago and the Public Library Association is in Indianapolis. When conferences are local we like to send more staff.

Materials:

We continue to reduce our spending on reference books. However we will be spending more in adult novels and ebooks and there is new money for youth and teen fiction – creating a “hot titles” collection to respond to their interest in having popular titles on the shelf and not having to wait for what they want to read.

In periodicals we are dropping a few expensive business titles because the information is online but we are putting more money into the online magazines. We’re adding some titles, plus the vendor increased all the prices last month!

Adult audio books continue to be popular and we are increasing that line a bit. The same with the video line (DVDs). Electronic reference resources is lower this year because we paid for a subscription in the last fiscal year and it won’t come due until the next fiscal year.

Building:

We definitely need to increase this line to keep up with the cleaning needs and keep the building looking nice – particularly cleaning the tile, carpet and upholstery.

The utilities are based on three years usage except for the electric which is based on new contract pricing I got in February 2012 with a three-year contract.

Building maintenance repairs cover the building and include painting the Family Center this year. Each year I’d like to paint a major area. Currently we’ve been spot painting and painting small sections.

The property maintenance line is for exterior work including landscaping, snow plowing and asphalt for the parking lot if it is needed.

Operations:

The supplies – office covers office-type supplies used by all the departments. This year patron card supplies went up because we need a large quantity purchase (we get a better price that way.) Non-payment reimbursement is when we are billed by a library for their item that our patron lost. (We collect that money from the patron and it goes into the “lost materials” line in revenue.) Admin staff travel covers the errands run by Stacy and Maria. Organizational membership includes the chambers, the Management Association and ILA. Bank fees cover credit card fees and we pay \$20.00 per month for a bank to process the staff paycheck direct deposits.

Automation:

With the addition of hours to the computer services staff team we are lowering the professional services line.

Equipment includes replacement of existing computers, replacing the projector in the Meeting Room, replacing receipt printers, replacing the three Family Center computers, and purchasing one iMac

Desktop for youth, 2 Macbook Pros for teens, and 4 iPads for adults – 2 for literacy students to use and 2 to keep in the library for patrons to view the online magazines.

Software includes all the very important software we need to manage our network, email, self checkout systems, the library app, PC reservation system, web site hosting fee, the digital floor map in the lobby, and the online calendar and program registration, meeting space reservation system and summer reading club.

The library's SWAN fees were reduced due to a change in the formula used to charge member libraries. Our library ended up with the largest reduction.

The telecommunications fees are down because we are hosting our own email but in this amount we are also able to increase our Comcast Business Service to double our internet speed.

Contractual Services:

These are fairly self-explanatory. I like to keep money in a general professional services line in case we need to hire a consultant. This past year it was used to pay Accountemps when they filled in for the Office Manager. Our legal fees are negligible each year, particularly so since we joined the Management Association last year and can use their attorneys to answer personnel questions.

Insurance:

I had over-budgeted the multi-peril insurance last year and our premium remained stable. The bonding is required for the treasurer. The umbrella liability went up slightly but that is happening throughout that market.

For the Officers and Directors insurance, we used to belong to LIMRICC, an insurance cooperative for libraries. An actuary analyzed their officers and directors program including the reserves and said basically that they were underfunded and any large settlement would collapse the whole thing. LIMRICC decided to get out of this business. So, working with our agent, I received three quotes and Philadelphia, which is rated A++, was the least expensive plus their policy covers any incidents that might have occurred prior to July 1, 2013 and the defense costs are not included in the limit.

Public Information:

This area is pretty straight forward. The legal notices line went down because we are no longer required to post certain information in the newspaper. The special events line covers the programs we offer.

Contingency:

We do need to purchase 41 new staff chairs. The current chairs were purchased 12 years ago. I am estimating \$22,000.00 for this purchase. We asked the renovation designer for suggestions and are currently trying out chairs.

Indian Prairie Public Library District

Revenue

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	Received FY23/13	Percent Collected	FY12/13 Budget	Uncollected Receipts	Proposed FY 13/14 Budget
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	3,131,997.45	99.63%	3,143,629.00	11,631.55	3,235,315.00
41110 · Bond Property Taxes	479,117.58	98.62%	485,845.00	6,727.42	473,860.00
41150 · Non-current Property Taxes	343.82	21.49%	1,600.00	1,256.18	300.00
43100 · Interest-Tax Levy	29.35	0.00%	0.00	-29.35	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	3,611,488.20	99.46%	3,631,074.00	19,585.80	3,709,475.00
INTERGOVERNMENTAL					
42200 · Per Capita Grant	43,704.93	104.06%	42,000.00	-1,704.93	42,000.00
42300 · LIMRiCC	7,166.50	0.00%	0.00	-7,166.50	
TOTAL INTERGOVERNMENTAL	50,871.43	121.12%	42,000.00	-8,871.43	42,000.00
INTEREST					
43200 · Interest -Checking	65.31	2.18%	3,000.00	2,934.69	100.00
43500 · Interest - Investment	1,395.84	0.00%	0.00	-1,395.84	1,000.00
TOTAL INTEREST	1,461.15	48.71%	3,000.00	1,538.85	1,100.00
DESK MONIES					
45100 · Copier	4,597.74	91.96%	5,000.00	402.26	4,500.00
45120 · Computer Copies	10,989.62	109.90%	10,000.00	-989.62	10,000.00
45200 · Fines/Fees	57,165.18	98.56%	58,000.00	834.82	57,000.00
45250 · Gifts/Donations	4,101.00	205.05%	2,000.00	-2,101.00	2,000.00
45300 · Lost Materials	11,050.64	92.09%	12,000.00	949.36	11,000.00
45350 · Non-Resident Fees	87,427.80	102.86%	85,000.00	-2,427.80	85,000.00
45400 · DVD Fines	10,004.96	111.17%	9,000.00	-1,004.96	9,000.00
45450 · Book Rental	2,168.65	86.75%	2,500.00	331.35	2,100.00
45550 · Meeting Room Rental	300.00	0.00%	0.00	-300.00	200.00
45600 · ILL Fees	559.55	0.00%	0.00	-559.55	500.00
TOTAL DESK MONIES	188,365.14	102.65%	183,500.00	-4,865.14	181,300.00
OTHER INCOME					
46700 · Miscellaneous	2,807.76	280.78%	1,000.00	-1,807.76	1,600.00
46750 · Collection Agency Fee	391.00	0.00%	0.00	-391.00	0.00
TOTAL OTHER INCOME	3,198.76	319.88%	1,000.00	-2,198.76	1,600.00
GRAND TOTAL	3,855,384.68	99.87%	3,860,574.00	5,189.32	3,935,475.00

2013/2014 Operating Budget - Expenditures

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	2012/13	2013/14
Personnel		
	3.5% increase in salary line	
Salaries	1,916,545	1,974,041
Benefits - Med/Life Ins	108,000	114,500
Employee Asst	2,500	2,500
Benefits - IMRF	176,129	187,083
Benefits - FICA	146,616	146,389
Staff development	16,600	18,400
Board development	1,000	1,500
Worker's compensation	9,200	11,021
Unemployment insurance	3,040	4,500
Total Personnel	2,379,629	2,459,934
Materials		
Books	249,175	249,175
Periodicals	36,150	36,150
Audio	47,450	50,050
Video	54,700	55,200
Life skills/ESL	2,150	2,000
Electronic ref. resources	66,988	61,955
Software-Games	3,500	3,500
Processing supplies	23,000	23,000
Total Materials	483,113	481,030
Building		
Cleaning service	55,000	65,000
Water/Sewer	5,500	4,200
Gas	12,000	12,000
Electric	75,000	60,000
Telephone	8,000	11,000
Maintenance supplies	14,500	16,000
Bldg maintenance/repairs	40,000	43,000
Security system	1,000	1,500
Property maintenance	21,000	21,000
Garbage disposal	3,000	3,000
Total Building	235,000	236,700
Operations		
Supplies - office	12,400	13,000
Photocopy supplies	5,000	4,500
Patron card supplies	1,000	4,500
Postage	8,000	7,000
Non-payment reimburse	3,500	3,500
Admin staff travel	650	650
Organizational membership	1,300	1,800
Bank fees	2,100	2,700
Total Operations	33,950	37,650

Automation

Supplies (paper, cartridge)	9,000	9,500
Automation - prof services	10,000	5,000
Purchase of equipment	13,600	17,970
Automation equipment maint.	1,500	1,500
Software	20,000	21,148
SVAN maintenance	61,495	50,518
Telecommunications	8,000	6,300
Total Automation	123,595	111,936

Contractual Services

General prof. services	10,000	7,000
Legal	5,000	3,500
Audit	2,800	3,000
Credit bureau	1,500	1,500
Equipment-maint/repairs	1,000	1,000
Equipment - maint contracts	5,000	5,000
Equipment - photocopier	2,000	2,200
Bond Registrar	500	500
Total Contractual Services	27,800	23,700

Insurance

Multi peril - physical & liability	16,212	8,841
Bonding	2,000	2,100
Officers/directors	1,000	2,984
Umbrella liability	2,900	3,283
Total Insurance	22,112	17,208

Public Information

Marketing supplies	2,200	2,500
Advertising	3,600	3,000
Newsletter	22,685	22,685
eNewsletter	-	1,500
Informational printing	5,000	4,000
Legal notices	2,000	1,200
Special events	25,200	25,200

Total Public Information	60,685	60,085
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Contingency	8,845	33,372
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Total Expenditures	3,374,729	3,461,615
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Total Operating Revenue	3,374,329	3,461,615
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FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated July 2013

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			projected	projected			
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues							
Taxes	2,978,979	3,050,486	3,132,335	3,235,615	3,320,327	3,386,734	3,454,469
taxes for bonds	487,947	491,989	479,117	473,860			
Intergovernmental	90,676	43,613	50,871	42,000	42,000	42,000	42,000
Fines and rentals	184,722	191,212	184,264	179,300	183,994	187,674	191,428
Interest	38,013	28,683	28,000	28,000	31,714	41,189	40,141
Miscellaneous	3,625	1,577	2,807	1,600	1,000	1,000	1,000
Collection Agency Fee		357	391	0			
Donations and gifts	2,533	1,810	4,101	2,000	2,000	2,000	2,000
Total Revenues	3,786,495	3,809,727	3,881,886	3,962,375	3,581,035	3,660,597	3,731,037
Expenditures							
Personnel	2,270,869	2,298,583	2,338,881	2,459,934	2,533,732	2,609,744	2,688,036
Materials	459,066	485,493	460,327	481,030	485,840	490,699	495,606
Building	222,710	233,205	235,838	236,700	241,434	246,263	251,188
Automation	106,148	125,319	121,412	111,936	113,055	114,186	115,328
Operations	35,474	36,574	29,513	37,650	37,838	38,027	38,218
Contractual Service	19,224	25,560	26,630	23,700	23,819	23,938	24,057
Insurance	20,098	20,046	14,810	17,208	18,068	18,972	19,920
Public Information	48,266	53,580	52,338	60,085	60,385	60,687	60,991
Contingency	54,456	31,529	14,123	33,372			
t Service	467,933	476,886	479,520	461,597			
Capital Projects	1,291,231	29,847	24,125				
Total Expenditures	4,995,475	3,816,622	3,797,517	3,923,212	3,514,172	3,602,515	3,693,344
Excess revenues over (under) expenditures	-1,208,980	-6,895	84,369	39,163	66,863	58,081	37,693
District Fund Balance July 1	2,678,022	1,469,042	1,462,147	1,546,516	1,580,679	1,547,542	1,605,623
District Fund Balance June 30	1,469,042	1,462,147	1,546,516	1,585,679	1,647,542	1,605,623	1,643,316
<i>less</i> Fund Balance for Cash Flow (25% of expenditures)	809,078	827,472	823,468	865,404	878,543	900,629	923,336
<i>equals</i> Fund Balance for Special Reserves and Projects	659,964	634,675	723,048	720,275	768,999	704,994	719,980
<i>Potential Capital Projects</i>				5,000	100,000		
				pump	chiller		

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
3,523,558	3,594,029	3,665,910	3,739,228	3,814,012	3,890,293	3,968,098	4,047,460
42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
195,256	199,161	203,145	207,207	211,352	215,579	219,890	224,288
41,083	41,537	40,961	40,300	35,268	32,974	26,451	22,308
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,804,897	3,879,727	3,955,016	4,031,735	4,105,632	4,183,845	4,259,440	4,339,056
2,768,677	2,851,738	2,937,290	3,025,409	3,116,171	3,209,656	3,305,946	3,405,124
500,562	505,567	510,623	515,729	520,887	526,095	531,356	536,670
256,212	261,336	266,563	271,894	277,332	282,878	288,536	294,307
116,481	117,646	118,822	120,011	121,211	122,423	123,647	124,883
38,409	38,601	38,794	38,988	39,183	39,379	39,575	39,773
24,178	24,298	24,420	24,542	24,665	24,788	24,912	25,037
20,916	21,962	23,060	24,213	25,424	26,695	28,030	29,432
61,296	61,602	61,910	62,220	62,531	62,844	63,158	63,474
3,786,730	3,882,751	3,981,482	4,083,005	4,187,402	4,294,758	4,405,160	4,518,699
18,167	-3,023	-26,466	-51,270	-81,770	-110,913	-145,720	-179,643
1,643,316	1,641,483	1,638,460	1,461,993	1,400,723	1,168,953	1,038,040	892,320
1,661,483	1,638,460	1,611,993	1,410,723	1,318,953	1,058,040	892,320	712,677
946,683	970,688	995,371	1,020,751	1,046,851	1,073,689	1,101,290	1,129,675
714,800	667,772	616,623	389,972	272,103	-15,649	-208,970	-416,997
20,000		150,000	10,000	150,000	20,000		670,000
servers		brick/masonry	circulating pumps	parking lot	servers		boiler, generator building refurbishment

<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,128,410	4,210,978	4,295,197	4,381,101	4,468,723	
42,000	42,000	42,000	42,000	42,000	
228,774	233,349	238,016	242,777	247,632	
17,817	0	0	0	0	
1,000	1,000	1,000	1,000	1,000	
2,000	2,000	2,000	2,000	2,000	
<hr/> 4,420,000	<hr/> 4,489,327	<hr/> 4,578,214	<hr/> 4,668,878	<hr/> 4,761,355	
3,507,278	3,612,496	3,720,871	3,832,497	3,947,472	3
542,037	547,457	552,932	558,461	564,046	1
300,193	306,197	312,321	318,567	324,938	2
126,132	127,394	128,668	129,954	131,254	1
39,972	40,172	40,373	40,575	40,778	0.5
25,162	25,288	25,414	25,541	25,669	0.5
30,903	32,448	34,071	35,774	37,563	5
63,791	64,110	64,430	64,753	65,076	0.5
<hr/> 4,635,467	<hr/> 4,755,561	<hr/> 4,879,079	<hr/> 5,006,122	<hr/> 5,136,795	
-215,467	-266,234	-300,865	-337,244	-375,440	
42,677	-187,790	-454,024	-774,889	-1,112,132	
<hr/> -172,790	<hr/> -454,024	<hr/> -754,889	<hr/> -1,112,132	<hr/> -1,487,572	
1,158,867	1,188,890	1,219,770	1,251,530	1,284,199	
<hr/> -1,331,656	<hr/> -1,642,914	<hr/> -1,974,658	<hr/> -2,363,663	<hr/> -2,771,771	
15,000		20,000		12,000	
HVAC bearings		servers		humidifier	

**INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2013-2014
EFFECTIVE 7/1/13**

120

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Page ILL Page	8.77	13.15
Grade II Youth Services Page Summer Youth Services Assistant Reference Clerical Assistant	9.27	13.91
Grade III Administrative Technical Assistant	9.94	14.91
Grade IV Technical Services Assistant	11.12	16.58
Grade V Computer/Magazine Assistant Circulation Assistant Graphic Artist Librarian Intern Substitute Bookkeeper Security Monitor Technical Services Assistant II Technology Assistant Custodian	12.60	18.91
Grade VI Administrative Assistant Technical Services Supervisor Youth Services Assistant Senior Circulation Supervisor Circulation Supervisor Readers Advisory Assistant	14.30	21.45
Grade VII Reference Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Public Information Coordinator Substitute Librarian	21.29 41,517	31.94 62,276
Grade VIII Senior Youth Services Librarian Senior Reference Librarian	24.06 46,913	36.09 70,371
Grade IX Department Head	27.19 53,019	40.78 79,528
Grade X Assistant Director	30.72 59,912	46.09 89,869
Grade XI Library Director	To be set by Board	

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**INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2012-2013
EFFECTIVE 7/1/12**

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Page ILL Page	8.68	13.02
Grade II Youth Services Page Summer Youth Services Assistant Reference Clerical Assistant	9.18	13.77
Grade III Administrative Technical Assistant	9.84	14.76
Grade IV Technical Services Assistant	11.01	16.52
Grade V Computer/Magazine Assistant Circulation Assistant Graphic Artist Librarian Intern Substitute Bookkeeper Security Monitor Technical Services Assistant II Technology Assistant Custodian	12.48	18.72
Grade VI Administrative Assistant Technical Services Supervisor Youth Services Assistant Senior Circulation Supervisor Circulation Supervisor Readers Advisory Assistant	14.16	21.24
Grade VII Reference Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Public Information Coordinator Substitute Librarian	21.08 41,106	31.62 61,659
Grade VIII Senior Youth Services Librarian Senior Reference Librarian	23.82 46,449	35.73 69,674
Grade IX Department Head	26.92 52,494	40.38 78,741
Grade X Assistant Director	30.42 59,319	45.63 88,979
Grade XI Library Director	To be set by Board	

**Proposal - increase starting salaries by 1%
2013**

where IPPL would be ranked
within each position
(lowest salary is ranked 1)

	IPPL current	1% increase	Downers	Woodridge	Tinley Park	Lisle	
asst director	59,319	59,912.19	56,968		72,618	66,247	2 out of 4
dept head	52,494	53,018.94	52,769	48,958	59,660	58,213	3 out of 5
senior librarian	46,449	46,913.49				44,951	2 out of 2
librarian	41,106	41,517.06	41,888	38,738	44,426	39,500	3 out of 5
marketing	41,106	41,517.06	45,238	41,808	41,652		1 out of 4
office coord	41,106	41,517.06		41,808	54,076	34,710	2 out of 4
admin assistant	14.16	14.30	16.54		17.55		1 out of 3
tech serv superv	14.16	14.30	14.38				1 out of 2
circ superv	14.16	14.30	14.38	15.64	15.9		1 out of 4
A5/YS asst	14.16	14.30	14.38	16.52	15.9	15.64	1 out of 5
circ asst	12.48	12.60	10.88	11.4	11.84	12.08	5 out of 5
monitor	12.48	12.60	10.88			12.08	3 out of 3
custodian	12.48	12.60	10.88	11.4	13.07	12.08	4 out of 5
tech serv asst I	12.48	12.60		13.35	13.07	12.08	2 out of 4
Comp desk asst	12.48	12.60	14.38		11.84		1 out of 3
comp serv asst	12.48	12.60	14.38			20.26	1 out of 3
tech serv asst 2	11.01	11.12	9.54		11.84		2 out of 3
page	8.68	8.77	9.54	8.5	8.25	8.25	4 out of 5

APPROPRIATION ORDINANCE REQUIREMENTS

There is no legal requirement for non-home rule municipalities (since the library is a district we are non-home rule) to prepare a budget. The passage of an annual appropriation ordinance sometime within the first quarter of each fiscal year is the only requirement necessary to expend public monies. All expenses of the municipality must be appropriated for within the ordinance. The amount set in each budget line is that maximum that may be spent in each line. Because of the legal restrictions on revising the appropriation ordinance, items are usually inflated beyond the amounts that would be actually necessary for expenditure purposes. The information contained in the appropriation is determined by law. The appropriation is referred to as the Budget and Appropriation Ordinance or B and A Ordinance.

Surprisingly, adoption of the appropriation ordinance is to occur during the first quarter of the current fiscal year rather than before the beginning of the fiscal year.

At least ten days prior to the adoption of the appropriation ordinance, the corporate authorities of municipalities over 2,000 population are required to make available, for public inspection, a copy of the tentative appropriation ordinance. The library board approves a tentative appropriation in July, posts it on the legal bulletin board and on the website until the September board meeting. The municipality must hold at least one public hearing, notice of which must be published in one or more newspapers published in the municipality. The notice must be published at least thirty days prior to the time of the hearing and must state the time, place and date of the hearing. The notice must also advise where copies of the proposed appropriation ordinance or budget will be available for public examination. The library holds the hearing prior to the start of the September board meeting then the appropriation ordinance is adopted during the board meeting.

After adoption of the appropriation ordinance, it must be printed in book or pamphlet form or be published in one or more newspapers published in the municipality. We publish it in the Doings. The information is also sent to the counties.

TENTATIVE ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014

WHEREAS, the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, has caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to the final action thereon, and

WHEREAS, a public hearing was held as to such Budget on the 18th day of September, 2013, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW THEREFORE, Be it Ordained by the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2013 and end on June 30, 2014.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be, and the same hereby is, adopted as the Budget and Appropriations for this Public Library District for the fiscal year beginning July 1, 2013 and ending June 30, 2014 and the sum of Four Million, Four Hundred Eight Thousand, Four Hundred Sixty-Two and No/100 Dollars or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, as hereinafter specified for the said fiscal year.

PART I - ESTIMATED REVENUE AVAILABLE

1. Corporate Fund Balance on hand July 1, 2013	\$730,591
2. Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, interest, rentals, donations, impact fees	226,000
3. Anticipated Tax Collection	3,709,475
4. Special Reserve Fund Balance on hand July 1, 2013	22,072
5. Balance Special Tax Funds on hand July 1, 2013	78,765
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
TOTAL ESTIMATED AMOUNT AVAILABLE	\$4,766,903

PART II - CORPORATE FUND

Appropriation

A. PERSONNEL

Salaries	2,033,262
Medical/Life Insurance	132,000
Staff Development	25,000
Recruitment	1,000
Board Development	22,000
Employee Assistance Program	2,600
Workers Compensation	15,000

Unemployment Insurance	7,000
IMRF	137,500
FICA	93,500

MATERIALS

Books	255,000
Periodicals	42,000
Audio	52,000
Video	60,000
Electronic Reference Resources	65,000
Processing Supplies	25,000
Software-Games	4,500
Life Skills/ESL	2,300

C. BUILDING

Cleaning Service	70,000
Water/Sewer	0
Maintenance Supplies	20,000
Telephone	0
Gas	0
Electric	0
Security System Monitoring	2,000
Garbage Disposal	0
Building Maintenance Repairs	55,000
Property Maintenance	30,000

D. AUTOMATION

Supplies	11,000
Automation-Professional Services	10,000
Purchase of Equipment	21,000
Automation-Equipment Repairs	4,000
Software	24,000
System Wide Automated Network (SWAN)	53,000
Telecommunications	9,000

E. OPERATIONS

Office Supplies	16,000
Photocopy Supplies	5,500
Patron Cards	5,000
Non-Payment Reciprocal Reimbursement	6,000
Postage	9,000
Travel	1,000
Organizational Memberships	2,200
Bank Fees	

F. CONTRACTUAL SERVICES

Professional Services	15,000
Legal Services	10,000
Audit	4,000
Credit Bureau	2,000
Equipment Maintenance/Repairs	1,300
Equipment Maintenance Contracts	5,000
Photocopier Maintenance Contracts	3,500

G. INSURANCE

Insurance	0
Bond	0

H. PUBLIC INFORMATION

Marketing Supplies	4,000
Legal Notices	2,000
Marketing Newsletter	24,000
Enewsletter	1,800
Advertising	5,000
Informational Printing	7,500
Special Events	30,000

I. CAPITAL OUTLAY

Equipment/Furnishings

J. CONTINGENCY

80,000

TOTAL CORPORATE FUND EXPENDITURES 3,523,462

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

AUDIT FUND

0

Appropriated for the foregoing expense of the Annual Audit from a SPECIAL TAX in addition to all other taxes appropriated by the District.

PART IV

BUILDING/MAINTENANCE FUND

150,000

Appropriated for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART V

ILLINOIS MUNICIPAL RETIREMENT FUND

70,000

Appropriated for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VI

LIABILITY INSURANCE FUND

20,000

Appropriated for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VII

SOCIAL SECURITY FUND 65,000

Appropriated for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VIII

SPECIAL RESERVE FUND 100,000

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART IX

BOND RETIREMENT FUND 480,000

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART X

WORKING CASH FUND

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2013-2014 fiscal year, of \$391,404.72. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

PART XI

ESTIMATED CASH EXPECTED TO BE ON HAND AT THE END OF SUCH FISCAL YEAR.....\$358,441

SUMMARY

CORPORATE FUND	\$3,523,462
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	150,000
ILLNOIS MUNICIPAL RETIREMENT FUND	70,000
LIABILITY INSURANCE FUND	20,000
SOCIAL SECURITY FUND	65,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	480,000
WORKING CASH FUND	0
GRAND TOTAL	\$4,408,462

Section 3: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, may be made at any meeting of the Board by ordinance enacted by a 2/3 vote of all the trustees present and voting. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate unforeseen emergency.

Section 4: That, the Board of Trustees of the Indian Prairie Public Library District having established by ordinance a Special Reserve Fund and having resolved to adopt a plan or plans as provided by law to provide for the purchase of a library site, construction of a library building, purchase of a library building, purchase and furnishing of equipment for a library building or for other purposes included in the plan. Any unexpended balance of any item of any general appropriation of the corporate fund in this Ordinance may be transferred to said special reserve fund and accumulated by the Library District as provided by law.

Section 5: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or any part thereof.

Section 6: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 7: The Indian Prairie Public Library District Secretary shall publicly post or keep available this ordinance for inspection by any interested party in the main office of the Indian Prairie Public Library District.

ADOPTED this 17th day of July, 2013, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

, President

ATTEST:

, Secretary

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

July is the month to adopt the special .02% tax for "Building & Maintenance" (or at least schedule the adoption prior to adoption of the Levy Ordinance - see discussion below).

A. Preliminary Comments

The Ordinance and a Notice must be published. The tax is subject to a backdoor referendum. The Notice must specify the number of votes required to petition for a referendum (10% of registered voters in the District) (75 ILCS 16/35-5).

County officials should be contacted each year for the most recent number of registered voters.

The Statute contemplates adoption of the .02% Ordinance after July 1 (the start of the fiscal year). The Statute provides:

"The board may also levy an additional tax of 0.02% of the value of all the taxable property in the district, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax. The ordinance may be vacated by the board before its publication.

Within 15 days after the adoption of the ordinance, it shall be published in accordance with Section 1-30. The publication or posting of the resolution shall include a notice of (i) the specific number of voters required to sign a petition requesting that the question of the adoption of the resolution be submitted to the electors of the district, (ii) the time in which the petition must be filed, and (iii) the date of the prospective referendum." 75 ILCS 16/35- 5 (emphasis supplied).¹²

Do the words "In any year" mean that the .02% Ordinance must be passed after July 1, 2013 for the tax to be included in the 2013-2014 levy? Did the Legislature mean "For any year"? If the Legislature meant "For any year," for example, the Ordinance could be passed prior to July 1, 2013 "for" the 2013 - 2014 fiscal year.

To avoid a determination that a .02% tax levy was determined to be invalid based on adoption of the Ordinance prior to July 1, we recommend adopting the Ordinance after July 1, 2013.

We also recommend adopting the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax. County Clerks may not levy the .02% tax if it is not specifically mentioned/included in the Levy Ordinance.

¹² Note the Statute refers to adoption of "an ordinance" and also uses the word "resolution." An ordinance should be used.

ORDINANCE #2013-4

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2013-2014 FISCAL YEAR

WHEREAS, The Illinois Public Library District Act authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2013-2014 fiscal year for the purposes hereinbefore set forth;

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2013-2014:

FURTHER, a copy of this Ordinance shall be published in The Doings newspaper within 15 days after the date of adoption.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 17th day of July, 2013, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

_____, President

ATTEST:

_____, Secretary

PUBLIC NOTICE

Public Notice is hereby given that, by Ordinance adopted on the 17th day of July, 2013, the Board of Trustees of the Indian Prairie Public Library District ordained to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the fiscal year beginning July 1, 2013 and ending June 30, 2014. The text of said Ordinance is set forth below.

The question of the adoption of said Ordinance shall be submitted to the electors of the District if a petition is filed with the District signed by 2,887 voters asking that the question of levying such .02% tax be submitted to the electors of the District. Said petition must be filed within 30 days after publication of this notice. The date of the prospective referendum is March 18, 2014.

, Secretary
Indian Prairie Public Library District

Board Committees

The Bylaws state the following:

Article VI. Committees

Section 1. Standing Committees

Certain committees will be formed in the month following the biennial trustee election and these committees will remain in effect for a period of two (2) years. The President shall appoint members and chairmen when the committees are formed or in the event of a vacancy on a committee. These committees will meet as needed.

Section 2. Ad Hoc Committees

The President shall appoint committees of one or more members each for specific purposes as the business of the board may require from time to time. The President shall appoint a chairperson for each committee. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 3. Quorum

Unless otherwise determined by the Board of Trustees, a majority of any committee shall constitute a quorum for committee action at any meeting of the committee.

Section 4. Reports

All committees shall make a progress report to the board at each of its meetings. All final committee minutes shall be written and filed with the regular board minutes.

The four committees currently established are Finance, Plan/Annexation, Policy, and Building and Grounds.

Finance Committee:

- Reviews staffing needs
- Studies personnel funding
- Reviews overall budget
- Oversees investments

The Chair of the Finance Committee is the Treasurer. The committee meets late spring/early summer with the director to review a proposed budget for the coming fiscal year, proposed increase to the salary budget line, how the library's starting salaries compare with salaries among similar libraries, any needed capital expenditures in the coming fiscal year and a 15 year financial forecast. The committee makes recommendations to the full board regarding these matters.

The committee may at times review the library's investments, discuss staff salary plan, review the financial policy and procedures and any other topics relative to the library's finances.

Plan/Annexation Committee:

- Annual review of strategic plan
- Studies potential areas to be annexed & the impact on IPPL

This committee manages the development of the strategic plan that occurs about every 4 years. They also participate in an annual review of the plan. In addition any discussions considering annexation of areas is managed by this committee.

Policy Committee:

- Reviews library service policies
- Reviews personnel policy
- Reviews by-laws

I've created a 2 year cycle whereby each policy is reviewed once every two years by the Policy Committee. This is generally done in the spring. In addition any new policies recommended by staff are reviewed. Occasionally the committee will meet if a new policy is needed immediately. Any new policies proscribed by law are simply presented by the director to the full board.

Building and Grounds Committee:

- Conducts review of building and grounds
- Makes recommendations to the board for building and grounds projects

This committee meets at least annually to review the building and grounds. Any large projects or purchases the staff would like to do relative to the building and grounds are brought to the committee.

The Library Board acts as a Committee of the Whole for the following:

Advocacy:

- Develop an advocacy plan relative to the strategic plan
- Review the advocacy plan periodically

Technology:

- Reviews the annual technology report
- Views technology presentations as needed relative to the strategic plan

Listening Posts May 2013

Kids & Teens

A patron called to personally thank Judy for the extra help she gave in researching a library who carry a movie copy of The Story Fox.

Circulation

Patron said "this library is awesome". "The whole system is like feeding the poor". He wants to tell everyone he knows if they don't use the library they are missing out!!

Patron said our library system is one of the best things going.

A patron checking out said "thanks for spoiling us!"

Patron asked if I thought libraries would still be here in 5-10 years. I assured him we would be. He was very happy to hear that as we have gotten him many things through ILL that he couldn't find on his own.

Patron stated that he will occasionally go to the Hinsdale Library for a change of pace. He also said going there was "a pain in the ass" and "was like going to a funeral" (direct quote).

Downers Grove patrons were impressed that we sell stamps.

Patron commented on how nice it was that we now sold stamps and have a notary (many patrons comment on notary availability).

Patron said she loves that she can download her library card onto her phone and does not have to take it with her everywhere.

Patron said she has lived in many places and we by far have the best library. We always have the books she wants on the shelf.

A patron would like to know if we could put a small wastebasket by the book drop in the lobby for paper scraps before dropping them in. (Debbie S. put one there on 5/18).

Patron says she loves our hold pick-up area. Makes going to the library a breeze. She had to say that the Director and committees have their acts together. They should be in D.C.

Patron came in and said she thought she left some mail in a book she just returned in the outside dropbox. Jeanette helped me fan through all the books in the bin, but we did not find any mail. I suggested she look under the seat of the car in case it slipped off during a turn. About a minute later she came back in to thank me and said "librarians are always right; that's exactly where I found it".

I was pushing a cart sideways when a patron said "that's a good idea; a walker you can read with."

A patron called to personally thank Judy for the extra help she gave in researching a library that carried a particular movie.

Adult & Computer Help Desk

I met a young man in the elevator on Friday, May 31 and he asked me if I knew the Summer Reading was starting. I said I did and asked if he was signing up and with great excitement he said YES. It really made my day.

"I wish we could print front to back. It is such a waste of paper." (She was printing 18 pages.)

Lady came into library on Sat. morning and stood by the "Ask Us Desk" looking bewildered. When I asked if I could help her, she looked around and said "How does this work? Do I just pick anything off the shelf and buy it?" (I am not making this up) I then directed her upstairs to the book sale.

Patron said he is glad we moved new pull out section books (like Sports) back to the front of the library. He did not like them spread out.

Patron was pleased we still have a typewriter and pay phone available. She says other libraries no longer have these.

Technology

Administration

Listening Posts June 2013

Kids & Teens

Mom brought boys to Book Buddies, said she had them signed up for camp but they wanted to come to Book Buddies instead.

Circulation

A young man came in and couldn't say enough good things about the library, "It's an amazing resource". The movies, CD's, books and all the programs for young and old. He was very impressed with the kids play with the Legos, just the fact that you can do that too at the library.

One of our patrons takes care of someone who is sick and she said, "Thank the library for the free movies", it helps her calm down.

Patron complained that the due date on the rental books should be the two days when the rentals are free because he always returns the rentals by the due date on his slip but is always charged a fine.

"You guys are the Best!" said an older couple that is very, very happy with all the services we provide.

Adult female getting a new library card was disappointed we don't have the key chain bar code cards like she had at Hinsdale Library. I did tell her about Card Star, but she didn't own a Smart Phone.

Adult female IP patron said she's disappointed there is no adult summer reading this year. She always entered and never won anything.

Adult & Computer Help Desk

"I am disappointed that there is no novel book discussion group this summer."

Patron called to tell us how helpful and capable Shirley was with our "ancient" microfilm machine.

I got this Big "Thank you" from a Westmont resident. She needed to fax many pages which would cost her more than \$10. I showed her more how she could use scanner and email to recipient and it was FREE. She was so happy to know and learn this tool at IPPL. She drew me this note before she left.

I had noticed recently many patrons brought in with them babies, toddlers to use PC at CHD area. The noise really bothers many patrons. Patron suggests special room for mother's with babies for Internet.

Patron complained about the noise in the Adult Computer area. She said this should be a quiet place. Recently, the area has had lots of activities, patrons using cell phones and patrons with strollers and babies.

Adult & Computer Help Desk, cont.

My first patron of the day at 9:01: "There's not a long line waiting outside in the morning at your library."

Technology**Administration**

Several patrons commented about what a great program "The Sound" teen battle of the bands was. Many adults said they were happy to see the library give the teens a place to play their music and were impressed by the amount of talent that the teens had. I heard one boy say that he hoped they have it again next year.

Distributed at mtg.



LITERACY
THEATER ARTS
MUSIC
ENVIRONMENTAL EDUCATION



July 15, 2013

Dear Jamie Bukovac and the Indian Prairie Library Board,

The Gift of Carl Foundation would like to thank Ms. Sarah Joynt for leading a team of IPPL teens this past Spring by planning, producing and pulling off the first ever musical competition, "The Sound" at the library in June. Even the weather could not dampen this well organized event.

For all who attended, and for those who have viewed it on IPPL Teens Facebook page, they saw a very well organized and extremely talented group of young people perform that night. The Gift of Carl Foundation provided the cash prizes for the winners, but we believe all who attended, whether performing, part of the promoters or the audience, experienced an awesome event, and all were winners. Thank you Sarah for all you did to make this night such a success. We are so proud to partner with the Indian Prairie Library in their teen events.

Thank you

Sincerely,

The Gift of Carl Foundation

The Gift of Carl Foundation

Charleen and Robert Vuillaume

ILLINOIS LIBRARY ASSOCIATION CONFERENCE

Distributed AT
MTG.

WEDNESDAY, OCTOBER 16

Session Title Speaker(s) Room Handouts Track

8:00 AM - 9:00 AM

Trustee Day Continental Breakfast

323

10:15 AM - 11:15 AM

Ready, Set ...Blaze! Advocates Lighting the Trail and Building an On-Fire Library Community – Turning the Page 2.0

Portia Latalladi
Chicago Public Library, Garfield Ridge Branch
Kathy Caudill
Ela Area Public Library District

326

2:00 PM - 3:30 PM

Public Libraries: The Future is Now!

Megan Millen
Flossmoor Public Library
Jane Schulten
Crete Public Library
Jennifer Hathcock
Technology Administrator
Flossmoor Public Library
Kate Hall
New Lenox Public Library District
Carolyn Ciesla
Homewood Public Library

326

The Do's and Don'ts of Construction and Remodeling Projects: From Drafting Bid Documents to Awarding the Contract

Kathleen Henn
Klein, Thorpe and Jenkins, Ltd.
James Fessler
Klein, Thorpe and Jenkins, Ltd.

325

Ready, Set ...Blaze! Advocates Lighting the Trail and Building an On-Fire Library Community – Turning the Page 2.0 Session Code: 1091

Wednesday, October 16, 2013 10:15 AM - 11:15 AM

Room: 326 Venue: Navy Pier

Have your public library's advocacy efforts grown cold? Wondering how to warm-up your community's support of the library? Need a spark of ideas to jumpstart your staff's enthusiasm in promoting library services? Join local Turning the Page trainers in a rapid-fire session that will provide tips to kindle your staff and supporters. This program, based on the Gates Foundation sponsored and PLA created Turning the Page 2.0 program, will introduce librarians, trustees, staff members, and friends of libraries to the basics of being effective library advocates on the local, state and national level.

Speakers Portia Latalladi Ms. Kathy Caudill

Public Libraries: The Future is Now! Session Code: 1019

Wednesday, October 16, 2013 2:00 PM - 3:30 PM

Room: 326 Venue: Navy Pier

Public Libraries are changing rapidly and trustees need to understand trends that affect services, collections, spaces and budgeting. This panel of five public library staff members will discuss E-books, space allocation, digital media labs, social media and other current trends. Trustees will hear how real libraries are coping with these changes and incorporating them into their existing plans of service.

Speakers Megan Millen Jane Schulten Jennifer Hathcock Kate Hall Carolyn Ciesla

The Do's and Don'ts of Construction and Remodeling Projects: From Drafting Bid Documents to Awarding the Contract Session Code: 1038

Wednesday, October 16, 2013 2:00 PM - 3:30 PM

Room: 325 Venue: Navy Pier

This program will teach attendees, including library trustees, directors and staff, the best practices for dealing with the many issues that arise when libraries engage in construction projects. Topics include: public bidding requirements and what to include in bid documents; prevailing wage requirements, how to evaluate bid responses; activities prohibited during the bid process and the process of selecting an architect or engineer.

Speakers Kathleen Henn , Mr. James Fessler