

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
July 16, 2014 – 7 p.m. – Conference Room**

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
Julia Lacayo, Diane Ruscitti, Dorothy Schardt, 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. Communications and Announcements
1. Bukovac to Brennan re: Donation from Darien Woman's Club Page 4
  2. Bukovac to Bull re: Donation from Darien Woman's Club Page 5
  3. Schmidt to Bukovac re: Donation from Darien Garden Club Page 6
  4. Bukovac to Schmidt re: Donation from Darien Garden Club Page 7
  5. Alicea to Palmisano re: School on Wheels Page 8
  6. Bukovac to Lein-Svencner re: Collage Donation Page 9
- E. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, June 18, 2014 Page 10
  2. Treasurer's Report Page 13
  3. Action on Bill/Additional Bills Page 17
  4. Proposal to Dispose of Personal Property Page 23
  5. Proposed Corrections to the FY13/14 Operating Budget Page 24
  6. Ordinance #2014-5 Amending the Budget and Appropriations Page 26  
Ordinance #2013-6
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 27 Information
- H. Staff Report Information  
Jennifer Asimakopoulos, Senior Adult Services Librarian,  
Online Readers Advisory

- I. Reports
- 1. WB/BR Chamber of Commerce Meeting (Ryan) Page 43 Information
  - 2. Darien Chamber of Commerce (none)
  - 3. RAILS Page 44 Information
  - 4. Building and Grounds Committee (none)
  - 5. Finance Committee (none)
  - 6. Plan/Annexation Committee (none)
  - 7. Policy Committee (none)

- J. Unfinished Business
- 1. Strategic Plan Work Plan Page 53 Discussion
  - 2. Strategic Plan Process Facilitation Page 55 Action
  - 3. Review Timeline and Activities Page 53 Discussion
  - 4. Schedule Half-Day Planning Retreats Page 53 Discussion
  - 5. Identify Stakeholders for Interviews Page 96 Discussion

- K. New Business
- 1. Adopt Tentative Budget and Appropriations Ordinance Page 97 Action
  - 2. Ordinance 2014-4 Determining to Levy an Additional Tax of .02% Page 103 Action
  - 3. Audit of Secretary's Minutes and Review of Closed Session Minutes Action
  - 4. Approve Up to \$10,000.00 for Furniture Expenditures Action

L. Scheduled Meetings  
 Building and Grounds Committee August 25, 7:00

M. Community Events

N. Library Events

Introduction to Excel: Part 1 & 2	7/16/2014	1:00 PM
Girls Night In	7/16/2014	6:30 PM
Hackers Coalition	7/17/2014	2:00 PM
Kid-Sized Candy Land	7/17/2014	6:30 PM
ESL Conversation Group	7/19/2014	10:00 AM
Adult Chess Group	7/21/2014	6:00 PM
DIYT's EL Wire Design	7/22/2014	4:00 PM
Understanding Medicare Parts A and B and Medicare Supplemental Plans	7/23/2014	1:00 PM
GenLit (for 20-30somethings)	7/23/2014	6:30 PM
Genealogy Group	7/24/2014	1:00 PM
Hackers Coalition	7/24/2014	2:00 PM
Noisy Art Night	7/24/2014	6:30 PM
Super Smash Bros. Tournament	7/25/2014	6:00 PM
Current Events Group	7/28/2014	7:00 PM
Create a Budget in Excel	7/29/2014	6:00 PM
Create a Budget in Excel	7/30/2014	1:00 PM
Plants vs. Zombies	7/31/2014	6:30 PM
Mock PSAT	8/1/2014	10:00 AM

ESL Conversation Group	8/2/2014	10:00 AM
Adult Chess Group	8/4/2014	6:00 PM
Create a Pinterest Page	8/4/2014	6:00 PM
Intro to Excel: Part 1 & 2	8/5/2014	1:00 PM
iPad 101	8/5/2014	6:00 PM
Get Hired Jobs Fair	8/8/2014	9:00 AM
Senior Computer Boot Camp	8/11/2014	10:00 AM
Senior Computer Boot Camp	8/11/2014	2:00 PM
Adult Chess Group	8/11/2014	6:00 PM
Current Events Group	8/11/2014	7:00 PM
Senior Computer Boot Camp	8/12/2014	10:00 AM
Senior Computer Boot Camp	8/12/2014	2:00 PM
Google It! Google: Chrome, Now, Maps and More	8/12/2014	6:00 PM
Senior Computer Boot Camp	8/13/2014	10:00 AM
Senior Computer Boot Camp	8/13/2014	2:00 PM
eMedia Drop-In	8/13/2014	2:00 PM
Google It! Google: Search, Drive, Calendar and More	8/13/2014	6:00 PM
Senior Computer Boot Camp	8/14/2014	10:00 AM
Senior Computer Boot Camp	8/14/2014	2:00 PM
Read to the Dogs	8/14/2014	6:30 PM
ESL Conversation Group	8/16/2014	10:00 AM
Adult Chess Group	8/18/2014	6:00 PM
I Stream, You Stream, We All Stream	8/18/2014	7:00 PM
Free Legal Consultations for Immigrants	8/19/2014	9:00 AM
Free Legal Consultations for Immigrants	8/19/2014	9:00 AM
Fantasy Football 101	8/19/2014	7:00 PM

O. Adjournment

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



July 9, 2014

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

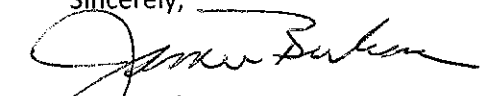
Dear Anne:

On behalf of the library trustees and staff I want to thank the Darien Woman's Club for their generous donation of \$930.00 to the library. The donation will be used to purchase an Alphabet Block Rug that will be used when staff present storytimes and other types of classes for young children. These classes are held in the multi-purpose room which has a rubber floor so the rug will be perfect for the little ones to sit on during the classes.

In addition we will be purchasing four Nook Colors targeted toward children in grades 3, 4 and 5. These will be available for checkout and will have books on them such as the Caudill and Bluestem nominees as well as popular titles. In addition the Nooks will have educational covering poetry, vocabulary building, math, music, geography and science. We have two Nooks already with a list of children waiting to check them out, so the children will really appreciate these additional Nooks.

We are very grateful for the opportunities that the Woman's Club donations have provided over the years. Thank you so much for your continued support.

Sincerely,

  
Jamie Bukovac  
Library Director

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July 9, 2014

Carole Bull  
Darien Woman's Club  
6930 Crest Road  
Darien, IL 60561


Dear Carole:

On behalf of the library trustees and staff I want to thank you for the donation made to the library through the Bridge Marathon. We particularly appreciate all the work that you put into managing the marathon.

Each year the Bridge Marathon donation allows us to increase services to our residents. This year we will be using the money to purchase Nook Colors targeted towards children in grades 3, 4 and 5. These will be available for checkout and will have books on them such as the Caudill and Bluestem nominees as well as popular titles. In addition the Nooks will have educational apps covering poetry, vocabulary building, math, music, geography and science. The children will really enjoy using the Nooks

Thank you again!

Sincerely,

  
Jamie Bukovac  
Library Director

**Board of Trustees**

Victoria Suriano /President Donald Damon /Vice President Marian Krupicka /Treasurer Beena Deshmukh /Secretary  
Julia Lacayo /Trustee Diane Ruscitti /Trustee Dorothy Schardt /Trustee Jamie Bukovac /Library Director

# The Darien Garden Club



342 Sunrise Ave.  
Willowbrook, IL 60527

June 24, 2014

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 which was a resounding success. The throngs of library patrons who wandered by to check us out certainly increased sales.

In addition, we are most grateful for the use of your facilities and co-hosting a successful program conducted by Nancy Carroll spotlighting Hummingbirds, Our Flying Jewels on June 2, 2014

As a small token of our appreciation for the generosity you have shown our club, the Darien Garden Club Board met recently and unanimously agreed to donate the enclosed check which we ask be used to purchase gardening books.

Thank you again.

Sincerely,



Sandra Schmidt  
Corresponding Secretary

cc: Laura Birmingham  
Assistant Director, IPPL

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July 1, 2014

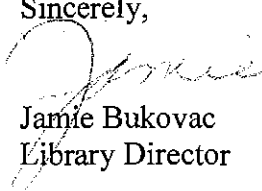
Sandra Schmidt, Secretary  
The Darien Garden Club  
342 Sunrise Ave.  
Willowbrook, IL 60527

Dear Sandra,

On behalf of the library trustees and staff I want to thank you for the donation of \$100.00 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

**Jamie Bukovac**

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Stacy Palmisano

**Subject:** FW: Thank you for helping us serve more students at Indian Prairie Library

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**From:** Gloria Alicea [<mailto:galicea@csjoseph.org>]

**Sent:** Thursday, June 26, 2014 6:00 PM

**To:** Stacy Palmisano

**Cc:** Joe Popowitch; Laura Birmingham; Deborah Bradt

**Subject:** Thank you for helping us serve more students at Indian Prairie Library

We'd like to thank everyone at Indian Prairie Library for always being so accommodating. Last summer you generously provided us your parking lot for tutoring on the School on Wheels bus, which worked out very well for us. This summer we had reserved the meeting room for Saturday afternoons because the meeting room provided the type of space that we needed, and it was reserved by other groups on the other days of the week. We discovered, however, that many of our students who regularly attend on Monday were finding it challenging to come in on Saturdays because of work schedule and family issues.

I'm glad that Debbie mentioned this to you, Joe, in an email conversation and that you shared this with Laura and Stacy. By allowing us the use of your multi-purpose room on Mondays, this will enable more of our students to benefit from our summer services.

Thank you, Stacy, Maria, Laura, and Joe for always being so helpful and supportive and for helping us to serve more students this summer at Indian Prairie Library.

Many blessings,

*Gloria Alicea*

Communications Manager

/ ESL Literacy Specialist

School and Tutors on Wheels

708.482.5085

[www.schoolandtutorsonwheels.org](http://www.schoolandtutorsonwheels.org)



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June 26, 2014

Laura Lein-Svencner  
6718 Dale Road  
Darien, IL 60561

Dear Laura:

On behalf of the library trustees and staff I want to thank you for your generous donation of your collage "The Couple". We are so delighted with the collage and it is already hanging in the Kids & Teens Department.

Your artistic creation is a 40" x 40" collage on canvas made from handmade papers processed from plants in your yard and other found materials assembled and coated with bee wax. The piece was created in 2002.

For your information, gifts to the library are charitable contributions and I'm acknowledging that no goods or services were provided by the library in exchange for this donation.

Thank you again!

Sincerely,



Jamie Bukovac  
Director

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of June 18, 2014

**Board of Trustees Regular Meeting  
June 18, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:02 p.m. Acting-Secretary Krupicka called the roll.

Present: Donald Damon, Julia Lacayo, Marian Krupicka, Diane Ruscitti, Dorothy Schardt, Victoria Suriano

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

President Suriano asked for additions and/or corrections to the agenda. Bukovac added to Communications and Announcements, D1 Bukovac to Rotary Club of Darien re: Digital Media Equipment, D2 Weinshenker to Bukovac re: Painting, D3 Article re: Roku Lending.

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

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

C. Public Comment – none

D. Communications and Announcements

1. Bukovac to Rotary Club of Darien re: Digital Media Equipment
2. Weinshenker to Bukovac re: Painting
3. Article re: Roku Lending

Bukovac reported that the library received a \$930 donation from the Darien Woman's Club. We are sorting through spending ideas for the money and will be sending the Club a thank-you.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, May 21, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2014-2 Ascertainning the Prevailing Wage
5. Ordinance #2014-3 Establishing Regular Meeting Dates
6. Minutes Plan/Annexation Committee May 27, 2014
7. Minutes Finance Committee June 10, 2014

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that our newly purchased 3D printer kept breaking down even after it received a replacement part. Stovall worked with the company and the machine was replaced and has been working great. The largest demographic for print job submissions has been males between 18-35 which is a group that we don't normally get into the library. Bukovac showed the Board a collage that a local artist, Laura Lein-Svencner would like to donate to the library. The Board was very happy with the generous donation. It will be hung in the Kids & Teens Department.

H. Staff Report – none

I. Reports

1. WB/BR Chamber of Commerce – (no report)
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – (no report)
5. Finance Committee – Krupicka (under New Business)
6. Plan/Annexation Committee - Krupicka (under New Business)
7. Policy Committee – (no report)

J. Unfinished Business - none

K. New Business

1. Review of Financial Policy – Damon moved, Schardt seconded to approve the changes to the Financial Policy as presented. Motion carried unanimously.
2. Capital Expenditures 2014 – Bukovac said that Birmingham will be getting more estimates for the chiller. We are looking to replace it in September or October. We will also be gathering furniture estimates for Kids & Teens. Building and Grounds will examine the information and give a recommendation to the Board. Both of these capital expenditures would come out of our reserves.
3. Financial Forecast – Bukovac reviewed the financial forecast information contained in the Board packet. She noted that Ehlers Financial Services originally prepared the document a few years ago and she continues to update it.
4. Operating Budget 2014/2015 – Bukovac highlighted the budget memo contained in the packet. The Board agreed that the memo was very helpful. They thanked Bukovac for the well thought out and presented information. Damon moved, Ruscitti seconded to approve the 2014/2015 operating budget as presented. Motion carried unanimously.
5. 2014/2015 Salary Range – Bukovac noted that the 2014/2015 salary range is covered in the budget. This document shows the minimum and maximum for each grade level. Bukovac also presented information comparing salaries among libraries. Schardt moved, Krupicka seconded to approve the 2014/2015 salary range as presented. Motion carried unanimously.
6. Unserved Areas – The Board reviewed the backup regarding the number of non-resident cards for unserved areas. Krupicka summarized the discussion from the Plan/Annexation Committee May 27<sup>th</sup> meeting. The Board agreed with the Committee's recommendation that the library do a targeted marketing push to residents in Farmingdale and in Burr Ridge regarding the benefits of purchasing a library card. This will include meeting with the

Village of Burr Ridge to discuss ways they can help us promote the library. We will work out a plan over the summer for targeting these areas.

- 7. Strategic Plan Process – Bukovac distributed proposals from ETC Institute and Library Strategies, the remaining two companies she had contacted (proposals from Technology of Participation, Donna E. Fletcher Consulting and Wiseman Consulting were already in the Board packet). Bukovac also distributed an information sheet summarizing key points from each of the five proposals. The Board reviewed the information. They discussed surveys, stakeholder interviews and focus groups. Also discussed was what the Board feels are key pieces to the process. The process should include focus groups with staff and the Board, stakeholder interviews and a survey. Based on their discussion and identification of key components they ruled out Technology of Participation, ETC and Library Strategies. They discussed using Donna E. Fletcher Consulting for the survey component and Wiseman Consulting for the facilitation and wonder if Wiseman will write the final plan. They would like more information from Fletcher regarding survey analysis and if costs could be reduced. Bukovac will speak to the two companies and report back to the Board at the July Board meeting. Bukovac noted that the library hasn't had a consultant do a community survey in a very long time and last worked with a facilitation consultant in 2006.
- 8. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit – Schardt and Krupicka will be on the committee.

L. Scheduled Meetings

- 1. Presentation to the Burr Ridge Board, Monday, June 23 at 7 p.m.
- 2. Plan/Annexation Committee Meeting – It was determined that a meeting is not necessary at this time.
- 3. Building & Grounds Committee Meeting – Committee members will get back to Bukovac with their availability.

M. Community Events

N. Library Events

O. Adjournment

At 9:20 p.m. Lacayo moved, Schardt seconded to adjourn the meeting. All ayes. Motion carried unanimously.

\_\_\_\_\_  
Marian Krupicka, Acting-Secretary

## INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 6/30/2014

Balance on hand as of May 31, 2014.....	1,994,267.66
Cash Receipts for June.....	1,505,318.44
Cash Disbursements for June.....	331,641.67
Cash on hand as of June 30, 2014.....	3,167,944.43

Investments

## Illinois Funds (Money Market) - Average Monthly Rate 0.016%

General.....	1,124,663.73
Special Reserve.....	20,951.36
Working Cash.....	315.06
Bond.....	7,451.03
Children's Endowment.....	2,886.08
Endowment.....	11,171.56
MPI Investment (Corporate Fund).....	1,148,753.57
MPI Investment (Working Cash Fund).....	389,445.35

## JP Morgan Chase - Checking

General.....	150,462.66
Hinsdale Bank & Trust - Checking.....	53,953.94
JP Morgan Chase - Savings - Rate .03%	
General.....	257,286.09
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of June 30, 2014.....	3,167,944.43

## FUND BALANCES AS OF 06/30/2014

Corporate Fund.....	809,124.52
Building & Maintenance Fund.....	69,248.51
I.M.R.F. Fund.....	6,941.08
Liability Fund.....	6,007.43
Social Security Fund.....	5,703.51
Special Reserve Fund.....	22,075.26
Working Cash Fund.....	389,847.70
Bond Fund.....	84,805.34
Deferred Property Taxes.....	1,605,475.14
Current Liabilites.....	168,715.94
Grand Total All Funds.....	3,167,944.43

### Indian Prairie Public Library District Consolidated Revenue Report for June 2014

Percent of Year: 100.00

	RECEIVED June 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,267,668.53	101.00%	3,235,315.00	-32,353.53
** 41110 · Bond Property Taxes	0.00	244,458.82	100.00%	244,458.82	0.00
41150 · Non-current Property Taxes	0.00	921.50	307.17%	300.00	-621.50
43100 · Interest-Tax Levy	0.00	101.25	0.00%	0.00	-101.25
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,513,150.10</b>	<b>100.95%</b>	<b>3,480,073.82</b>	<b>-33,076.28</b>
<b>INTERGOVERNMENTAL</b>					
42100 · Back to Books Grant	0.00	1,000.00	0.00%	0.00	-1,000.00
42200 · Per Capita Grant	0.00	53,161.25	126.57%	42,000.00	-11,161.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>54,161.25</b>	<b>128.96%</b>	<b>42,000.00</b>	<b>-12,161.25</b>
<b>INTEREST</b>					
43200 · Interest -Checking	0.00	27.85	27.85%	100.00	72.15
43500 · Interest - Investment	19.80	606.65	60.67%	1,000.00	393.35
<b>TOTAL INTEREST</b>	<b>19.80</b>	<b>634.50</b>	<b>57.68%</b>	<b>1,100.00</b>	<b>465.50</b>
<b>DESK MONIES</b>					
45100 · Copier	426.70	5,075.91	112.80%	4,500.00	-575.91
45120 · Computer Copies	1,067.55	12,077.42	120.77%	10,000.00	-2,077.42
45200 · Fines/Fees	4,621.90	54,241.67	95.16%	57,000.00	2,758.33
45250 · Gifts/Donations	100.00	2,150.00	107.50%	2,000.00	-150.00
45300 · Lost Materials	1,130.45	14,530.71	132.10%	11,000.00	-3,530.71
45350 · Non-Resident Fees	6,516.00	84,380.51	99.27%	85,000.00	619.49
45400 · DVD Fines	900.60	12,388.51	137.65%	9,000.00	-3,388.51
45450 · Book Rental	133.00	2,354.40	112.11%	2,100.00	-254.40
45550 · Meeting Room Rental	0.00	250.00	125.00%	200.00	-50.00
45600 · ILL Fees	26.50	403.40	80.68%	500.00	96.60
<b>TOTAL DESK MONIES</b>	<b>14,922.70</b>	<b>187,852.53</b>	<b>103.61%</b>	<b>181,300.00</b>	<b>-6,552.53</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	37.60	180.27	11.27%	1,600.00	1,419.73
46800 · Collection Agency Fee	30.00	430.00	0.00%	0.00	-430.00
* 49000 · Operating Transfer In	0.00	226,590.00	0.00%	226,590.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>67.60</b>	<b>227,200.27</b>	<b>0.00%</b>	<b>228,190.00</b>	<b>989.73</b>
<b>GRAND TOTAL</b>	<b>15,010.10</b>	<b>3,982,998.65</b>	<b>101.28%</b>	<b>3,932,663.82</b>	<b>-50,334.83</b>

\* Operating Transfer In reflects \$9,450.00 from Insurance Fund Reserves and \$217,140.00 from Bond Fund Reserves.

Note:

\*\* Corrections for FY 2013/2014 for approval July 16, 2014.

## Indian Prairie Public Library District Consolidated Expenditures Report for June 2014

Percent of Year: 100.00

	June 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	246,169.08	1,963,378.45	99.46%	1,974,041.00	10,662.55	2,033,262.00	96.56%
61310 · Benefits - Medical / Life Ins.	6,902.19	100,349.69	87.64%	114,500.00	14,150.31	132,000.00	76.02%
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 · Benefits - IMRF	22,312.38	184,994.39	98.88%	187,083.00	2,088.61	207,500.00	89.15%
61340 · Benefits - FICA	17,448.02	147,344.53	100.65%	146,389.00	-955.53	158,500.00	92.96%
61400 · Staff Development	828.26	20,549.79	111.68%	18,400.00	-2,149.79	25,000.00	82.20%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	1,089.24	72.62%	1,500.00	410.76	22,000.00	4.95%
61710 · Workers Compensation	0.00	11,064.00	100.39%	11,021.00	-43.00	15,000.00	73.76%
61720 · Unemployment Insurance	279.62	4,376.15	97.25%	4,500.00	123.85	7,000.00	62.52%
<b>TOTAL PERSONNEL</b>	<b>293,939.55</b>	<b>2,435,646.24</b>	<b>99.01%</b>	<b>2,459,934.00</b>	<b>24,287.76</b>	<b>2,603,862.00</b>	<b>93.54%</b>
<b>MATERIALS</b>							
62100 · Books	46,635.73	238,041.67	95.53%	249,175.00	11,133.33	255,000.00	93.35%
62200 · Periodicals	4,874.86	33,353.87	92.27%	36,150.00	2,796.13	42,000.00	79.41%
62300 · Audio	12,831.36	51,744.53	103.39%	50,050.00	-1,694.53	52,000.00	99.51%
62400 · Video	7,717.73	55,193.20	99.99%	55,200.00	6.80	60,000.00	91.99%
62500 · Multi-Media	371.62	2,217.56	110.88%	2,000.00	-217.56	2,300.00	96.42%
62600 · Electronic Reference Resources	17,003.80	70,217.31	107.28%	65,455.00	-4,762.31	69,500.00	101.03%
62800 · Processing Supplies	759.66	23,898.19	103.91%	23,000.00	-898.19	25,000.00	95.59%
<b>TOTAL MATERIALS</b>	<b>90,194.76</b>	<b>474,666.33</b>	<b>98.68%</b>	<b>481,030.00</b>	<b>6,363.67</b>	<b>505,800.00</b>	<b>93.84%</b>
<b>BUILDING</b>							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
63200 · Cleaning Service	6,600.60	57,863.15	89.02%	65,000.00	7,136.85	70,000.00	82.66%
63300 · Utilities (1-8-11 · Gas)	847.19	13,702.35	114.19%	12,000.00	-1,702.35	22,000.00	62.28%
63300 · Utilities (1-8-12 · Electric)	3,883.12	50,782.32	84.64%	60,000.00	9,217.68	60,000.00	63.48%
63300 · Utilities (1-8-13 · Telephone)	727.56	9,758.53	88.71%	11,000.00	1,241.47	21,000.00	46.47%
63300 · Utilities (1-8-14 · Water/Sewer)	238.95	6,019.18	143.31%	4,200.00	-1,819.18	19,000.00	31.68%
63300 · Utilities (1-8-15 · Garbage Disposal)	238.29	3,136.18	104.54%	3,000.00	-136.18	8,000.00	39.20%
63400 · Maintenance Supplies	1,889.31	17,397.23	108.73%	16,000.00	-1,397.23	20,000.00	86.99%
63500 · Security System Monitoring	85.00	1,037.00	69.13%	1,500.00	463.00	2,000.00	51.85%
63600 · Property Maintenance	922.40	22,476.37	107.03%	21,000.00	-1,476.37	30,000.00	74.92%
63800 · Building Maintenance/Repairs	4,084.66	43,343.26	100.80%	43,000.00	-343.26	55,000.00	78.81%
<b>TOTAL BUILDING</b>	<b>19,517.08</b>	<b>225,515.59</b>	<b>95.28%</b>	<b>236,700.00</b>	<b>11,184.41</b>	<b>327,000.00</b>	<b>68.97%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,580.65	11,880.24	91.39%	13,000.00	1,119.76	13,000.00	91.39%
64300 · Photocopy Supplies	464.93	4,763.01	105.85%	4,500.00	-263.01	5,500.00	86.60%
64400 · Patron Card Supplies	12.70	3,986.39	88.59%	4,500.00	513.61	5,000.00	79.73%
64500 · Postage	2,583.94	6,662.23	95.18%	7,000.00	337.77	9,000.00	74.02%
64600 · Non-Payment Reimbursement	576.88	3,234.88	92.43%	3,500.00	265.12	6,000.00	53.91%
64700 · Travel	111.44	571.21	87.88%	650.00	78.79	1,000.00	57.12%
64800 · Organizational Memberships	9.00	1,759.00	97.72%	1,800.00	41.00	2,200.00	79.95%
64900 · Bank Fees	206.97	2,634.87	97.59%	2,700.00	65.13	3,000.00	87.83%
<b>TOTAL OPERATION</b>	<b>5,556.51</b>	<b>35,491.83</b>	<b>94.27%</b>	<b>37,650.00</b>	<b>2,158.17</b>	<b>44,700.00</b>	<b>79.40%</b>
<b>AUTOMATION</b>							
65100 · Supplies (paper, ink cartridge)	0.00	10,530.91	110.85%	9,500.00	-1,030.91	11,000.00	95.74%
65200 · Automation-Prof Services	663.53	2,783.52	55.67%	5,000.00	2,216.48	10,000.00	27.84%
65300 · Purchase of Equipment	3,016.47	18,034.06	100.36%	17,970.00	-64.06	21,000.00	85.88%
65400 · Automation Equip Mnt/Repair	0.00	2,002.85	133.52%	1,500.00	-502.85	4,000.00	50.07%
65500 · Software	3,246.00	21,993.99	104.00%	21,148.00	-845.99	24,000.00	91.64%
65600 · SWAN	0.00	50,918.00	100.79%	50,518.00	-400.00	53,000.00	96.07%
65700 · Telecommunications	527.97	6,306.26	100.10%	6,300.00	-6.26	9,000.00	70.07%
<b>TOTAL AUTOMATION</b>	<b>7,453.97</b>	<b>112,589.61</b>	<b>100.57%</b>	<b>111,936.00</b>	<b>-633.61</b>	<b>132,000.00</b>	<b>85.28%</b>

## Indian Prairie Public Library District Consolidated Expenditures Report for June 2014

Percent of Year: 100.00

	June 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	435.00	7,142.00	52.90%	13,500.00	6,358.00	29,000.00	24.63%
66200 · Credit Bureau	110.55	972.35	64.82%	1,500.00	527.65	2,000.00	48.62%
66300 · Equipment-Maintenance Repair	1,668.81	9,298.22	113.39%	8,200.00	-1,098.22	9,800.00	94.88%
66900 · Fees - Bond Registrar	10.00	60.00	12.00%	500.00	440.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,224.36</b>	<b>17,472.57</b>	<b>73.72%</b>	<b>23,700.00</b>	<b>6,227.43</b>	<b>40,800.00</b>	<b>42.82%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	8,841.00	100.00%
67200 · Bonding	0.00	1,350.00	64.29%	2,100.00	750.00	4,892.00	27.60%
67300 · Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	2,984.00	100.00%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	3,283.00	100.00%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,458.00</b>	<b>95.64%</b>	<b>17,208.00</b>	<b>750.00</b>	<b>20,000.00</b>	<b>82.29%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	3,617.80	22,826.00	100.62%	22,685.00	-141.00	24,000.00	95.11%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	1,800.00	74.67%
68210 · Marketing Advertising	0.00	2,979.24	99.31%	3,000.00	20.76	5,000.00	59.58%
68310 · Marketing Supplies	49.58	2,283.83	91.35%	2,500.00	216.17	4,000.00	57.10%
68410 · Marketing-Information Printing	614.38	3,635.33	90.88%	4,000.00	364.67	7,500.00	48.47%
68500 · Legal Notices	0.00	988.80	82.40%	1,200.00	211.20	2,000.00	49.44%
68600 · Special Events	11,808.78	29,068.59	115.35%	25,200.00	-3,868.59	30,000.00	98.90%
<b>TOTAL PUBLIC INFORMATION</b>	<b>16,090.54</b>	<b>63,125.79</b>	<b>105.06%</b>	<b>60,085.00</b>	<b>-3,040.79</b>	<b>74,300.00</b>	<b>84.96%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69300 · Bond Interest and Principal	0.00	461,597.50	100.00%	461,597.00	-0.50	480,000.00	96.17%
69900 · Contingency	3,555.36	33,556.96	100.55%	33,372.00	-184.96	80,000.00	41.95%
<b>GRAND TOTAL</b>	<b>438,532.13</b>	<b>3,876,100.42</b>	<b>98.80%</b>	<b>3,923,212.00</b>	<b>47,111.58</b>	<b>4,408,462.00</b>	<b>87.92%</b>

**Note:**

Corrections for FY 2013/2014 for approval July 16, 2014.

Removed Operating Transfer Out Line



ACTION ON BILLS June 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45649 thru 45801	\$ 157,883.97
Chase Bank-Salaries for June	35785 thru 35819	\$ 9,235.48
Hinsdale Bank-Direct Deposits	& 17826 thru 17990	\$ 99,705.20

MONTH'S TOTAL: \$ 266,824.65

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Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of June 30, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	06/04/2014	45649	Mueller, Robert	125.00
Liability Check	06/05/2014	45650	Adler & Associates	35.22
Liability Check	06/05/2014	45651	Nationwide Retirement	610.00
Liability Check	06/05/2014	45652	Vantagepoint	1,080.08
Bill Pmt Check	06/05/2014	45653	AAll	24.00
Bill Pmt Check	06/05/2014	45654	Baker & Taylor	8,450.64
Bill Pmt Check	06/05/2014	45655	Blackstone Audio, Inc.	247.99
Bill Pmt Check	06/05/2014	45656	DAC	129.50
Bill Pmt Check	06/05/2014	45657	Dell Marketing L.P.	3,016.47
Bill Pmt Check	06/05/2014	45658	Displays2go	49.58
Bill Pmt Check	06/05/2014	45659	Gale/CENGAGE Learning	270.30
Bill Pmt Check	06/05/2014	45660	Hartney, Jane	233.51
Bill Pmt Check	06/05/2014	45661	Inkwell	345.32
Bill Pmt Check	06/05/2014	45662	Kroeschell Service	1,509.00
Bill Pmt Check	06/05/2014	45663	Midwest Tape	3,195.42
Bill Pmt Check	06/05/2014	45664	NCPERS Group Life	64.00
Bill Pmt Check	06/05/2014	45665	OverDrive	209.97
Bill Pmt Check	06/05/2014	45666	Phillip's Interior Plants	215.00
Bill Pmt Check	06/05/2014	45667	Quill	303.56
Bill Pmt Check	06/05/2014	45668	Random House	161.25
Bill Pmt Check	06/05/2014	45669	Recorded Books, LLC	1,254.42
Bill Pmt Check	06/05/2014	45670	Regent Book Company	14.10
Bill Pmt Check	06/05/2014	45671	Rogers Vending	75.00
Bill Pmt Check	06/05/2014	45672	Runco	111.98
Bill Pmt Check	06/05/2014	45673	Ryan, Marianne	26.32
Bill Pmt Check	06/05/2014	45674	ScotPress Printing	89.50
Bill Pmt Check	06/05/2014	45675	Sebert Landscaping	697.00
Bill Pmt Check	06/05/2014	45676	Speciality Mat Service	90.30
Bill Pmt Check	06/05/2014	45677	Stephens Plumbing & Heating, Inc.	507.20
Bill Pmt Check	06/05/2014	45678	ThyssenKrupp Elevator	760.96
Bill Pmt Check	06/10/2014	45679	Cobb, Michael	345.00
Bill Pmt Check	06/10/2014	45680	American Bungalow	29.95
Bill Pmt Check	06/10/2014	45681	Aurico	45.00
Bill Pmt Check	06/10/2014	45682	Baker & Taylor (video)	1,048.73
Bill Pmt Check	06/10/2014	45683	Case Lots Inc.	297.80
Bill Pmt Check	06/10/2014	45684	Clean Eating Magazine	24.97
Bill Pmt Check	06/10/2014	45685	Constellation	3,883.12
Bill Pmt Check	06/10/2014	45686	Home Depot	720.57
Bill Pmt Check	06/10/2014	45687	JavaSmart USA LLC	107.92
Bill Pmt Check	06/10/2014	45688	Jeannie McQueenie Productions	200.00
Bill Pmt Check	06/10/2014	45689	Kline, Cindy	15.00
Bill Pmt Check	06/10/2014	45690	Kroeschell Service	265.00
Bill Pmt Check	06/10/2014	45691	Marie Claire	10.00
Bill Pmt Check	06/10/2014	45692	Myers, Caitlin	50.92
Bill Pmt Check	06/10/2014	45693	Palmisano, Stacy	16.24

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### Indian Prairie Public Library District Account QuickReport

As of June 30, 2014				
Type	Date	Num	Name	Amount
Bill Pmt Check	06/10/2014	45694	Pointon, Scott E.	160.00
Bill Pmt Check	06/10/2014	45695	Quill	940.06
Bill Pmt Check	06/10/2014	45696	Salina's Catering	913.25
Bill Pmt Check	06/10/2014	45697	Streett, Cathy	225.40
Bill Pmt Check	06/10/2014	45698	SunTimes Media	171.60
Bill Pmt Check	06/10/2014	45699	The Cottage Journal Seasons	19.98
Bill Pmt Check	06/10/2014	45700	The Fun Ones	75.00
Bill Pmt Check	06/10/2014	45701	Titan Image Group, Inc.	1,799.38
Bill Pmt Check	06/10/2014	45702	VISOgraphic	3,617.80
Bill Pmt Check	06/10/2014	45703	Williams., Natalie	77.54
Bill Pmt Check	06/10/2014	45704	Wlosinski, Maria	11.20
Bill Pmt Check	06/10/2014	45705	Wolper Information Services	3.64
Bill Pmt Check	06/16/2014	45706	Petty Cash	195.41
Bill Pmt Check	06/17/2014	45707	Abraham Lincoln Presidential Library	273.00
Bill Pmt Check	06/17/2014	45708	Baker & Taylor	15,653.70
Bill Pmt Check	06/17/2014	45709	Baker & Taylor (video)	50.94
Bill Pmt Check	06/17/2014	45710	Bank of America	7,142.30
Bill Pmt Check	06/17/2014	45711	Bowker LLC, R.R.	516.00
Bill Pmt Check	06/17/2014	45712	Call One	727.56
Bill Pmt Check	06/17/2014	45713	Case Lots Inc.	229.55
Bill Pmt Check	06/17/2014	45714	Chicago Tribune	207.74
Bill Pmt Check	06/17/2014	45715	Comcast	229.85
Bill Pmt Check	06/17/2014	45716	CoolerSmart	238.95
Bill Pmt Check	06/17/2014	45717	Evanced Solutions	2,730.00
Bill Pmt Check	06/17/2014	45718	Gale/CENGAGE Learning	2,594.82
Bill Pmt Check	06/17/2014	45719	Grey House Publishing, Inc.	3,995.00
Bill Pmt Check	06/17/2014	45720	Groot Industries, Inc.	238.29
Bill Pmt Check	06/17/2014	45721	Heaney Electric	1,042.50
Bill Pmt Check	06/17/2014	45722	Heritage House Florist	60.00
Bill Pmt Check	06/17/2014	45723	Inkwell	103.14
Bill Pmt Check	06/17/2014	45724	Lincoln National Life	102.60
Bill Pmt Check	06/17/2014	45725	Midwest Tape	3,455.00
Bill Pmt Check	06/17/2014	45726	Quill	275.37
Bill Pmt Check	06/17/2014	45727	Recorded Books, LLC	506.64
Bill Pmt Check	06/17/2014	45728	Rodriguez, Robert A.	300.00
Bill Pmt Check	06/17/2014	45729	Runco	320.58
Bill Pmt Check	06/17/2014	45730	Salgado, Andrew	500.00
Bill Pmt Check	06/17/2014	45731	Stovall, Ann	439.00
Bill Pmt Check	06/17/2014	45732	Tatum, Michael	211.00
Bill Pmt Check	06/17/2014	45733	Unique Management	80.55
Bill Pmt Check	06/17/2014	45734	United States Postal Service	2,000.00
Liability Check	06/19/2014	45735	Adler & Associates	35.22
Liability Check	06/19/2014	45736	Nationwide Retirement	610.00
Liability Check	06/19/2014	45737	Vantagepoint	1,080.08
Bill Pmt Check	06/24/2014	45738	Advanced Data Systems	147.50

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Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of June 30, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	06/24/2014	45739	Apple Books	4,266.77
Bill Pmt Check	06/24/2014	45740	Art Excursions, Inc.	280.00
Bill Pmt Check	06/24/2014	45741	BCBS	8,343.15
Bill Pmt Check	06/24/2014	45742	Blackstone Audio, Inc.	537.96
Bill Pmt Check	06/24/2014	45743	Cavendish Square	768.10
Bill Pmt Check	06/24/2014	45744	Center Point Large Print	475.74
Bill Pmt Check	06/24/2014	45745	Cosmopolitan Building Services	2,825.00
Bill Pmt Check	06/24/2014	45746	Gale/CENGAGE Learning	1,308.67
Bill Pmt Check	06/24/2014	45747	Info USA Marketing	3,700.00
Bill Pmt Check	06/24/2014	45748	Ingram Library Services	89.97
Bill Pmt Check	06/24/2014	45749	KHM Plastics	296.24
Bill Pmt Check	06/24/2014	45750	LexisNexis Matthew Bender	50.44
Bill Pmt Check	06/24/2014	45751	lynda.com, inc.	1,975.00
Bill Pmt Check	06/24/2014	45752	Midwest Tape	1,380.53
Bill Pmt Check	06/24/2014	45753	Morton Grove Public Library	39.00
Bill Pmt Check	06/24/2014	45754	Poblocki Sign Company LLC	375.00
Bill Pmt Check	06/24/2014	45755	Random House	442.50
Bill Pmt Check	06/24/2014	45756	Recorded Books, LLC	483.17
Bill Pmt Check	06/24/2014	45757	Rosen Publishing	1,882.90
Bill Pmt Check	06/24/2014	45758	Saint Xavier University/Stump Library	50.00
Bill Pmt Check	06/24/2014	45759	Scholastic Library Publishing	676.00
Bill Pmt Check	06/24/2014	45760	SWAN	16.88
Bill Pmt Check	06/24/2014	45761	The Child's World	1,208.70
Bill Pmt Check	06/24/2014	45762	Thomson Reuters West	55.09
Bill Pmt Check	06/24/2014	45763	Unique Books, Inc.	1,274.70
Bill Pmt Check	06/24/2014	45764	VSP Vision	92.85
Bill Pmt Check	06/24/2014	45765	Wordinger, Debra	49.69
Bill Pmt Check	06/26/2014	45766	Alarm Financial	60.00
Bill Pmt Check	06/26/2014	45767	Bank of America	9,235.05
Bill Pmt Check	06/26/2014	45768	Guardian	542.51
Bill Pmt Check	06/26/2014	45769	Peregrine, Stime, Newman, Ritzman & Br	390.00
Bill Pmt Check	06/26/2014	45770	Rivistas Subscription Services	135.34
Bill Pmt Check	06/26/2014	45771	Rogers Vending	104.52
Bill Pmt Check	06/30/2014	45772	Abraham Lincoln Presidential Library	3,468.00
Bill Pmt Check	06/30/2014	45773	Colonial Life	47.32
Bill Pmt Check	06/30/2014	45774	Darien Police Department	25.00
Bill Pmt Check	06/30/2014	45775	Garvey's Office Products	18.47
Bill Pmt Check	06/30/2014	45776	Matthews, Travis	300.00
Bill Pmt Check	06/30/2014	45777	Murphy, Amira	11.00
Bill Pmt Check	06/30/2014	45778	NCPERS Group Life	64.00
Bill Pmt Check	06/30/2014	45779	OverDrive	971.65
Bill Pmt Check	06/30/2014	45780	Ryan, Marianne	31.92
Bill Pmt Check	06/30/2014	45781	BookBrowse LLC	630.00
Bill Pmt Check	06/30/2014	45782	DuPage County Clerk	10.00
Bill Pmt Check	06/30/2014	45783	Palmisano, Stacy	14.56

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Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of June 30, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	06/30/2014	45784	Apple Books	673.50
Bill Pmt Check	06/30/2014	45785	Baker & Taylor	4,875.67
Bill Pmt Check	06/30/2014	45786	Bank of America	452.13
Bill Pmt Check	06/30/2014	45787	Blackstone Audio, Inc.	943.97
Bill Pmt Check	06/30/2014	45788	Cosmopolitan Building Services	3,380.00
Bill Pmt Check	06/30/2014	45789	Gale/CENGAGE Learning	570.99
Bill Pmt Check	06/30/2014	45790	Garvey's Office Products	4.19
Bill Pmt Check	06/30/2014	45791	Grey House Publishing, Inc.	278.00
Bill Pmt Check	06/30/2014	45792	Kline, Cindy	60.00
Bill Pmt Check	06/30/2014	45793	LexisNexis Matthew Bender	2,520.25
Bill Pmt Check	06/30/2014	45794	Midwest Promotional Group	589.42
Bill Pmt Check	06/30/2014	45795	Midwest Tape	2,674.73
Bill Pmt Check	06/30/2014	45796	News Bank, Inc.	5,535.00
Bill Pmt Check	06/30/2014	45797	Random House	289.00
Bill Pmt Check	06/30/2014	45798	Recorded Books, LLC	445.09
Bill Pmt Check	06/30/2014	45799	Speciality Mat Service	90.30
Bill Pmt Check	06/30/2014	45800	Thomson Reuters West	55.09
Bill Pmt Check	06/30/2014	45801	Unique Books, Inc.	173.30

Total 10121 - Checking JP Morgan Chase

157,883.97

**TOTAL**

**157,883.97**

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

## June 2014

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	06/06/2014	18,517.48
ILDOR-State	Payroll taxes	06/06/2014	3,262.48
EFTPS-Federal	Payroll taxes	06/20/2014	18,675.82
ILDOR-State	Payroll taxes	06/20/2014	3,292.81
IMRF	Payroll Pension	06/23/2014	19,407.20
AT&T	Telecommunications	06/11/2014	298.12
Nicor	Gas	06/18/2014	847.19
Deluxe	Check Printing Fee	06/28/2014	308.95
US Bank	Credit Card Fee	06/03/2014	186.97
Hinsdale Bank	Fee-Direct Deposit	06/02/2014	20.00

**DETERMINATION TO DISPOSE OF PERSONAL PROPERTY**

The Indian Prairie Library Board of Trustees has determined to dispose of the following property no longer usable by the district:

- 1 Oak and Laminate Podium
- Surplus shelving

These items will be listed on the RAILS website for sale to libraries and schools.

## Indian Prairie Public Library District Consolidated Revenue Report for June 2014

Percent of Year: 100.00

	RECEIVED June 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,267,668.53	101.00%	3,235,315.00	-32,353.53
** 41110 · Bond Property Taxes	0.00	244,458.82	100.00%	244,458.82	0.00
41150 · Non-current Property Taxes	0.00	921.50	307.17%	300.00	-621.50
43100 · Interest-Tax Levy	0.00	101.25	0.00%	0.00	-101.25
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,513,150.10</b>	<b>100.95%</b>	<b>3,480,073.82</b>	<b>-33,076.28</b>
<b>INTERGOVERNMENTAL</b>					
42100 · Back to Books Grant	0.00	1,000.00	0.00%	0.00	-1,000.00
42200 · Per Capita Grant	0.00	53,161.25	126.57%	42,000.00	-11,161.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>54,161.25</b>	<b>128.96%</b>	<b>42,000.00</b>	<b>-12,161.25</b>
<b>INTEREST</b>					
43200 · Interest -Checking	0.00	27.85	27.85%	100.00	72.15
43500 · Interest - Investment	19.80	606.65	60.67%	1,000.00	393.35
<b>TOTAL INTEREST</b>	<b>19.80</b>	<b>634.50</b>	<b>57.68%</b>	<b>1,100.00</b>	<b>465.50</b>
<b>DESK MONIES</b>					
45100 · Copier	426.70	5,075.91	112.80%	4,500.00	-575.91
45120 · Computer Copies	1,067.55	12,077.42	120.77%	10,000.00	-2,077.42
45200 · Fines/Fees	4,621.90	54,241.67	95.16%	57,000.00	2,758.33
45250 · Gifts/Donations	100.00	2,150.00	107.50%	2,000.00	-150.00
45300 · Lost Materials	1,130.45	14,530.71	132.10%	11,000.00	-3,530.71
45350 · Non-Resident Fees	6,516.00	84,380.51	99.27%	85,000.00	619.49
45400 · DVD Fines	900.60	12,388.51	137.65%	9,000.00	-3,388.51
45450 · Book Rental	133.00	2,354.40	112.11%	2,100.00	-254.40
45550 · Meeting Room Rental	0.00	250.00	125.00%	200.00	-50.00
45600 · ILL Fees	26.50	403.40	80.68%	500.00	96.60
<b>TOTAL DESK MONIES</b>	<b>14,922.70</b>	<b>187,852.53</b>	<b>103.61%</b>	<b>181,300.00</b>	<b>-6,552.53</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	37.60	180.27	11.27%	1,600.00	1,419.73
46800 · Collection Agency Fee	30.00	430.00	0.00%	0.00	-430.00
* 49000 · Operating Transfer In	0.00	226,590.00	0.00%	226,590.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>67.60</b>	<b>227,200.27</b>	<b>0.00%</b>	<b>228,190.00</b>	<b>989.73</b>
<b>GRAND TOTAL</b>	<b>15,010.10</b>	<b>3,982,998.65</b>	<b>101.28%</b>	<b>3,932,663.82</b>	<b>-50,334.83</b>

\* Operating Transfer In reflects \$9,450.00 from Insurance Fund Reserves and \$217,140.00 from Bond Fund Reserves.

Note:

\*\* Corrections for FY 2013/2014 for approval July 16, 2014.



## Indian Prairie Public Library District Consolidated Expenditures Report for June 2014

Percent of Year: 100.00

	June 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	435.00	7,142.00	52.90%	13,500.00	6,358.00	29,000.00	24.63%
66200 · Credit Bureau	110.55	972.35	64.82%	1,500.00	527.65	2,000.00	48.62%
66300 · Equipment-Maintenance Repair	1,668.81	9,298.22	113.39%	8,200.00	-1,098.22	9,800.00	94.88%
66900 · Fees - Bond Registrar	10.00	60.00	12.00%	500.00	440.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,224.36</b>	<b>17,472.57</b>	<b>73.72%</b>	<b>23,700.00</b>	<b>6,227.43</b>	<b>40,800.00</b>	<b>42.82%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	8,841.00	100.00%
67200 · Bonding	0.00	1,350.00	64.29%	2,100.00	750.00	4,892.00	27.60%
67300 · Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	2,984.00	100.00%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	3,283.00	100.00%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,458.00</b>	<b>95.64%</b>	<b>17,208.00</b>	<b>750.00</b>	<b>20,000.00</b>	<b>82.29%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	3,617.80	22,826.00	100.62%	22,685.00	-141.00	24,000.00	95.11%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	1,800.00	74.67%
68210 · Marketing Advertising	0.00	2,979.24	99.31%	3,000.00	20.76	5,000.00	59.58%
68310 · Marketing Supplies	49.58	2,283.83	91.35%	2,500.00	216.17	4,000.00	57.10%
68410 · Marketing-Information Printing	614.38	3,635.33	90.88%	4,000.00	364.67	7,500.00	48.47%
68500 · Legal Notices	0.00	988.80	82.40%	1,200.00	211.20	2,000.00	49.44%
68600 · Special Events	11,808.78	29,068.59	115.35%	25,200.00	-3,868.59	30,000.00	96.90%
<b>TOTAL PUBLIC INFORMATION</b>	<b>16,090.54</b>	<b>63,125.79</b>	<b>105.06%</b>	<b>60,085.00</b>	<b>-3,040.79</b>	<b>74,300.00</b>	<b>84.96%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69300 · Bond Interest and Principal	0.00	461,597.50	100.00%	461,597.00	-0.50	480,000.00	96.17%
69900 · Contingency	3,555.36	33,556.96	100.55%	33,372.00	-184.96	80,000.00	41.95%
<b>GRAND TOTAL</b>	<b>438,532.13</b>	<b>3,876,100.42</b>	<b>98.80%</b>	<b>3,923,212.00</b>	<b>47,111.58</b>	<b>4,408,462.00</b>	<b>87.92%</b>

**Note:**

Corrections for FY 2013/2014 for approval July 16, 2014.

Removed Operating Transfer Out Line

**ORDINANCE #2014-5**

**AN ORDINANCE AMENDING THE BUDGET AND APPROPRIATIONS  
ORDINANCE #2013-6 OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**Section 1: Transfer of the following appropriated funds:**

<u>Subtract from Account Line</u>		<u>Add to Account Line</u>	
Corporate Fund:		Corporate Fund:	
Supplies – Office	\$ 3,000	Bank Fees	\$3,000

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

**ADOPTED this 16th day of July 2014, pursuant to a roll call vote as follows.**

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED by me this 16th day of July, 2014.**

\_\_\_\_\_  
**Victoria Suriano, President**

**ATTEST:**

\_\_\_\_\_  
**Beena Deshmukh, Secretary**

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**Director's Report  
June 2014**

**Agenda**

**Omnibus:**

There is a proposal to dispose of library property. The wood podium that has been in the meeting room probably since the building opened is no longer useful for people making presentations as it doesn't support audio-visual components. (We have purchased a presentation cart that provides all that is needed for presentations.) In addition, we have a huge surplus of shelving in the basement and it doesn't make sense for us to hold to so much shelving. Hopefully other libraries will be able to make use of it. Staff will determine an appropriate cost for the podium and shelving as it is offered for sale.

As we wrap up the FY13/14 fiscal year I'm proposing corrections to the operating budget document so that it reflects what actually occurred in this fiscal year and gives a clear picture of our financial activity for the year. These changes would be in the June report. Remember this is an internal document not a legal document. The proposed changes are:

- Revenue Report – You may recall that when I prepared the operating budget last year I forgot that the bond would be paid off in December and listed that we would receive \$473,860.00 for the Bond Property Taxes. The suggested change is to change the figure for Budgeted Receipts for line 41110 to the actual amount of \$244,458.82.
- Also on the Revenue Report to add the amount of \$226,590.000 to Budgeted Receipts for line 49000 Operating Transfer In. This more accurately recognizes the use of reserve funds to help pay off the bond in December, \$217,140.00, as well as the use of reserve funds to pay for insurance costs, \$9,450.00.
- Relative to this use of reserve funds, on the second page of the Consolidated Expenditures we had posted line 69800 Operating Transfer Out with the amount of \$226,590.00 to reflect that those reserve funds had been expended for the bond payment and insurance. However, in studying this, we also show the full expense for the bond payment in line 69300 and the full expense for insurance in lines 67100 – 67400. So in essence we had recorded the total expenditure of \$226,590.00 twice. In Quickbooks we need to keep the full expenses recorded in their appropriate budget lines so the proposal is to remove line 69800.

Finally there is an Ordinance Amending FY13/14 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. The proposal is to move money from the office supplies appropriation to the bank fees appropriation.

**Staff Report:**

Senior Adult Services Library Jennifer Asimakopoulos will demonstrate how the library provides online readers' advisory service to our patrons.

**Unfinished Business:**

I've prepared a strategic plan process timeline with activities and assignments for your review.

I also spoke with Dan Wiseman and Donna Fletcher and have written a memo regarding their proposals.

For the stakeholder interviews, think about who in your community should be interviewed. In the packet I've included information about when we did these type of interviews in 2011. To keep the strategic plan process moving along, stakeholder interviews are scheduled for the week of September 22. I would like to start contacting people in August to schedule appointments for their interviews.

**New Business:**

A memo has been prepared explaining the Tentative Budget & Appropriations.

A memo from our attorney has been included to explain the .02% tax.

Dorothy and Marian will report on the Audit of the Secretary's minutes and have a recommendation relative to the closed session minutes.

Due to various factors, the Building and Grounds Committee will be meeting Monday, August 25. At that time I'll have proposals from vendors for furniture for the teen area, the mid-kids area and for some additional small tables in the adult department. Due to the fact that the committee is not meeting until late August and given the length of time it takes to receive furniture once it is ordered, I am asking for approval in advance to order up to \$10,000.00 in furniture as approved by the Building and Grounds Committee.

**FY 2013/2014**

In this fiscal year we used reserve funds of \$217,140.00 to pay off the bond and used \$9,450.00 for insurance. This is good stewardship plus the law requires that the library not maintain large reserve funds. If we had not used the reserve funds for the bond payment we would have had to tax our residents for that money. With the special funds for FICA, IMRF, and Liability I tend to keep those reserve amounts around five to six thousand dollars and when the amounts grow larger than that I use the excess to help fund these budget lines. The good news is that our revenue came in at \$50,000.00 over what was budgeted and we underspent our budget by \$47,000.00. So those funds will move into the Corporate Fund Reserves.

**The Building**

I met with a contractor and walked through the various staff and storage areas that are being considered for conversion to public spaces. He was able to provide me with some good advice that I will share with the Building and Grounds Committee. Youth Services staff and I are also in the process of meeting with two furniture vendors for the mid-kids and teen areas.

One project in process for the mid-kids area is to build two "cubbies" which basically are three sided boxes that kids can sit in to read, study, talk ,etc. Each will have a light and a Samsung galaxy for listening to music. Mike is building these for us, they will be painted in colors used in the Youth Services Department, carpeted and will have some throw pillows. We got this idea from other libraries.

Also planned for the mid-kids area is to install a "bar" like the one in the teen area because this age group really likes that. We also brought up chairs from the Adult Department for the kids to try. These are the lounge chairs that have the swing table tops. For some reason these chairs were not being used in the Adult Department but the kids really like them! Plus the colors and design work well in the area. We're going to bring some lounge chairs from Youth Services Department to the Adult Department.

**SWAN**

At a recent directors' meeting we received a broad timeline for the migration to Sirsi/Dynix. The scheduled go live date is 4/14/15. It looks like staff training will start toward the end of this year and continue into March 2015. We are looking at holding the staff institute day in March 2015 to provide the opportunity for staff to practice and learn more about the new software prior to the go live date. We will also be preparing for informing and educating our public about the wonderful changes that will be coming.

**Burr Ridge Board Meeting Presentation**

Beena, Vicki and I attended the presentation with Beena taking the lead. She did a great job and they seemed to appreciate the information. Beena emphasized the availability of a non-resident card for \$186.00. One board member expressed surprise at this amount, thinking it was \$300-400. Two other board members complimented the library and our services. The mayor had heard about SWAN and asked if we are a member. He thinks it is a wonderful resource. We've made contact with Burr Ridge staff to start discussions on how we can market to Burr Ridge residents.

**Staff**

The department heads and I read *Empowerment Takes More Than a Minute* by Ken Blanchard, John P. Carlos and Alan Randolph. It's a fast read with great fundamental management principles to make staff feel more empowered and instill a feeling of responsibility. We've had our first discussion about the book and will have several more with the goal of developing a plan to take our culture of empowerment even further. I will keep you posted on our progress.

Technical Services Associate Sue Fank had worked for the library in a full-time capacity but took her retirement July 1 and is now working 12 hours a week for the library. Jane Zwergel was hired as a Technical Services Associate to job share with Sue and is working 12 hours a week starting July 14 at a salary of \$11.26/hour. Jorie Karum was hired as the Interlibrary Loan Page starting June 27 at a salary of \$8.77/hour. Jason Peters was hired as the Computer and Magazine Associate starting July 10 at a salary of \$12.76 /hour. Youth Services Associate Caitlyn Myers will be resigning July 24 to start a full-time position at a university library.

Jamie Bukovac

## **Assistant Director's Report July 2014**

### **Building and Grounds:**

The pay phone was removed on July 1<sup>st</sup>. I am having difficulty finding a company to install a pay phone, but I am still investigating alternatives.

I have contacted two additional companies to give us a quote on replacing the chiller: Solutions Mechanical in Burr Ridge and Temperature Engineering in Willowbrook. One company told me that the chiller looked "great" and "very well maintained" by inspecting the outside of the unit and didn't think it needed to be replaced. So, I have set up a service call for a "second opinion" on the condition on the inside of the chiller. I will have an update for the August meeting.

I have been talking to several cleaning companies that were recommended to me by other similar-sized or larger public libraries, such as Oak Park and Orland Park. I will be reviewing their proposals for daily cleaning and calling references and will make a recommendation for the August meeting.

We are getting rid of the original wooden podium from the meeting room. This podium was very cumbersome and difficult to move, as well as did not work well with technology. The library has a new podium in place which is easy to move, is power-equipped for technology devices, has a locking cabinet, and is at the right height for a speaker to comfortably use a laptop.

### **Marketing Report:**

Indian Prairie hosted a marketing lunch so that Marianne could meet and greet the other marketing staff at our neighboring libraries. The group also discussed pertinent topics such as social media, newsletter printing, e-newsletters, and website usability. Staff from Orland Park, Woodridge, Lisle, Hinsdale, Clarendon Hills, and Thomas Ford attended.

Marianne Ryan's monthly report is attached.

### **2014 Recycling Extravaganza:**

Planning for our 2<sup>nd</sup> Annual Recycling Extravaganza is underway. The event will run from 9am to 12pm. Joe Popowitch is communicating with the vendors and organizations we worked with last year. So far, Goodwill, Working Bikes, the Lyons Club, and S.C.A.R.C.E. are all set to join us again. (He is still waiting for a commitment from the electronic recycling company.) I am

getting quotes from shredding companies for the event and then I will be working with the City of Darien and the Darien Chamber to secure sponsorship for shredding costs.

The event will be held on Saturday, October 25<sup>th</sup> which is "Make a Difference Day". For more than 20 years, USA WEEKEND Magazine, in collaboration with Points of Light Foundation, has coordinated a "Make a Difference Day", the largest national day of community service. Since our event is on this date, we will register our event on their website ([makeadifferenceday.com](http://makeadifferenceday.com)) to further publicize our event. I will also recruit community volunteers to work our recycling event. More plans to follow!

Submitted by:  
Laura Birmingham

## **Marketing Department Report – June 2014**

### **Promotional Support**

The Marketing Department supported and promoted several library events and programs, including Memory Drive, Fishing for Fun and Rec I & II, Great Grilled Cheese Battle, Gen Lit Book Club, and Ravinia pass giveaway, as well as continued promotional support of the popular the 3D printer and artist Jenn Weinschenker's work.

### **E-news**

In addition to the library's weekly e-news, the Marketing Department created two special Make Some Noise e-news editions that were sent June 6 and June 27. There are currently 13,852 contacts on our e-news mailing list. Our open rate continues to hover around the industry average of 20%, and our click-through rate continues to vary, with the "programs" e-news generating above and the "articles" e-news generating below the industry click-rate average of 11%. The programs generating the most clicks in June were the Make Some Noise Blast Off Event (51) in the June 3 programs e-news, the Make Some Noise registration link (57) in the June 10 articles e-news, and Fishing for Fun & Rec I (52) in the June 24 articles e-news.

### **Newsletter**

Production of the fall newsletter will begin in late July, and will be delivered to resident mailboxes by Saturday, Aug. 30.

### **Graphics/Website**

In addition to day-to-day publications and website updates, Theresa has been updating many of our brochures.

Marianne Ryan, Marketing Coordinator  
July 9, 2014



Adult Services Monthly Report  
June 2014

We had more adult programs in June than we often do. Annually we do a program jointly with the Darien Park District Garden Club. This year we did a program on attracting hummingbirds with 82 in attendance. In honor of the seventieth anniversary of D-Day we had a program "The Men of Omaha Beach" with 44 in attendance. In the spirit of The Junction: Learn, Create, Share, Cindy had a two part program on beer. The first was a program on learning to make your own beer with 14 in attendance. The second was an artisan beer tasting with 35. The 4<sup>th</sup> Wednesday program was for seniors to learn about senior benefits on the RTA. There were 21 in attendance. AT our third and last lecture on The Beatles, in honor of the fiftieth anniversary of their first tour of the United States we had 27.

At PLA Suzy went to a program on audio books. She spoke to the presenters and arranged for us to have a program about audio books for our patrons. We had an audio book narrator, an editor from *Audiofile* magazine, and Joyce Sarricks, the editor of *Booklist's* audio book review section. We had 21 patrons in attendance and I heard very good things about it.

Due to his grant for Citizenship materials, Joe arranged for someone from the United States Citizenship and Immigration Service to review the citizenship process and conduct model one-on-one interviews. We had 13 people come for the program with no more than two people from any one country.

As a trial program, the three of us who lead book discussions held a year end party for our participants. We also invited any of our community book discussion groups to come. We had people from each of our groups plus two outside groups. After 45 minutes of snacks and socializing I led a discussion about each group's favorite and least favorite books. People at every table were jotting down titles. We then talked about why people come to book discussions, what they get out of it, and if they read differently because of it. We ended with Jennifer giving a brief overview of some of our online Readers Advisory sources. We had twenty people come, many of whom were saying how much they loved it and would like us to do it next year. The next day I had someone come in asking for one of the books that was mentioned. The day after that someone came in to request copies of one of the books that Crime Readers had discussed this past year for their neighborhood group to discuss.

We continued with the Thursday afternoon movies. We had 65 people for *Monuments Men* and 39 for *Saving Mr. Banks*. These have proven so popular we are scheduling them again for the fall.

We continue with occasional e-media drop ins in the lobby. We had one On June 26<sup>th</sup> in the afternoon. We helped five people in depth and two who just stopped by for information. Once again we were given a number of free Ravinia lawn passes. We gave our Indian Prairie card holders about ten days to come in and put their name in a drawing for tickets. We had twenty pairs of tickets and 32 people enter the drawing. Since many of these 32 were multiple card holders from individual families, a pretty high percentage of those entering got tickets for a performance.

The Big Read program for 2015 has been changed. It will no longer be based on a central book, but on a central theme. Each library can then choose books for displays or discussions that best fits the theme for their community. Suzy is on the committee to choose the theme for 2015.

We added *Brainfuse*, a new database for live tutoring, homework help and career assistance. During July we are promoting our databases, *Novelist* and *BookBrowse* that are for readers advisory.

Jennifer and Jez gave the first YOLO class on Readers Advisory on the web with 15 staff attending. Jennifer is presenting a shortened version of class to the board in July.

Shirley, Jennifer, and I were involved in interviewing and subsequently hiring a new person for the Computer Help Desk. Jason started on July 9.

Suzy worked with Patti and Monica to train first teachers and then students at Anne M. Jeans on using the school provided iPads that students received to download library e-books.  
Debbie Wordinger

Circulation Services  
June 2014

In June of 2014, we circulated 74, 986 items as compared to 79,392 in June 2013, a decrease of 5%. Electronic circulation continued its upward trend with a 62% increase over June 2013. Holds placed stayed about even with a decrease of less than 2% from last June. ILLs processed were down 18% as compared to last year. We issued 7 less library cards to residents (243 this year versus 250 last year) for a difference of 3%. Non-Resident cards were down from 1075 issued in 2013 to 941 issued in June 2014 (-12%). People may have been waiting to purchase cards with the lower fee that began July 1.

Our annual circulation is down by 4%. In FY 12/13 we circulated 893,296 items, In FY 13/14 we circulated 856,033 items. Attached is the recap of the past ten years of our circulation statistics.

Our patrons still enjoy having a choice as to the kind of service they want. Over 61% of our checkouts and renewals were done at a self – check station or through the Internet in June. I believe this is an all-time high! It’s interesting to note, that even with the upward trend towards self-service and the downward trend of circulation in general, our front desk is continuously busy! I believe the patrons who come to the desk expect more interaction with staff and take more time than they may have in the past. This is their choice to make and I feel they appreciate the fact that they have a choice.

In June we were busy interviewing to hire 2 pages. We hired Nancy Sesterhenn as our new Circulation Page and Jorie Karum as our new ILL Page. Recently Circulation Page Susan Findling tendered her resignation to take a full time position at the Naperville School District. So, we currently have 3 positions open in the Circulation Department – a Circulation Page, Circulation Associate, and Assistant Circulation Supervisor. July will be a busy interviewing month too! Jamie and I met several times to discuss and rewrite the job description of Assistant Circulation Supervisor as the scope of this position has changed as the Senior Circulation Supervisor position has been more fully developed.

We are trying an experiment by not scheduling a phone receptionist on Tuesday and Friday afternoons. We have changed the message on the phone to make it easier for patrons get to the person or department they wish to speak to. We are keeping track of messages and comments. There have not been many, so it seems that most people are able to get where they need to go. This experiment came out of much discussion between Jamie and me as to how to best manage staff hours. The attached memo explains why we are doing this and was given to the staff.

The 3D printer made its entrance into the lobby in June. Since it is right across from the Check-Out Desk, my staff had to quickly become adept at answering patron questions. We put a direct link to the 3D printer webpage on each computer so that staff could easily access information to answer questions.

Debbie Sheehan  
Head of Circulation Services

June 16, 2014

Dear Circ. Staff,

On Staff Institute Day, I shared my vision with all of you. Part of that vision is for me to motivate, inspire and encourage all of you. I think that in order to do that I need to keep you up to date with what is happening in our department.

If you have read the blog, you already know the plans for our new supervisor. We will be hiring someone to fill Kim E's hours (although not necessarily the same schedule). Changing the supervisor hours leaves us with 2 shifts that we will not be filling at this time. In order to accommodate this, we will not be scheduling anyone on the phones during these shifts. I would like to explain to you all the reasons behind this decision.

- Budget considerations (you will all see this when you attend Jamie's YOLO class)
- Circulation is going down.
- Our patrons use self- service 58% of the time.
- Electronic circulation is up 80% from last year. (Books, Movies, Music & Magazines)
- We have a new ILS (system) coming in April. There is more automation with this system than we have now.
- We don't know how our community will continue to utilize us.
- It is expensive to have Associates and Supervisors answer the phone.

All of these factors create uncertainty of how to staff the department going forward. Both Jamie and I feel strongly that we want to protect current employees and make sure that everyone keeps their jobs. We also don't want to hire someone only to let them go in a year or so.

Now—nothing is cast in stone. If we find that we need to fill these three shifts we will. In the meantime, once I figure out which times we will not be answering the phones, I will look at who that affects and what their extra jobs are. We need to make sure that certain jobs (snags, new books, to name two) still get done.

If anyone thinks of another way to handle this, I would be happy to listen! Please come talk to me if you have any questions or concerns.

Debbie

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**Youth Services  
Monthly Report to the Board  
June 2014**

**Overview**

Our 2014 Summer Reading Challenge, *Make Some Noise* began in June, which means that we have started a whole new series of programming and events in the Youth Service Department. This month we presented 66 original programs including storytimes, gaming tournaments, technology explorations, art, and family activity events, with 2,315 people in attendance. We've had 1,163 participants sign up for *Make Some Noise*, 987 kids and 176 teens. (*Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.*)

**Programs**

**Bouncing Babies**

On Tuesday and Thursday mornings we have a full crowd for our Bouncing Babies storytimes. We average about 30 participants each week.

**Shake, Shimmy, & Dance!**

We also offer an all ages, interactive, musical storytime every Tuesday and Thursday morning which draws in 70-114 participants. This is a very rowdy, very fun program for families.

**MineCraft**

MineCraft is one of the weekly programs that continues to have a waiting list of children hoping to get a spot at one of the computers on our server so they can play. Our staff, Tyler and Monica, do a great job providing MineCraft-themed Cubee crafts and iPad apps to occupy the kids so that we can allow for as many participants as possible. We generally have 25-33 kids talking and playing together excitedly each Monday afternoon.

**Hacker Coalition**

Our Teen Librarian, Tyler Works has been presenting a weekly technology and computer programming event for teens. He is building new relationships and offering special opportunities that we've never had before at IPPL. Each week we have about 10 boys show up to play and learn with Tyler.

**Doodle Club**

Every Wednesday afternoon we have 36-42 young artists show up to create with watercolors, chalk, and more. This program is more than maxed out in terms of how many kids we can accommodate and we have been turning kids away. We have also had requests for art programs for kids and toddlers who are too young for this particular program. We will definitely be looking at offering more art programs in the future.

**Sunset Stories**

Each week we read stories and sing songs with families on lawn (unless it rains and we have to move indoors). We get 30-42 participants for storytime. Our themes and presenters change weekly. It is wonderful to see the families show up in pjs to lay out blankets and snuggle up for stories on Tuesday evenings.

**Chess**

Another weekly program that continues to be a big success is Chess. On Tuesdays we get 63-73 participants ready to play and learn chess. Mid-Kid Librarian, Monica Dzierzbicki, and Summer Associate, Nicole Pierce manage the crowds and get everyone set up for the friendly competition.

### Gaming Tournaments

So far this summer we have already held two video game tournaments. On June 13, we hosted a FIFA 14 soccer tournament which brought in 16 participants, and on June 27, we hosted League of Legends, which brought in 21 participants.

### Book Buddies

Monday and Wednesday mornings are bustling in large part because of Book Buddies. Monica Dzierzbicki coordinates teen volunteers and readers in grades 1-4 who work together to practice reading. Each week we reach our maximum number of participants with 25-30 people. We've even had to call in additional staff occasionally to act as Book Buddies and read with kids because of the success of this program. We also receive requests for this type of program for younger kids and for future seasons, specifically in the fall when the kids return to school and may need help with reading. We are looking at ways to fulfill these requests.

### Family Nights

On Thursday evening we provide playful family programming. On June 12, 142 people joined us to make Bubbles on the Lawn. On June 19, 43 people brought in sheets and blankets to build forts in the Kids & Teens department. And on June 26, we had about 65 participants for Crazy 8s Math, where families worked together through 8 different math activity stations, like subtraction bowling and the toilet paper Olympics. We have received so many wonderful compliments from families grateful for these fun weekly activities.

### The Sound

Tyler Works, with the assistance of the Teen Advisory Board and Youth Service staff, held the second annual "The Sound" teen music competition. Fifteen different musical acts applied and TAB chose ten of these to perform on Saturday, June 21. The competition was planned to be held inside, but due to the weather it was held in the meeting room. Overall, the event went very smoothly and was a success with about 150 people in attendance. The Gift of Carl again provided the prize money this year.

### The Makerspace

On June 7 we opened our Makerspace - a place for kids and families to create using various craft supplies, building blocks, materials, and tools. The Makerspace has been a huge hit! We see it in use all day every day and we see countless inventions and creations emerge from the space. We have been trying to run stats on the space usage, but we rarely have staff dedicated or available to keep count and there are so many patrons moving in and out of the space that it is difficult to accurately document activity. Even with our limited ability to tally users, we have documented 1,163 users in the first 23 days, which averages just over 50 users a day. We have had our share of challenges keeping the space clean and stocked, but we've had even more compliments from kids and parents who are truly delighted to have a space to create. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### The Digital Media Lab

The digital Media Lab is open! We are providing patrons of all ages an opportunity to create and edit video and sound projects. Reservations can be made at the Kids & Teens Ask Us desk. Additional promotional materials and a new webpage have been created to promote the space.

### Memory Drive

This month Natalie Williams and Tyler Works, along with 8 VolunTEENS, began work on the Memory Drive project. The teens have received interview skills training from local historian, Beth LaMie as well as equipment training from staff. They are now making contact with senior citizens to document their memories on a digital storyboard.

## Partnerships

### Book Buzz-ar

Tyler Works attended the first ever Book Buzz-ar at Hinsdale South High School. The HSHS librarians created different stations in the library to promote reading over the summer. Classes visited the library during the school day and rotated among the different stations. Tyler Works created his own station to promote the *Make Some Noise* summer reading program. He spoke to approximately 250 students throughout the day. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### WBC

On Wednesday afternoons, Krista Kountz and Caitlin Myers go and visit two groups of about 25 children through the Willowbrook Corners. The first group is for K-1<sup>st</sup> grade, the second is for 2<sup>nd</sup>-3<sup>rd</sup> graders. Krista and Caitlin share stories and activities. Crafts and activities are inspired by the library Makerspace and provide a tactile experience for the children to connect to the themes. For the "Art" theme, both groups decorated personal chalkboards with foam letters, shapes and markers. For the "Architecture" theme, both groups created blueprints using tissue paper, glue, and an image of a house. They then created a 3-D model of their houses' using Lego. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### KinderCare Tour

On June 16, Early Literacy Librarian Katie Salo visited KinderCare in Darien and presented storytimes to 43 children in two different presentations. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

### Goddard School

On June 23, Katie Salo presented storytimes to 83 kids in four different groups at Goddard School. She also pulled 50+ books for Goddard School's curriculum: Eric Carle, Kevin Henkes, classic children's books, cooking, and art. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

*Submitted by Natalie Williams 7/9/2014*

## TECHNOLOGY & TECHNICAL SERVICES REPORT Board Report June 2014

### Completed Projects/Improvements for Public Service

- **Public Computers-** To improve browser speed and web experience all public Internet computers Internet Explorer software was upgraded from IE 9 to IE 11.
- **Mid-Kid Nooks-** Two Nook Colors are now available for Mid Kids to check out. The Nooks are preloaded with learning and gaming apps and current bluestem award ebooks
- **Jenn Weinshenker Webpage** – A new webpage was created to highlight the artist Weinshenker and to update patrons on the progress of the painting she is creating for the library. Once completed a time lapse video will be created to show the progression. Patrons can easily follow the progress of the painting at artist.ippl.info.
- **Digital Media Lab Webpage-** A new webpage and web address (digmedlab.ippl.info) was created for the digital meeting lab highlighting the available equipment and software.
- **3D Printing-** 62 print requests were processed in June.

### Sharing/Training

- **YOLO (Year of Learning Opportunities:** Patti developed and presented two YOLO sessions on 3D printing on June 23, which 20 staff attended.
- **Roku Article in American Libraries-** I have received several inquiries from other libraries regarding our Roku service since the article was published in June. I created a web page to assist other libraries and share the details of our Roku service. The webpage was published in the June 25 edition of ALA Connect in the tech talk section (image below). The new webpage has received over 900 hits so far. The link to the webpage and the Library Journal article can be found on the bottom of the library's eMovies and eMusic page.

## Tech Talk

### How to circulate Roku streaming devices

The Indian Prairie Public Library in Darien, Illinois, began offering Roku checkouts to its patrons on January 2. As of June, it is circulating six devices with approximately 82 titles. Head of Technical Services Ann M. Stovall has shared data on the costs and details of the procedure on the library's website, in case other libraries wish to explore this service....

Indian Prairie Public Library



Ann M. Stovall, Head of Technical & Computer Services, July 9, 2014

STATISTICS FOR	Jun-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	41,431	46,974	512,407	564,166	-9.17%
Teen	4,889	5,043	41,174	44,315	-7.09%
Kids	25,226	25,255	258,694	262,321	-1.38%
TOTAL	71,546	77,272	812,275	870,802	-6.72%
Electronic Circulation	3,440	2,120	37,912	25,995	45.84%
GRAND TOTAL CIRC.	74,986	79,392	850,187	896,797	-5.20%
% Reciprocal Borrowing	13%	15%	15%	16%	
Patron Visits	45,179	38,099	466,022	474,417	-1.77%
<b>Current Cards</b>					
Resident	243	250	22,713	23,156	-1.91%
Non-Resident	57	106	941	1,075	-12.47%
TOTAL	300	356	23,654	24,231	-2.38%
<b>Patron Assistance</b>					
Adult - Reference	3,200	3,517	37,714	44,155	-14.59%
Kids - Reference	1,485	1,956	19,023	22,433	-15.20%
TOTAL REFERENCE	4,685	5,473	56,737	66,588	-14.79%
Adult - Other	1,853	1,953	22,701	18,123	25.26%
Kids - Other	2,457	2,200	18,814	21,910	-14.13%
TOTAL OTHER	4,310	4,153	41,515	40,033	3.70%
GRAND TOTAL ASST.	8,995	9,626	98,252	106,621	-7.85%
<b>ILL/Reserves</b>					
Holds	9,381	9,556	100,561	94,918	5.95%
ILLs Sent	4,391	4,897	57,121	63,018	-9.36%
ILLs Checked Out	4,618	5,752	62,146	73,154	-15.05%
ILLs Received	5,079	6,293	67,669	78,968	-14.31%
Copy/Fax Sent	0	0	2	5	-60.00%
Copy/Fax Received	7	22	214	88	143.18%
<b>Programs - Adult</b>					
# Programs	12	6	93	81	14.81%
Attendance	389	116	2,641	2,873	-8.08%
<b>Computer Classes</b>					
# Programs	5	7	80	78	2.56%
Attendance	32	70	730	836	-12.68%
<b>Individual Technology Training</b>					
# of Patrons	77	119	1,250	852	46.71%
<b>Groups</b>					
# Programs	10	10	144	158	-8.86%
Attendance	126	136	1,958	2,204	-11.16%
<b>Others</b>					
#Programs	0	0	26	22	18.18%
Attendance	0	0	466	468	-0.43%
<b>Programs - Teen</b>					
# Programs	21	20	62	129	-51.94%
Attendance	397	503	1,187	2,866	-58.58%
<b>Programs - Kids</b>					
# Programs	40	31	325	381	-14.70%
Attendance	1,816	2,526	10,436	22,561	-53.74%
GRAND TOTAL ATT.	2,837	3,470	18,668	32,660	-42.84%



STATISTICS FOR	Jun-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,248	4,317	50,487	51,490	-1.95%
Kids Computers	2,220	1,664	18,858	17,881	5.46%
Teen Laptop	433	176	2,447	2,332	4.93%
Adult Laptop	305	189	2,653	2,236	18.65%
<b>TOTAL PATRON USE</b>	<b>7,206</b>	<b>6,346</b>	<b>74,445</b>	<b>73,939</b>	<b>0.68%</b>
<b>Hours Used</b>					
Adult Computers	2,753	2,879	33,422	35,668	-6.30%
Kids Computers	1,226	852	10,264	10,855	-5.44%
Teen Laptop	651	352	3,210	2,942.50	9.09%
Adult Laptop	574	352	4,726.50	4,141	14.14%
<b>TOTAL HOURS USED</b>	<b>5,204</b>	<b>4,435</b>	<b>51,622.50</b>	<b>53,606.50</b>	<b>-3.70%</b>
<b>IPPL Web Site Visitors</b>	<b>15,235</b>	<b>1,788</b>	<b>103,511</b>	<b>216,306</b>	<b>-52.15%</b>
<b>IPPL Total Page Views</b>	<b>38,648</b>	<b>2,393</b>	<b>242,047</b>	<b>228,498</b>	<b>5.93%</b>
<b>Subscription Database</b>					
<b>Logins</b>	<b>2,631</b>	<b>2,421</b>	<b>34,764</b>	<b>31,323</b>	<b>10.99%</b>
<b>Outreach-Homebound</b>					
Items Delivered	106	146	1,734	1,867	-7.12%
<b>Volunteers</b>					
Number Active	143	154	221	258	-14.34%
Hours Worked	958.50	1,044.50	5,343.75	6,283.25	-14.95%
<b>Staff Training Hours</b>	<b>60.75</b>	<b>133</b>	<b>1,198</b>	<b>1,525</b>	<b>-21.44%</b>
<b>Room Use</b>					
Multi-Purpose Room	33	22	246	214	14.95%
Meeting Room					
Library	47	31	429	396	8.33%
Non-Library	27	27	408	342	19.30%
Group Study Room	195	269	2,898	3,020	-4.04%
Lobby Programs	3	2	33	23	43.48%
Conference Room	12	16	187	182	2.75%
<b>Clavinova</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>-100.00%</b>

## MATERIALS COLLECTION STATISTICS- JUNE 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1702	4	0	1706	365	128	369	128
Non-Fiction	51534	538	874	51198	3933	6144	4471	7018
Fiction	38498	568	156	38910	4804	4799	5372	4955
<b>TOTAL</b>	<b>91734</b>	<b>1110</b>	<b>1030</b>	<b>91814</b>	<b>9102</b>	<b>11071</b>	<b>10212</b>	<b>12101</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	425	0	150	275	1	466	1	616
Non-Fiction	19442	379	5	19816	701	1293	1080	1298
Fiction	27551	396	39	27908	2498	2983	2894	3022
<b>TOTAL</b>	<b>47418</b>	<b>775</b>	<b>194</b>	<b>47999</b>	<b>3200</b>	<b>4742</b>	<b>3975</b>	<b>4936</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	886	14	0	900	107	169	121	169
Fiction	3927	53	1	3979	759	326	812	327
<b>TOTAL</b>	<b>4813</b>	<b>67</b>	<b>1</b>	<b>4879</b>	<b>866</b>	<b>495</b>	<b>933</b>	<b>496</b>
<b>GRAND TOTAL</b>	<b>143965</b>	<b>1952</b>	<b>1225</b>	<b>144692</b>	<b>13168</b>	<b>16308</b>	<b>15120</b>	<b>17533</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	4967	127	5	5089	646	304	773	309
Music CD	10218	65	68	10215	675	521	740	589
Playaway	416	13	0	429	40	21	53	21
Video (VHS & DVD)	16631	191	98	16724	1728	347	1919	445
CD-ROMs	157	0	0	157	0	6	0	6
<b>TOTAL</b>	<b>32389</b>	<b>396</b>	<b>171</b>	<b>32614</b>	<b>3089</b>	<b>1199</b>	<b>3485</b>	<b>1370</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	760	7	0	767	92	18	99	18
Childrens Music CD	874	19	2	891	25	11	44	13
Junior Music CD	211	0	0	211	67	11	67	11
Playaway	65	0	0	65	3	0	3	0
Video	4469	37	37	4469	618	247	655	284
<b>TOTAL</b>	<b>6379</b>	<b>63</b>	<b>39</b>	<b>6403</b>	<b>805</b>	<b>287</b>	<b>868</b>	<b>326</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	262	12	0	274	38	11	50	11
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	0	67	2	2	2	2
Video	555	21	0	576	97	13	118	13
Console Games	446	17	0	463	21	28	38	28
PC-GAMES (formally CD-ROMS)	-25	0	2	-27	0	13	0	15
<b>TOTAL</b>	<b>1333</b>	<b>50</b>	<b>2</b>	<b>1381</b>	<b>158</b>	<b>358</b>	<b>208</b>	<b>360</b>
<b>GRAND TOTAL</b>	<b>40101</b>	<b>509</b>	<b>212</b>	<b>40398</b>	<b>4052</b>	<b>1844</b>	<b>4561</b>	<b>2056</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	375	10	385	17		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13902	48	13950	945		993	
eRead Illinois	8334	972	9306	4757		5729	

**Willowbrook/Burr Ridge Chamber of Commerce Report****July 9, 2014**

I attended the Willowbrook/Burr Ridge Chamber of Commerce general meeting at the Willowbrook Inn. The presentation portion of the meeting included the awarding of two college scholarships and a sponsorship/participation sales pitch from the chairs of the Cruisin' 66 event on Aug. 9. I had a lengthy discussion with Lavonne Campbell, the Superintendent of Recreation at the Burr Ridge Park District, and met Allison Cychosz, the attorney of AMC Legal in Burr Ridge (she handles business/corporate issues, trademark and copyright, as well as estate planning).

**Marianne Ryan, Marketing Coordinator****July 9, 2014**

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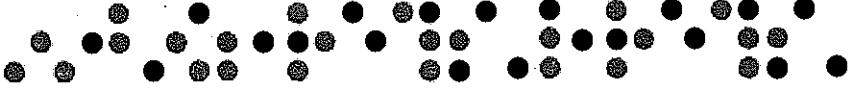
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News from the Reaching Across Illinois Library System.

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## e-news

### RAILS to Provide Selected Innovation Experts Services Beginning July 1

Beginning Tuesday, July 1, RAILS will assume some of the contracts for services currently provided by [Innovation Experts](#). RAILS plans on taking over the administration of the LACONI Salary Survey and Museum Adventure Pass Program, as well as the following electronic resources discounts: Boopsie (Library Mobile App), Credo Online Reference Service, Gale Virtual Reference Library for high schools, Gale Virtual Reference Library for public libraries, LexisNexis Library Express, Q4 Mobile, and Tutor.com. Taking on these contracts will help RAILS fulfill our strategic plan goals to build cooperative relationships for the benefit of members, to expand sharing of all types of resources, and to build up our cooperative purchasing program to provide greater economies of scale for our member libraries.

Innovation Experts will continue to administer the contracts for Brainfuse Learning System and MyMediaMall, as well as other products not listed above. If you have any specific questions about contracts Innovation Experts will continue to administer, please contact [info@innovationexperts.com](mailto:info@innovationexperts.com).

Innovation Experts has been handling all communications about these changes with vendors and current customers. As RAILS takes over the selected contracts beginning July 1, we will provide additional details to our members via this e-newsletter and other means. Our number one goal is to ensure a smooth transition for all members currently participating in these products/services. We would also like to make these products/services available to additional RAILS members and potentially IHLS members as well within the next few months. Stay tuned for further details.

### RAILS Closed July 4 and July 31

RAILS will be closed for the holiday on **Friday, July 4**. Delivery and Talking Book Services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

All RAILS offices will be closed on **Thursday, July 31**, due to a RAILS staff in-service meeting. RAILS delivery service will not operate. CTS delivery service to Burr Ridge area libraries will operate under its normal schedule. Talking Book Services will not be provided. LLSAP (MAGIC, PrairieCat, RSA, and SWAN) systems will be available for use, but support will be limited. LLSAP members will receive details through their LLSAP email list prior to July 31.

### Public Library Per Capita Grant and Edge Assessment Training July 24

June 25, 2014

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[July 25 RAILS Board Meeting](#)

[September 11 RAILS Member Update](#)

[September 17 RAILS Networking Group Meeting with Dee Brennan](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[July 8 FOIA: An Overview for Libraries](#)

[July 24 Per Capita Grant and Edge Assessment Workshop](#)

[July 30 User-Friendly Website](#)

[August 6 User-Friendly Website](#)

[August 13 User-Friendly](#)

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application and the [Edge assessment](#) on Thursday, July 24, at 1 p.m. The workshop will be held in person at the RAILS Burr Ridge service center, via videoconference at several other locations, and via video streaming. The Illinois State Library will provide instructions on the Edge assessment and on setting goals and developing an action plan.

The FY2015 Public Library Per Capita and Equalization Aid Grant Requirements state that Illinois public libraries must have at least one staff member attend an instructional course. The Technology component requires that at least one member of the library staff and at least one board member must attend an informational webinar or in-person session about the Edge Initiative. Public libraries applying for the FY2015 Per Capita grant have the opportunity to satisfy both of these requirements by participating in this training session. For more information and registration, see: [www.librarylearning.info/events/?eventID=17896](http://www.librarylearning.info/events/?eventID=17896). For more information on the Edge Initiative see: <http://www.finditillinois.org/edge/Resource-Page.html>.

#### Monday Deadline for RAILS Public Libraries to Complete Nonresident Fee Program Form

All RAILS public libraries must complete the nonresident fee program form by Monday, June 30. RAILS is required to maintain a list of public library nonresident program information on the RAILS website and to indicate whether or not a library participates in the nonresident fee program. Each public library board must take action annually on whether to offer nonresident cards and to determine the fee (if participating). There are [three options](#) for the calculation of nonresident card fees in the Illinois Library Laws and Rules (23 Ill. Admin. Code 3050.60). For more information and to complete the form, see: [www.railslibraries.info/resource-sharing/nonresident-cards](http://www.railslibraries.info/resource-sharing/nonresident-cards). **If you haven't already completed this form, please do so by Monday, June 30.** If you have any questions, please contact Veronda Pitchford at [veronda.pitchford@railslibraries.info](mailto:veronda.pitchford@railslibraries.info).

#### Thinking About Joining eRead Illinois?

The eRead Illinois Axis 360 collection offers more than 9,000 unique titles and more are being added each month. Illinois libraries are welcome to join eRead Illinois at any time. You may be surprised to learn how affordable eRead membership can be for your library! Visit the eRead Illinois website at [www.ereadillinois.com](http://www.ereadillinois.com) to learn more about eRead Illinois and how your library can become a member.

To receive a quick estimate of the membership fee for your library, visit [www.ereadillinois.com/join-eread-illinois/fees](http://www.ereadillinois.com/join-eread-illinois/fees). For an official membership quote, complete the [Fee Request Form](#) in the same section. Note that you will need to log into this section using the email address and password you use for L2 ([www.librarylearning.info](http://www.librarylearning.info)).

Exciting news about a new scoping feature for Axis 360 will be available in July. Scoping will allow libraries to tailor the shared collection to their specific patrons. Stay tuned to *RAILS E-News* for more information.

#### Overview of FOIA on July 8

Have questions about the Freedom of Information Act? Julie Tappendorf, an attorney with [AnceL Glink](#), will present "FOIA: An Overview for Libraries" on Tuesday, July 8, at 1 p.m. This overview of the law will help you better understand the process for receiving and responding to FOIA requests. The program will be held in person at the RAILS Burr Ridge service center and by videoconference at RAILS service centers in Coal Valley, East Peoria, Rockford, and

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Branch), Kankakee Public Library, New Lenox Public Library District, Quincy Public Library, Sterling Public Library, and Sycamore Public Library, and via one-way video streaming. You must be logged into L2 to view program information and to register. Register at: [www.librarylearning.info/events/?eventID=17939](http://www.librarylearning.info/events/?eventID=17939).

### Build a User-Friendly Library Website

A well-designed website can mean the difference between an informed library user and a confused one. In this three-part Fuze webinar series, [Aaron Schmidt](#) will help you develop the skills to make your website more inviting and user-friendly. Content for the second and third webinars will build upon content from the previous sessions. Webinars will be held on the following dates/times:

- Wednesday, July 30, 2014, 11 a.m. - noon - Usability and web conventions
- Wednesday, August 6, 2014, 11 a.m. - noon - Content strategy and writing for the web
- Wednesday, August 13, 2014, 11 a.m. - noon - User research methods

You only need to register once for access to all webinars. You must be logged into L2 to view the information and to register. For more information and to register, visit: [www.librarylearning.info/events/?eventID=17851](http://www.librarylearning.info/events/?eventID=17851).

### Direct from Dee: E-books and the Soon To Be Famous Author Project

Executive Director Dee Brennan talks about the Soon To Be Famous Author (STBF) project and shares a link to *Forbes* columnist David Vinjamuri's [recent article](#) in her latest [blog post](#). She encourages library staff to visit the [STBF website](#) to learn more about how your library can help promote winning author Joanne Zienty, and more! You can find Dee's blog in the center of the [RAILS website](#). An archive of all Dee's blog posts can be found at: [www.railslibraries.info/director-blog](http://www.railslibraries.info/director-blog).

### Talking Book and Braille Service Advertising Campaign Kicks Off

The Illinois Talking Book Outreach Center (ITBOC) is airing radio advertisements to promote the many valuable services it provides to patrons with visual or physical disabilities who cannot read standard print. The campaign will generate 2,200 ads. If you hear these ads and would like to make a gift to the program, please contact Rose Chenoweth at 630.734.5210 or [rose.chenoweth@railslibraries.info](mailto:rose.chenoweth@railslibraries.info). For information on the talking book program, email [info@illinoistalkingbooks.org](mailto:info@illinoistalkingbooks.org) or call 800.426.0709.

### Next RAILS Member Networking Meeting

During the RAILS [strategic planning process](#), members throughout the RAILS service area expressed interest in attending networking meetings. The next RAILS networking meeting will be held at the Fox Lake Public Library District on Wednesday, September 17, at 11 a.m. Executive Director Dee Brennan will share the latest RAILS news and answer your questions. You will also have time to share your latest library news and network with colleagues from other RAILS libraries. All library staff - working in all types of libraries - are welcome to attend.

Some of the topics Dee will be talking about include the implementation of the RAILS strategic plan, upcoming opportunities for member engagement, strengthening the system membership requirements, digitization, the expansion of the RAILS cooperative purchasing program, the issue of unserved Illinois residents, and more.

Please register on L2 at: [www.librarylearning.info/events/?eventID=17944](http://www.librarylearning.info/events/?eventID=17944). Stay tuned to

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### Discounted Rates for Management Association Membership

Last week RAILS announced discounted rates for membership in the Management Association. Discounts are available to public libraries with an operating budget under \$250,000. The Management Association offers human resources expertise on a variety of HR issues and membership includes unlimited access to their popular HR Hotline. Visit [www.railslibraries.info/consulting/mai](http://www.railslibraries.info/consulting/mai) for more information and to apply for membership.

### Energy Efficiency Grants Available

The Metropolitan Mayors Caucus Public Sector Energy Efficiency Program (PSEE), in partnership with 360 Energy Group, provides funding and technical assistance to help public facilities (including libraries) update and retrofit facilities to improve energy efficiency. Grant reimbursements can be up to \$300,000 per facility. The deadline for applications for lighting projects is Wednesday, July 30, and September 1 for energy efficiency projects. Libraries located in the Com Ed, People's Gas, North Shore Gas, and Nicor service areas may apply for grants. For more information, see: [www.railslibraries.info/members/announce/20140623/71173](http://www.railslibraries.info/members/announce/20140623/71173).

### Latest on Trends and Emerging Technologies Available in 2014 K-12 NMC Horizon Report

The New Media Consortium (NMC) and the Consortium for School Networking (CoSN) released the 2014 edition of the K-12 NMC Horizon Report. The report is part of an ongoing research project designed to identify key trends, significant challenges, and emerging technologies that will have an impact on teaching, learning, and creative inquiry. The report and more information can be found at: [www.nmc.org/publications/2014-horizon-report-k12](http://www.nmc.org/publications/2014-horizon-report-k12).

### Outside the Lines Celebration to Demonstrate Importance of Libraries

Outside the Lines is a national initiative designed to reintroduce libraries to their local communities. From September 14 - 20, 2014, organizations from across the U.S. and Canada will host either an event or create a campaign designed to get people thinking and talking about libraries in a new way. For more information see: [getoutsidethelines.org](http://getoutsidethelines.org).

### RAILS Library Director News

Effective August 1, 2014, Ashtin Trimble will be the Director at the Moline/Quad Cities Campus of Black Hawk College.

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

### Member News

(The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media.)

[Barking Ballroom Draws Crowd at Peoria Public Library](#)

[Kick-starting Community Relationships](#)


[Schaumburg Township District Library Librarian and Retiree Interviewed for "Great Kiss Off" Article](#)

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News from the Reaching Across Illinois Library System.

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## e-news

### RAILS Closed July 4 and July 31

RAILS will be closed for the holiday on **Friday, July 4**. Delivery and Talking Book Services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

All RAILS offices will be closed on **Thursday, July 31**, due to a RAILS staff in-service meeting. RAILS delivery service will not operate. CTS delivery service to Burr Ridge area libraries will operate under its normal schedule. Talking Book Services will not be provided. LLSAP (MAGIC, PrairieCat, RSA, and SWAN) systems will be available for use, but support will be limited. LLSAP members will receive details through their LLSAP email list prior to July 31.

### RAILS Funding Update

RAILS recently received the balance of its FY2014 (July 2013 – June 2014) Area and Per Capita Grant funding. This represents two Live and Learn payments of \$1,072,500 each. RAILS thanks Secretary of State and State Librarian Jesse White, Illinois State Library Director Anne Craig, and colleagues at the Illinois State Library for their continued support.

### RAILS Celebrates Third Anniversary

This week, RAILS celebrates its third anniversary. As we embark on the new fiscal year and the continued implementation of our [Strategic Plan](#), we will be introducing additional services our members requested during the strategic planning process. Stay tuned to *RAILS E-News* for further details. We look forward to working with you in FY2015!

### Overview of FOIA on July 8

Have questions about the Freedom of Information Act? Julie Tappendorf, an attorney with [Ancestral Glink](#), will present "FOIA: An Overview for Libraries" on Tuesday, July 8, at 1 p.m. This overview of the law will help you better understand the process for receiving and responding to FOIA requests. The program will be held in person at the RAILS Burr Ridge service center and by videoconference at RAILS other locations, and via one-way video streaming. You must be logged into L2 to view program information and to register. Register at: [www.librarylearning.info/events/?eventID=17939](http://www.librarylearning.info/events/?eventID=17939).

### Public Library Per Capita Grant and Edge Assessment Training July 24

The Illinois State Library will present a workshop on the Public Library Per Capita Grant application and the [Edge assessment](#) on Thursday, July 24, at 1 p.m. The workshop will be held in person at the RAILS Burr Ridge service center, via videoconference at several other locations, and via video streaming. The Illinois State Library will provide instructions on the Edge assessment and on setting goals and developing an action plan.

FY2015 Public Library Per Capita and Equalization Aid Grant requirements state that Illinois

July 2, 2014

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#### Member Resources

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

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[July 25 RAILS Board Meeting](#)

[September 11 RAILS Member Update](#)

[September 17 RAILS Networking Group Meeting with Dee Brennan](#)

[October 23 RAILS Networking Group Meeting with Dee Brennan](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[July 8 FOIA: An Overview for Libraries](#)

[July 24 Per Capita Grant and Edge Assessment Workshop](#)

[July 30 User-Friendly Website](#)



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technology component requires at least one library staff member and one board member to attend an informational webinar or in-person session about the Edge Initiative. Public libraries applying for the FY2015 Per Capita Grant can satisfy both requirements by participating in this training session. For more information and registration, see: [www.librarylearning.info/events/?eventID=17896](http://www.librarylearning.info/events/?eventID=17896). For more information on the Edge Initiative see: [www.finditillinois.org/edge/Resource-Page.html](http://www.finditillinois.org/edge/Resource-Page.html).

[August 13 User-Friendly Website](#)

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**Build a User-Friendly Library Website**

A well-designed website can mean the difference between an informed library user and a confused one. In this three-part Fuze webinar series, [Aaron Schmidt](#) will help you develop the skills to make your website more inviting and user-friendly. Content for the second and third webinars will build upon content from the previous sessions. Webinars will be held on the following dates/times:

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**Viewing RAILS Meeting Recordings**

RAILS Board meetings and other meeting recordings can be viewed at [stream.railslibraries.info](http://stream.railslibraries.info). This is also the place to view live streaming of our meetings (no password necessary). In addition, recordings of RAILS Board meetings may also be viewed from the [Board section](#) of the RAILS website. Simply click the meeting on the calendar to view more information, including the meeting documents and recording. If you need help with live streaming or viewing recordings of RAILS meetings, see: [www.railslibraries.info/help/streaming](http://www.railslibraries.info/help/streaming).

**Delivery News**

Effective July 1, 2014, East-West University (Chicago), Prairie State College (Chicago Heights), and St. Augustine College (Chicago), are now being served by ILDS delivery and are no longer receiving delivery from RAILS. Please ensure that your staff is aware of this change. More information on delivery can be found at: [www.railslibraries.info/delivery](http://www.railslibraries.info/delivery). If you have any questions, please contact your service center's delivery manager listed on the left side of this page.

**Next RAILS Member Networking Meeting**

During the RAILS [strategic planning process](#), members throughout the RAILS service area expressed interest in attending networking meetings. The next RAILS networking meeting will be held at the Fox Lake Public Library District on Wednesday, September 17, at 11 a.m. Executive Director Dee Brennan will share the latest RAILS news and answer your questions. You will also have time to share your latest library news and network with colleagues from other RAILS libraries. All library staff - working in all types of libraries - are welcome to attend. Please register

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### **William Leonard Public Library in Robbins Looks for Emergency Funding**

The William Leonard Public Library in Robbins is facing closing temporarily for the months of July and August due to a lack of funds. The library director is currently seeking donations from the community and other possible solutions. RAILS will provide additional information on this situation and how it might affect our members in neighboring communities as it becomes available. Two articles about the William Leonard Public Library that recently appeared in the press are cited below.

### **Health Care Information for Cook County Library Patrons**

RAILS recently received information about CountyCare, an Illinois Medicaid program for adults who live in Cook County. [This flyer](#) (in English and Spanish) provides more information including a description of the program, eligibility requirements, and contact information. Cook County libraries are welcome to post the flyer or make copies to distribute to their patrons.

### **Energy Efficiency Grants Available**

The Metropolitan Mayors Caucus Public Sector Energy Efficiency Program (PSEE), in partnership with 360 Energy Group, provides funding and technical assistance to help public facilities (including libraries) update and retrofit facilities to improve energy efficiency. Grant reimbursements can be up to \$300,000 per facility. Libraries located in the Com Ed, People's Gas, North Shore Gas, and Nicor service areas may apply for grants. For more information, see: [www.railslibraries.info/members/announce/20140623/71173](http://www.railslibraries.info/members/announce/20140623/71173).

### **RAILS Library Director News**

Jacqueline Spratt is now the Director of the Bellwood Public Library.  
Laura Watson is now the Director of the Clarence Mitchell Library at Highland Community College.

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

### **Member News**

(The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media.)

[Public Libraries Offer Hoopla](#)

[Retirement Reception for Steve Bero](#)

[Robbins Library Out of Money](#)

[Lack of Money at Robbins Library](#)

[Retiring North Riverside Public Library Director Looks Back](#)

[Teen's Suggestion Brings Chess to Lisle Library](#)

[Consultants Offer Space Planning Ideas for Geneva Public Library District](#)

### **Fast Facts Surveys**

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News from the Reaching Across Illinois Library System.

# rails



## e-news

### RAILS Closed July 31

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### HR Assistance Available for RAILS Members

Do you have a problem with a library employee that you aren't sure how to handle? Do you worry about keeping up-to-date on employment laws and regulations? Ever wish you had someone to consult about an HR action you are contemplating just to make sure you are moving in the right direction? RAILS and the Management Association can help! RAILS has arranged for our members to join the Management Association at deeply discounted rates. These discounts are currently available to public libraries with an operating budget under \$250,000 and start as low as \$100 per year.

Membership in the Management Association includes unlimited access to the HR Hotline, which is available daily during business hours and is staffed by certified HR, compensation, and benefits experts, as well as employment law attorneys. Any HR-related question is fair game for hotline staff. In many cases, the issues you call about can be resolved immediately. In addition to answering your questions, hotline experts can provide you with sample documents, commonly used forms (W-4's, OSHA, required posters, etc.) and more. Membership also includes a free HR Checkup for your library to highlight areas that are running smoothly, as well as areas needing improvement.

Visit [www.railslibraries.info/consulting/mai](http://www.railslibraries.info/consulting/mai) for more information and to apply for membership. If you would like to apply for membership but your library is unable to afford the discounted membership fee, please contact Joe Filapek at [joseph.filapek@railslibraries.info](mailto:joseph.filapek@railslibraries.info) or 630.734.5132. Joe can also answer any additional questions you have about applying for Management Association membership through RAILS.

### eRead Illinois Announces New Scoping Feature

The eRead Illinois program has added a scoping feature to the Axis 360 platform. This functionality will allow libraries to have greater control over their digital collections by scoping, or filtering, the material to ensure that it is appropriate for their patrons or students. This feature is particularly important to our school library members. Titles can be excluded by subject, category, or author. RAILS worked with Baker and Taylor to encourage the development of this tool in response to suggestions from RAILS libraries participating in eRead Illinois. The eRead Illinois Axis 360 team will provide training for scoping implementation this fall for libraries participating in the eRead Illinois Axis 360 platform. For more information about eRead Illinois, contact [ereadillinois@railslibraries.info](mailto:ereadillinois@railslibraries.info).

July 9, 2014

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[September 11 RAILS Member Update](#)

[September 17 RAILS Networking Group Meeting with Dee Brennan](#)

[September 26 RAILS Board Meeting](#)

[September 26 RAILS Open House in East Peoria](#)

[October 23 RAILS Networking Group Meeting with Dee Brennan](#)

[All board and committee meetings](#)

Upcoming RAILS CE

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[Subscribe](#)[Share ▾](#)[Past Issues](#)[Translate ▾](#)[RSS](#)**Coming Soon: Digitization Workshops**

In anticipation of potential Illinois State Library digitization/imaging grants, RAILS will offer multiple in-person workshops on digitization during the week of July 28 – August 1. These workshops, conducted by [LYRASIS](#), will cover the basics of digitization and will provide a foundation to help you understand the digitization process. In addition to these half-day workshops, LYRASIS staff will be visiting a number of member libraries to review collections and offer expertise on handling these collections, evaluating their historical value, and determining their suitability for digitization. RAILS members are also invited to attend these collection reviews. Stay tuned to next week's *RAILS E-News* for final dates, times, and locations.

**Public Library Per Capita Grant and Edge Assessment Training July 24**

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FY2015 Public Library Per Capita and Equalization Aid Grant requirements state that Illinois public libraries must have at least one staff member attend an instructional course. The technology component requires at least one library staff member and one board member to attend an informational webinar or in-person session about the Edge Initiative. Public libraries applying for the FY2015 Per Capita Grant can satisfy both requirements by participating in this training session. For more information and registration, see: [www.librarylearning.info/events/?eventID=17896](http://www.librarylearning.info/events/?eventID=17896). For more information on the Edge Initiative see: [www.finditillinois.org/edge/Resource-Page.html](http://www.finditillinois.org/edge/Resource-Page.html).

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**Register for On the Front Lines by July 18**

"[On the Front Lines](#)," a conference sponsored by the Illinois State Library, will be held at the University of Illinois Springfield on August 4 - 6. Dr. Steven Bell, Associate University Librarian

[July 24 Per Capita Grant and](#)[Edge Assessment Workshop](#)[July 30 User-Friendly Website](#)[August 6 User-Friendly Website](#)[August 13 User-Friendly Website](#)**Archives**[RAILS E-News](#)[Archives](#)**Subscriptions**[Subscribe to RAILS communications](#)[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)

## Strategic Plan Work Plan

Suggested timeline and activities

(Bolded titles indicate activity by that person or persons)

1. **Trustees** set direction for the process. Staff participants identified. **Trustees** Identify key stakeholders to be interviewed. (July 16)
2. Discussion with Trustees as what information they want to gather from the survey. (Aug 20 Board meeting) (**Survey Consultant or Library Director**)
3. Survey development. (Aug 21 - 27) (**Survey Consultant or Library Director**)
4. Receive and review survey and provide feedback (Aug. 28 – Sept 4.) **Library Director and/or Board Committee**)
5. **Library Director/Board President** send emails to stakeholders to set up appointments for the week of Sept. 22. (late Aug)
6. **Library Director** and **Assistant Director** oversee and gather community demographics, internal library performance metrics, benchmarking information, library trends and societal trends. Information provided to Board and appointed staff (August /Sept/Oct/Nov)
7. **Marketing Coordinator** creates information plan to keep residents (including targeting interviewed stakeholders) informed of strategic plan process. (Sept.)
8. **Facilitation Consultant** conducts three **staff** focus groups. (Sept)
9. **Facilitation Consultant** conducts **Trustee** focus group. As part of the board focus group session questions for stakeholder interviews are developed. (Sept 17 Board meeting)
10. **Facilitation Consultant** conducts 18 (this number may be less) stakeholder interviews. (These may be conducted by phone.) (week of Sept 22 )
11. **Library Director/Board President** send thank-you notes to interviewed stakeholders. (Sept. 30)
12. Survey conducted (end of Sept/early Oct) (**Survey Consultant or Library Director**)
13. **Facilitation Consultant** prepares a report based on focus groups and stakeholder interviews. Data is provided to the board and appointed staff. (data due Oct 6)
14. Survey data analyzed and report prepared. (October) (**Survey Consultant or Library Director**)
15. Survey data presented to and discussed with **Trustees and appointed staff** and sent to the facilitation consultant. (Nov 19 Board meeting or earlier date in Nov) (**Survey Consultant or Library Director**)

16. **Facilitation Consultant** facilitates ½ day session with **Trustees** and **appointed staff** to
  - a. Review all data (library gathered data, consultant focus groups /stakeholder report, and survey report).
  - b. Brainstorm the driving, restraining and interesting aspects or trends in the library profession, the communities and the global environment.
  - c. Determine key trends which should inform development of strategic plan. (Nov/Dec)
  
17. **Facilitation Consultant** facilitates ½ day session with **Trustees** and **appointed staff** to
  - a. Review key trends developed from previous session.
  - b. Review the library's mission/vision and values.
  - c. Create strategic priorities.
  - d. Determine key goals, objectives and measures. (Dec)
  
18. **Facilitation Consultant** reviews retreat data and creates initial document. Sends document to **Library Director** who facilitates input and editing with **Trustees and staff**. (May require some phone discussion between consultant and library.) (Dec/Jan)
  
19. **Library Department Heads** identify staff work teams to create implementation plan. Schedule retreat day. (Dec.)
  
20. **Facilitation Consultant** creates final document containing strategic priorities, goals, objectives and measures. (due to Jan. 12)
  
21. **Library Director** presents Strategic Plan to the Board of Trustees for approval. (Jan 21)
  
22. **Facilitation Consultant** meets with **staff work teams** to review their charge, the document and to review meeting leadership practices and principles. (late Jan.) **Staff work teams** create Implementation Plan.
  
23. **Director** reports on Implementation Plan to the Board of Trustees. (Feb 18)
  
24. Strategic Plan is presented to residents. (March)
  
25. **Library Director** presents Strategic Plan including Implementation Plan to the staff. (March)
  
26. Budget preparation driven by Strategic Plan. (April – June)
  
27. Strategic Plan implementation starts with fiscal year FY15/16. (July 1)
  
28. **Library Director** presents quarterly status reports to the Board of Trustees. (Oct., Jan., April, July)
  
29. Each year **Library Director** leads review of the Strategic Plan at the time of budget preparation. (April/May/June)

## Facilitation of Strategic Plan Process

I talked with Dan Wiseman and he is able to create a final document for the library. His first proposal was \$7,000.00 and it is now \$7,700.00. Besides creating the final document, this new work plan includes working with staff work teams to create an implementation plan.

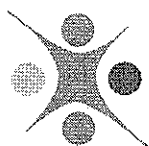
Donna Fletcher was able to reduce her cost for her original proposal to \$12,000.00. We discussed not sending out postcards to each household (which cost over \$3,000.00) but using a variety of methods by the library and in the community to advertise the survey to our residents.

Donna also said that she could do a survey for \$7,000.00 for 500 surveys. Four hundred could be given by trained volunteers (we would do the training but she would provide the training information) in the library and do 100 in the community to hopefully hit non-users.

Donna's services include a telephone conference for development of the questions and an in-person presentation of the data.

Included in the packet are sections of a report she prepared for another library. The full report was 80 power point slides. This selection gives you an idea of the type of information she would provide.

So you could have a comparison, I've also included an online survey I put together in June 2011. (I did not include the comments part of it.)



**DONNA E. FLETCHER CONSULTING, INC.**  
RESEARCH FOR PRACTICAL SOLUTIONS FOR MARKETING PROBLEMS

## Community Survey Selected Report Slides

July 10, 2014

Note: This presentation provides examples of the learning possible with a community survey. It is NOT a complete report.



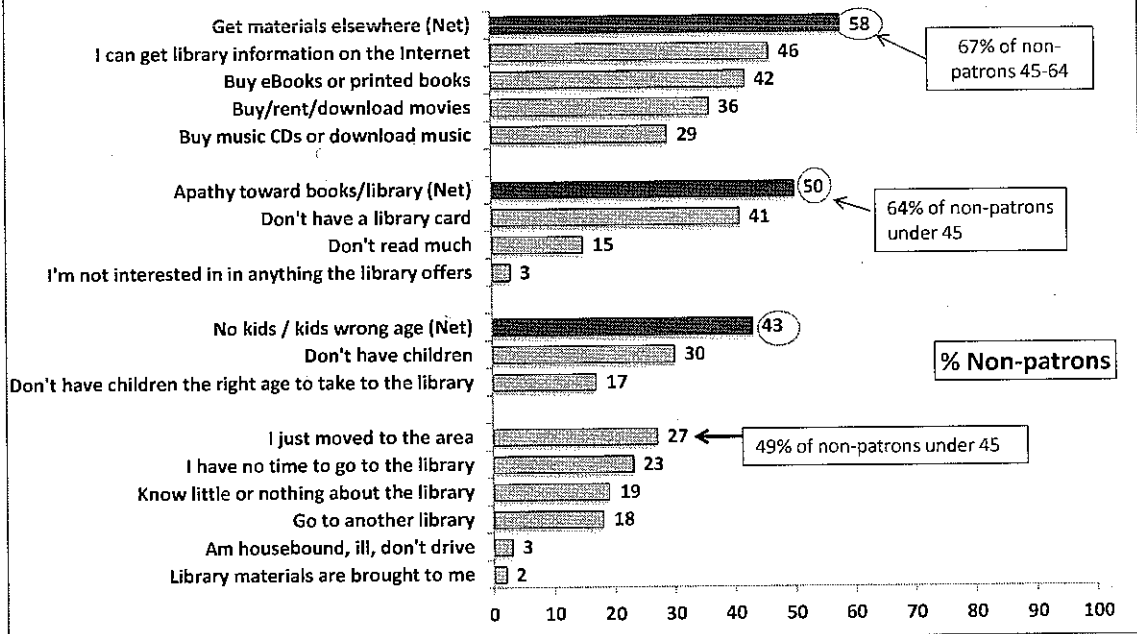
## BACKGROUND

- To inform its strategic process, the library undertook a community survey to assess:
  - Usage of the library
  - Perceptions of the library
  - Familiarity with and evaluation of current services
  - Appeal of services, programs, communications
  - Direction for the strategic plan

Although visits to the library are strong among all segments, levels are higher among patrons with children

- Visiting the library:
  - 89% among patrons with children under 18; 96% among patrons with children 5 to 10
  - 70% among patrons with no children under 18

## Key reasons for non-use of library: use Internet for information, buy materials, no kids/kids wrong age



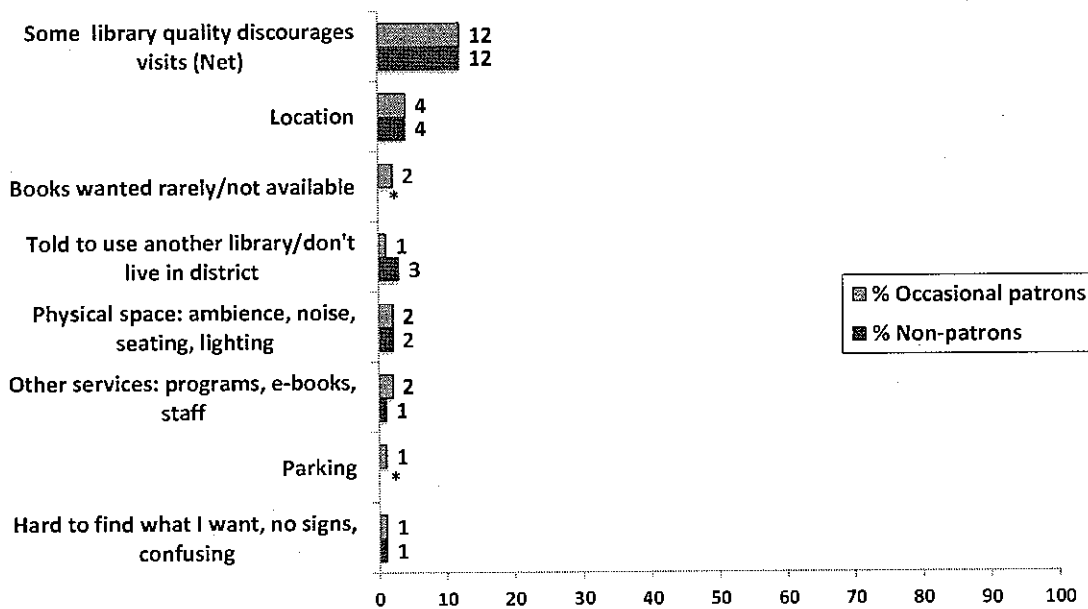
Examples

Donna E. Fletcher Consulting, Inc.  
Highland Park, IL

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## There are no features of the library itself that discourage usage



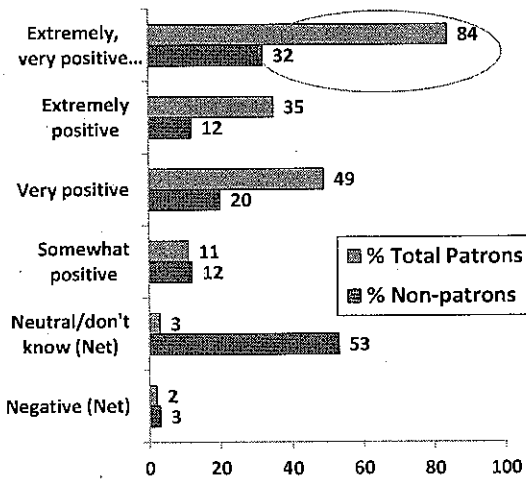
Examples

Donna E. Fletcher Consulting, Inc.  
Highland Park, IL

5

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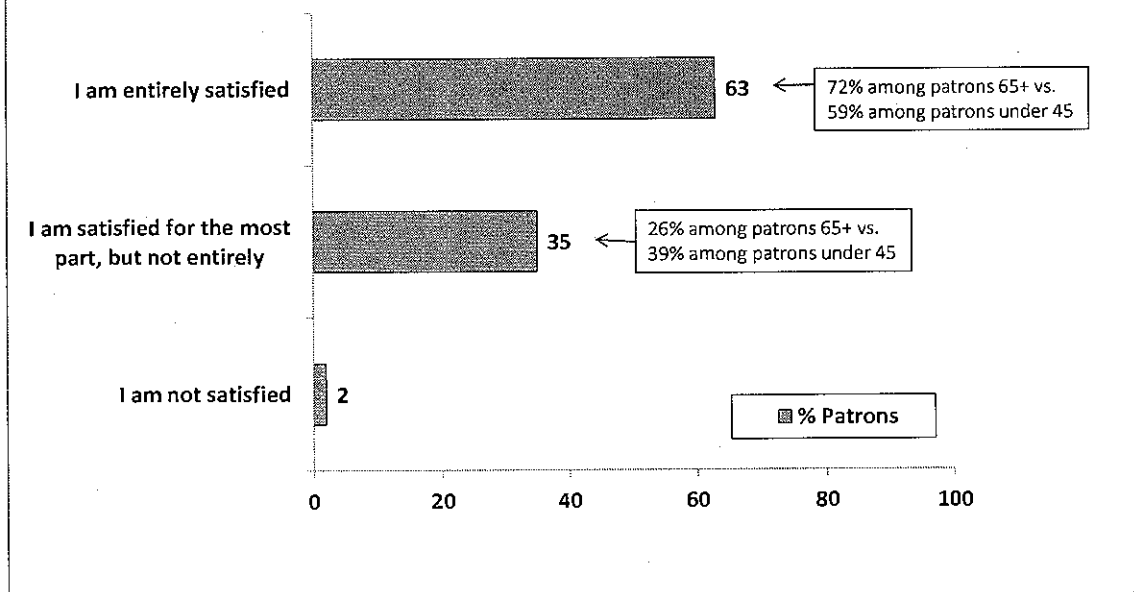
### Patrons show high level of positive opinions about the library



- Non-patrons are less positive, although many are neutral/don't know (53%)

62

### While patron satisfaction is good overall, younger adults tend to be less satisfied



Examples

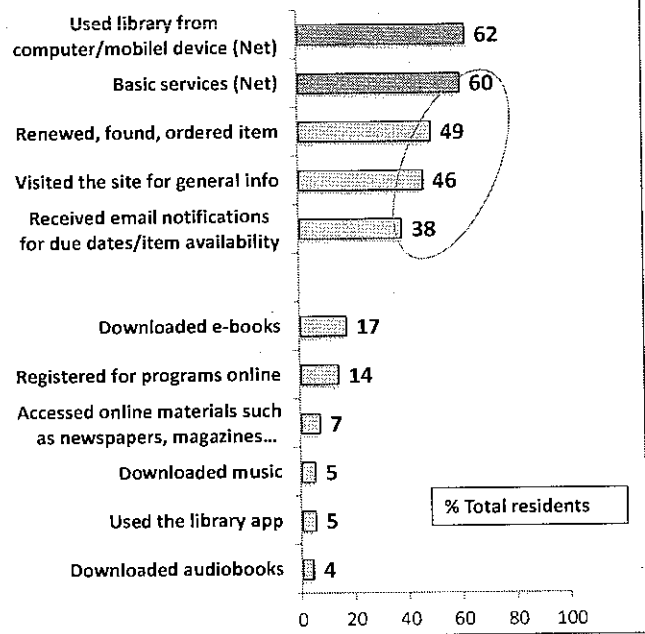
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7

63

### 62% of residents access the library's website

- Website used primarily for basic services
  - Renew/find/obtain materials, library info, email notifications
- Low usage of e-materials and research databases



Examples

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64

44% of patrons have read an e-book in the past year

- Obtaining e-books is split between borrowing from the library and purchasing online

	% Patrons
Have read one or more e-books (Net)	44
Online purchase	27
Library loan	23
Free online download	13
Borrowed from a friend	3



65

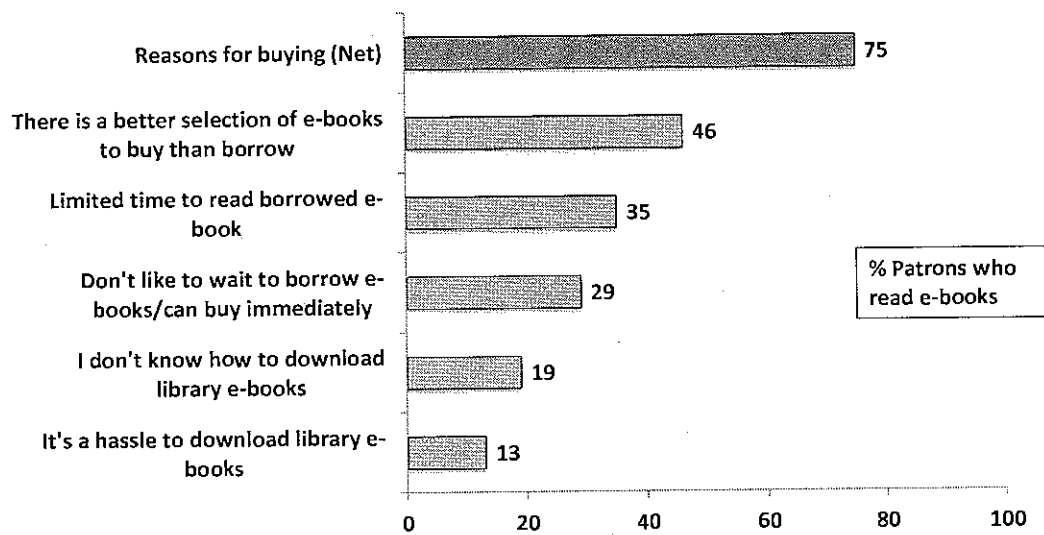
## About half of library e-book users also purchase e-books

	% Patrons
Library loan only	10
Library loan plus purchase	7
Library loan plus online purchase plus free online download	4
Library loan plus free online download	1

← 12%

66

### Reasons for buying an e-book: better selection, unlimited time to read e-book, no waiting and hassles downloading library e-books



Examples

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11

## How Patrons View Specific Library Features

- Patrons rated the specific features covering library services common to most public libraries
- These collectively cover many ways in which patrons evaluate libraries
- They have been identified from previous research conducted by Donna E. Fletcher Consulting, Inc. as well as from input from libraries

## Library Features Assessed with Two Measures

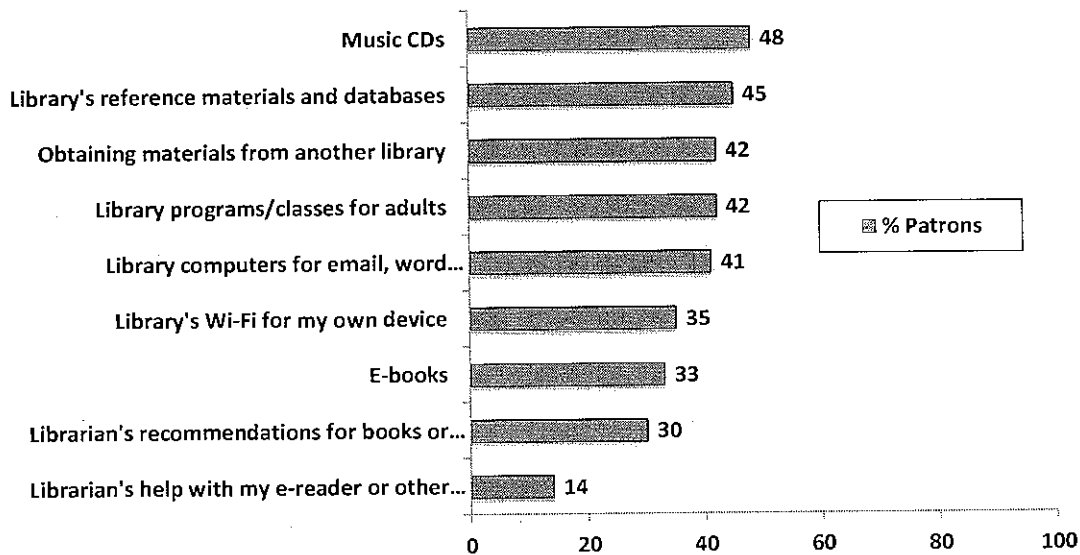
- FAMILIARITY = percent of patrons familiar enough with feature to rate it on 10-point scale from poor to extremely good
- POSITIVE EVALUATION = percent of patrons familiar with the feature who rate it 9 or 10

## Library features with moderate to lower familiarity tend to be niche services

- These include:
  - Music CDs, e-books
  - Reference materials/databases
  - Adult library programs
  - Computers for public use
- There are a few, however, that may have broader appeal, but currently have limited familiarity
  - Wi-Fi, ILL, librarian's recommendations for books/movies

70

### Library Features with Moderate to Lower Familiarity



Examples

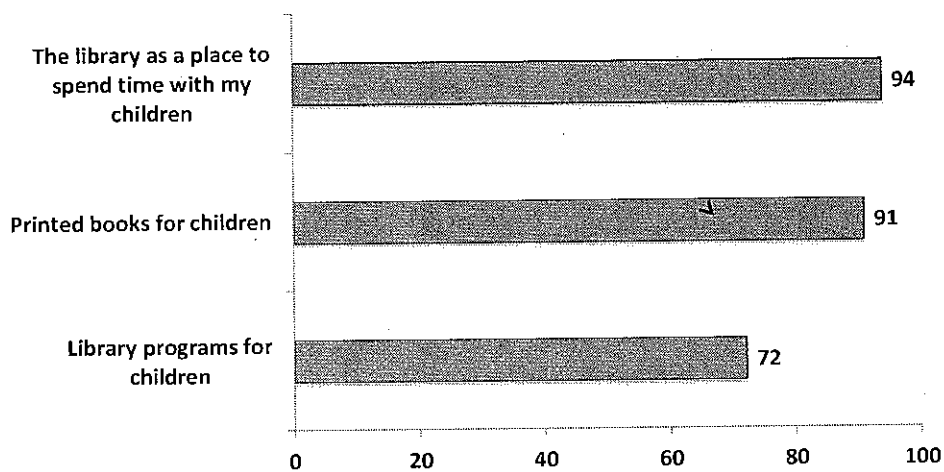
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15

71

## Familiarity with youth features is very strong among the target audience

% Patrons with Children Under 11



Examples

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16

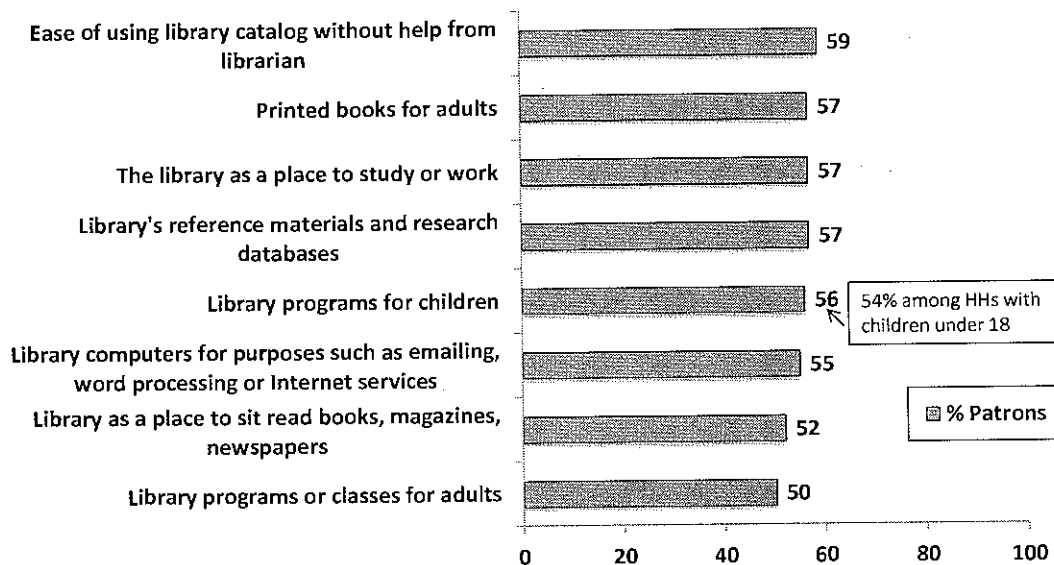
## Features with Moderate Evaluations

- A number of services receive moderate ratings: there's no particular problem with them, but there seems to be nothing exceptional about them either
- The need for the building renovations underway (study/work areas, more comfortable spaces/furnishings for reading) is supported by the moderate ratings
- A moderate rating for printed books is concerning given it's the most used service



73

### Moderately Rated Library Features (% Patrons Familiar with Feature Giving a 9 or 10 Rating)



Examples

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18

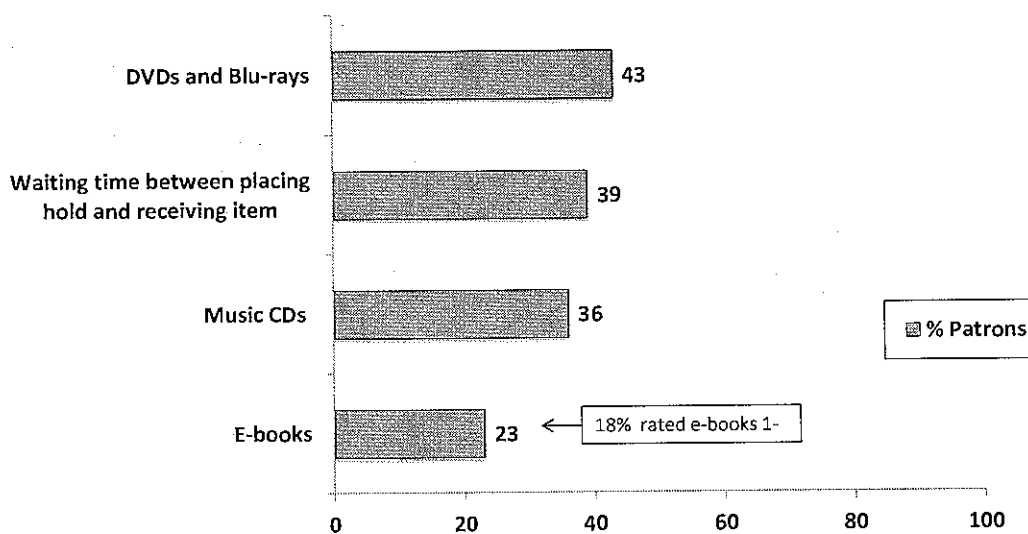
74

## Features with Lower Evaluations

- There are three items that receive lower ratings, which is typical in library studies:
  - DVDs and Blu-rays
  - Music CDs
  - E-books
- Patrons also give a lower rating to waiting time between placing a hold and receiving the item

75

### Lower Rated Library Features (% Patrons Familiar with Feature Giving a 9 or 10 Rating)



Examples

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20

76

23% of residents live in homes where a language other than (or in addition to) English is spoken

- The foreign language speakers have a different profile than non-foreign language speakers
  - Younger (18-44): 78% vs. 41%
  - Have children under 18: 62% vs. 38%
  - Employed full time: 57% vs. 47%

77

**Patrons speaking a foreign language use more children's services, computers, reference, study/work spaces, librarian recommendations**

More likely to have...	% Patrons speaking foreign language at home	% Patrons not speaking foreign language at home
Checked out DVDs or Blu-rays	78	63
Sat and read books, magazines or newspapers in the library	66	46
Checked out printed books for children	64	45
Spent time with a child in the library	59	38
Used computer services	53	37
Studied or did work in the library	44	31
Have a child who attended programs in the library	36	18
Used the library's reference materials/databases	35	25
Asked a librarian for a book/movie recommendation	24	19

Examples

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22

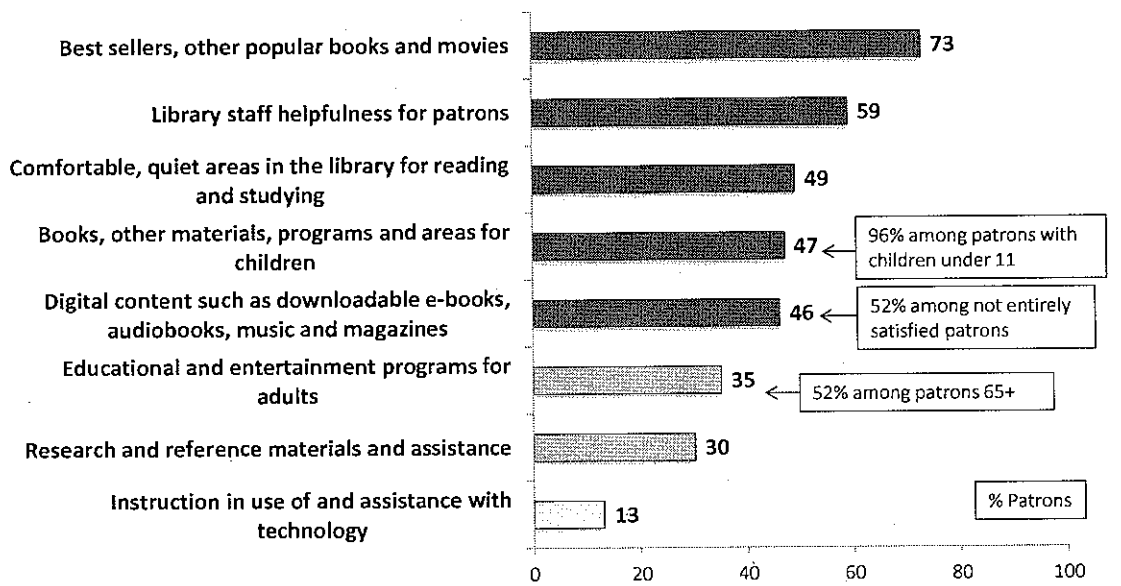
They are less likely to check out a book or place material on hold

Less likely to...	% Patrons speaking foreign language at home	% Patrons not speaking foreign language at home
Checked out printed books for adults	76	84
Placed materials on hold	69	75

This segment spends more time in the library and are more likely to visit with another person

- They have a richer, more personal experience in the library. It's a destination and a place to interact with family and friends
  - Spent 60 minutes or more on last visit: 42% foreign language vs. 23% non-foreign language speakers
  - Accompanied by another person: 64% vs. 36%
    - 46% with a child vs. 24%
    - 27% with an adult vs. 15%

### Attractions Selected as Most Important by Patrons



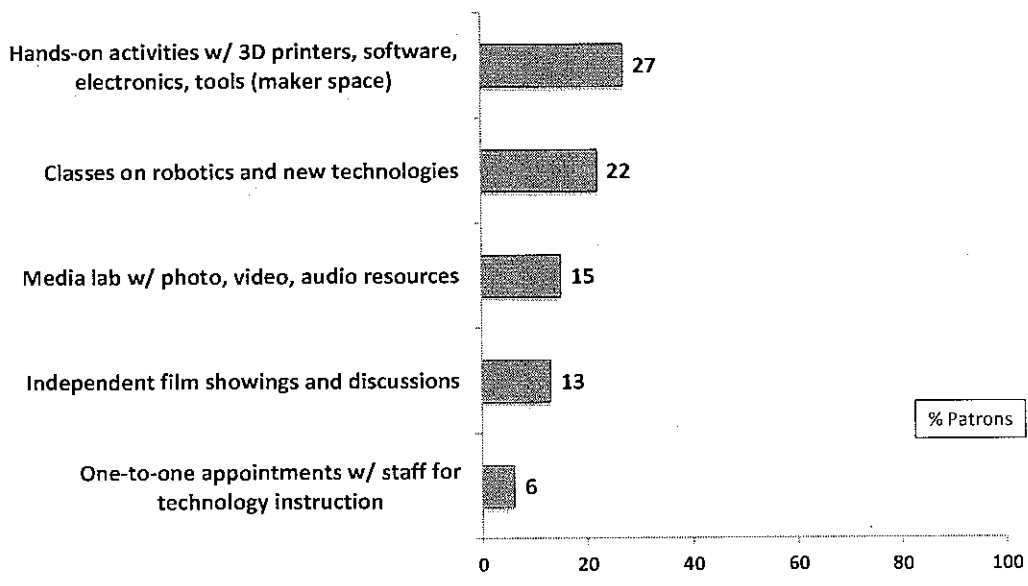
Examples

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25



### Most Appealing: New Activities

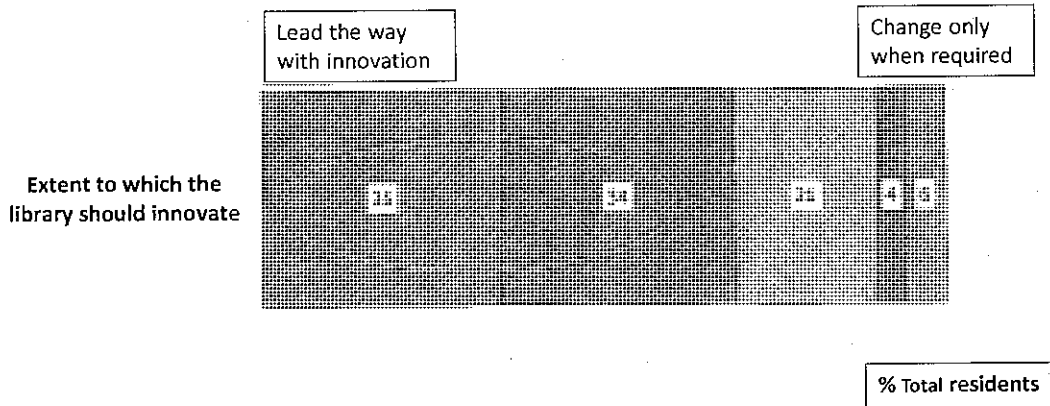


Examples

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# 69% of residents want the library to lead the way with innovation



## IMPLICATIONS

- The survey indicates the library and its services are regarded as good, but not outstanding
- The library needs to focus on several initiatives to improve or enhance its services

## IMPLICATIONS-SERVICE INITIATIVES

- Placing a hold and receiving an item
  - High usage and familiarity with this service
  - Ratings are lower
  - Likely many holds are for popular and best selling materials
  
- Recommendation
  - In conjunction with the popular and best selling materials initiative, analyze and reconsider how to best address the waiting time for these items

## IMPLICATIONS-SERVICE INITIATIVES

- Youth services are a major attraction for patrons with children
  - Books, other materials, programs and areas
  - Programs that supplement school learning
  - Higher ratings of children's programs and books
  - Renovations are underway in youth services section
  
- Recommendation
  - Consider creating a strategic initiative for youth services. Are there services that should be added or enhanced?

## IMPLICATIONS-SERVICE INITIATIVES

- Digital content such as e-books, audiobooks, music and magazines
  - Higher interest among patrons less satisfied with the library
  - Low ratings for e-books
  - More and improved digital services are fundamental to keeping a library relevant
  
- Recommendation
  - Include a digital initiative in the strategic plan

## IMPLICATIONS-SERVICE INITIATIVES

- Librarian's helpfulness
  - High importance to patrons
  - Receives high ratings
  
- Recommendations
  - Continue to foster a culture of helpfulness
  - Are there ways to enhance or expand how librarians can help patrons?

## IMPLICATIONS-SERVICE INITIATIVES

- Foreign language speakers
  - A significant segment (29%)
  - No one foreign language dominant
  
- Recommendations
  - Determine if collections meet the needs of foreign language speakers
  - Consider promoting ILL to foreign language speakers so they can access additional materials they desire



Survey done by Jamie June 2011

89

**Survey: Indian Prairie Public Library District Patron Survey**

**Survey Status**

Status: Closed  
 Deploy Date: 06/03/2011  
 Closed Date: 07/21/2011

**Respondent Statistics**

Total Responses: 1086  
 Completes: 1028  
 Partial: 58

**Points Summary**

No Points Questions used in this survey.

**Summarized Data Report - Survey: Indian Prairie Public Library District Patron Survey**

**1. On average, how often do you visit the library?**

	Responses	Percent
More than once a week:	133	12.31%
Once a week:	239	22.13%
Two or three times per month:	375	34.72%
One time per month:	155	14.35%
Two or three times every 6 months:	108	10%
Once every 6 months:	46	4.26%
One time per year:	17	1.57%
Less than one time per year:	1	0.09%
I do not visit the library:	6	0.56%
<b>Total Responded to this question:</b>	<b>1080</b>	<b>99.45%</b>
<b>Total who skipped this question:</b>	<b>6</b>	<b>0.55%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

**2. Based on your experiences in the library, how satisfied are you with the performance of the staff?**

	Very satisfied	Satisfied	Neutral	Not very satisfied	Not at all satisfied	Total
Friendliness of staff:	802(77.12%)	201(19.33%)	23(2.21%)	13(1.25%)	1(0.1%)	1040
Staff ability to answer your questions and assist you:	787(76.26%)	215(20.83%)	24(2.33%)	5(0.48%)	1(0.1%)	1032
Availability of staff:	703(68.19%)	282(27.35%)	38(3.69%)	7(0.68%)	1(0.1%)	1031
Overall experiences with staff:	759(73.83%)	235(22.86%)	24(2.33%)	9(0.88%)	1(0.1%)	1028
<b>Total Responded to this question:</b>						<b>1042</b>
<b>Total who skipped this question:</b>						<b>44</b>
<b>Total:</b>						<b>1086</b>

**3. Are there any comments you'd like to share about the staff?**

	Responses	Percent
Responses:	361	100%
<b>Total Responded to this question:</b>	<b>361</b>	<b>33.24%</b>
<b>Total who skipped this question:</b>	<b>725</b>	<b>66.76%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

**4. Have you visited the library building since the renovation was completed in November 2010?**

	Responses	Percent
Yes:	1000	96.62%
No:	35	3.38%
<b>Total Responded to this question:</b>	<b>1035</b>	<b>95.3%</b>
<b>Total who skipped this question:</b>	<b>51</b>	<b>4.7%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

90

5. Based on your experiences in the library, tell us how satisfied you are with the following.

	Very satisfied	Satisfied	Neutral	Not very satisfied	Not at all satisfied	Total
Atmosphere:	712(72.14%)	234(23.71%)	29(2.94%)	7(0.71%)	5(0.51%)	987
Cleanliness:	794(80.61%)	186(18.88%)	5(0.51%)	0(0%)	0(0%)	985
Comfortable furniture:	612(62.96%)	247(25.41%)	103(10.6%)	10(1.03%)	0(0%)	972
Ease of finding a place to work/study/read:	507(52.54%)	283(29.33%)	153(15.85%)	20(2.07%)	2(0.21%)	965
Meeting space:	366(39.7%)	210(22.78%)	337(36.55%)	7(0.76%)	2(0.22%)	922
Ease of finding sections (ex. "mysteries", "DVDs"):	471(48.06%)	382(38.98%)	84(8.57%)	42(4.29%)	1(0.1%)	980
Ease of finding items within sections:	463(47.29%)	378(38.61%)	91(9.3%)	44(4.49%)	3(0.31%)	979
Selection/assortment of materials:	499(51.34%)	361(37.14%)	85(8.74%)	21(2.16%)	6(0.62%)	972
Total Responded to this question:						990
Total who skipped this question:						96
Total:						1086

6. Please share your thoughts about any of the topics in question 5 or other aspects of the building.

Responses:	Responses	Percent
[Redacted]	327	100%
Total Responded to this question:		327
Total who skipped this question:		759
Total:		1086

7. How important do you think the library is to the community?

	Responses	Percent
Very important: [Redacted]	936	89.23%
Important: [Redacted]	103	9.82%
Neutral: [Redacted]	10	0.95%
Not very important:	0	0%
Not at all important:	0	0%
Total Responded to this question:		1049
Total who skipped this question:		37
Total:		1086

8. How likely is it that you would recommend this library to others?

	Responses	Percent
Highly likely: [Redacted]	868	82.43%
Likely: [Redacted]	155	14.72%
Somewhat likely: [Redacted]	20	1.9%
Not very likely: [Redacted]	8	0.76%
Not likely at all:	2	0.19%
Total Responded to this question:		1053
Total who skipped this question:		33
Total:		1086

9. Please explain your reasons for your response.

Responses:	Responses	Percent
[Redacted]	568	100%
Total Responded to this question:		568

91

	Responses	Percent
Total who skipped this question:	518	47.7%
<b>Total:</b>	<b>1086</b>	<b>100%</b>

10. Please specify your gender.

	Responses	Percent
Female:	719	69.33%
Male:	318	30.67%
<b>Total Responded to this question:</b>	<b>1037</b>	<b>95.49%</b>
<b>Total who skipped this question:</b>	<b>49</b>	<b>4.51%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

11. These are a variety of ways the library supports learning and finding information. Please tell us two things - first, if you are aware of each service and, second, how important you think it is to the community.

	Aware	Not aware	High importance	Medium importance	Low importance	No opinion	Total
Reference services on a wide variety of topics:	866(46.31%)	79(4.22%)	655(35.03%)	206(11.02%)	22(1.18%)	42(2.25%)	1870
Materials/programs that assist with personal learning:	733(39.39%)	213(11.45%)	594(31.92%)	221(11.88%)	39(2.1%)	61(3.28%)	1861
Subscriptions to research websites/databases:	489(26.75%)	446(24.4%)	445(24.34%)	272(14.88%)	63(3.45%)	113(6.18%)	1828
Subject lists of websites recommended by librarians:	345(19.04%)	594(32.78%)	303(16.72%)	320(17.66%)	105(5.79%)	145(8%)	1812
Materials/programs that promote early reading skills:	553(30.05%)	375(20.38%)	649(35.27%)	111(6.03%)	55(2.99%)	97(5.27%)	1840
Materials/programs that assist students with school needs:	609(33.39%)	302(16.56%)	705(38.65%)	80(4.39%)	33(1.81%)	95(5.21%)	1824
Materials/assistance for non-English speakers:	402(22.21%)	502(27.73%)	387(21.38%)	252(13.92%)	139(7.68%)	128(7.07%)	1810
<b>Total Responded to this question:</b>						<b>1020</b>	<b>93.92%</b>
<b>Total who skipped this question:</b>						<b>66</b>	<b>6.08%</b>
<b>Total:</b>						<b>1086</b>	<b>100%</b>

12. Listed below are services the library provides relative to computers and technology. Please tell us two things - first if you are aware of each service and, second, how important you think each service is to the community.

	Aware	Not aware	High importance	Medium importance	Low importance	No opinion	Total
Internet computers:	922(49.17%)	22(1.17%)	682(36.37%)	156(8.32%)	52(2.77%)	41(2.19%)	1875
Computers to use word processing & other software:	821(44.4%)	108(5.84%)	609(32.94%)	202(10.92%)	60(3.24%)	49(2.65%)	1849
High speed wireless:	757(41.16%)	174(9.46%)	605(32.9%)	186(10.11%)	64(3.48%)	53(2.88%)	1839
Downloadable ebooks:	571(30.86%)	357(19.3%)	397(21.46%)	322(17.41%)	119(6.43%)	84(4.54%)	1850
Downloadable audio books:	539(29.42%)	384(20.96%)	376(20.52%)	336(18.34%)	114(6.22%)	83(4.53%)	1832
Classes on computer/technology topics:	733(39.58%)	196(10.58%)	602(32.51%)	215(11.61%)	50(2.7%)	56(3.02%)	1852
<b>Total Responded to this question:</b>						<b>1011</b>	<b>93.09%</b>
<b>Total who skipped this question:</b>						<b>75</b>	<b>6.91%</b>
<b>Total:</b>						<b>1086</b>	<b>100%</b>

13. The library offers a variety of specialized services. Please tell us two things - first, if you are aware of each service and, second, how important you think it is to the community.

	Aware	Not aware	High importance	Medium importance	Low importance	No opinion	Total
Job support:	294(15.9%)	645(34.88%)	579(31.31%)	188(10.17%)	50(2.7%)	93(5.03%)	1849
Small business support:	188(10.32%)	747(41.02%)	449(24.66%)	253(13.89%)	83(4.56%)	101(5.55%)	1821

92

	Aware	Not aware	High importance	Medium importance	Low importance	No opinion	Total
Local history:	480(26.26%)	449(24.56%)	321(17.56%)	401(21.94%)	108(5.91%)	69(3.77%)	1828
Genealogy assistance:	395(21.6%)	542(29.63%)	238(13.01%)	403(22.03%)	177(9.68%)	74(4.05%)	1829
Consumer research:	445(24.45%)	487(26.76%)	405(22.25%)	336(18.46%)	72(3.96%)	75(4.12%)	1820
Materials/programs targeted toward seniors:	552(30.16%)	380(20.77%)	520(28.42%)	255(13.93%)	53(2.9%)	70(3.83%)	1830
Community space for people to meet and interact:	699(38.24%)	227(12.42%)	501(27.41%)	283(15.48%)	64(3.5%)	54(2.95%)	1828
Total Responded to this question:						999	91.99%
Total who skipped this question:						87	8.01%
Total:						1086	100%

14. Do you have children under the age of 18 at home?

	Responses	Percent
Yes:	295	29.12%
No:	718	70.88%
Total Responded to this question:		1013 93.28%
Total who skipped this question:		73 6.72%
Total:		1086 100%

15. To help us better develop our programs and services, please tell us your age group.

	Responses	Percent
20 - 24:	32	3.15%
25 - 34:	107	10.54%
35 - 44:	176	17.34%
45 - 54:	185	18.23%
55 - 64:	138	13.6%
65 - 74:	230	22.66%
75 and older:	147	14.48%
Total Responded to this question:		1015 93.46%
Total who skipped this question:		71 6.54%
Total:		1086 100%

16. What is your preferred method to receive information about library news and events? (Please select up to 3.)

	Responses	Percent
Newsletter:	593	58.31%
Print materials like posters & flyers:	169	16.62%
Library website:	437	42.97%
Email:	754	74.14%
Facebook:	54	5.31%
Twitter:	2	0.2%
Blogs:	5	0.49%
None of these are important to me:	20	1.97%
If other, please specify:	30	2.95%
Total Responded to this question:		1017 93.65%
Total who skipped this question:		69 6.35%
Total:		1086 100%

17. In a typical month, how many times do you visit the library's web site?

93

	Responses	Percent
1-2 times:	382	38.16%
3-4 times:	175	17.48%
More than 4 times a month:	169	16.88%
I do not visit the library's website:	275	27.47%
<b>Total Responded to this question:</b>	<b>1001</b>	<b>92.17%</b>
<b>Total who skipped this question:</b>	<b>85</b>	<b>7.83%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

18. Listed below are library services that you can access through our web site. Please tell us if you are aware of each service.

	Aware	Not aware	Total
Renew materials:	677(94.16%)	42(5.84%)	719
Reserve materials:	677(94.03%)	43(5.97%)	720
Cancel reserves:	636(88.58%)	82(11.42%)	718
Pay fines:	427(59.72%)	288(40.28%)	715
Download ebooks:	401(55.69%)	319(44.31%)	720
Download audio books:	352(49.23%)	363(50.77%)	715
Staff recommendations for books or movies:	381(52.99%)	338(47.01%)	719
Lists of new books, DVDs, CDs, etc.:	478(66.67%)	239(33.33%)	717
"Ask a Librarian" reference service:	387(53.97%)	330(46.03%)	717
Subscriptions to research websites/databases:	270(37.5%)	450(62.5%)	720
Subject websites recommended by librarians:	251(35.1%)	464(64.9%)	715
Computer tutorials:	210(29.33%)	506(70.67%)	716
Program information:	502(70.11%)	214(29.89%)	716
Ebooks for youth:	213(29.87%)	500(70.13%)	713
<b>Total Responded to this question:</b>	<b>726</b>	<b>66.85%</b>	
<b>Total who skipped this question:</b>	<b>360</b>	<b>33.15%</b>	
<b>Total:</b>	<b>1086</b>	<b>100%</b>	

19. Are there other things you'd like the library to offer online?

	Responses	Percent
Responses:	118	100%
<b>Total Responded to this question:</b>	<b>118</b>	<b>10.87%</b>
<b>Total who skipped this question:</b>	<b>968</b>	<b>89.13%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

20. Where do you live?

	Responses	Percent
Burr Ridge:	76	9.22%
Darien:	446	54.13%
Willowbrook:	279	33.86%
If other, please specify:	23	2.79%
<b>Total Responded to this question:</b>	<b>824</b>	<b>75.87%</b>
<b>Total who skipped this question:</b>	<b>262</b>	<b>24.13%</b>
<b>Total:</b>	<b>1086</b>	<b>100%</b>

21. Do you own an e-reader (a device designed to read electronic books)?

Responses Percent

94

	Responses	Percent
Yes:	236	23.48%
No:	769	76.52%
Total Responded to this question:	1005	92.54%
Total who skipped this question:	81	7.46%
Total:	1086	100%

22. If no, do you plan to purchase an e-reader?

	Responses	Percent
Yes:	138	18.06%
No:	626	81.94%
Total Responded to this question:	764	70.35%
Total who skipped this question:	322	29.65%
Total:	1086	100%

23. Which social networking sites do you use? (Select all that you use.)

	Responses	Percent
Facebook:	459	45.99%
Twitter:	70	7.01%
LinkedIn:	176	17.64%
YouTube:	255	25.55%
Flickr:	31	3.11%
I don't use social networking sites:	464	46.49%
If other, please specify:	26	2.61%
Total Responded to this question:	998	91.9%
Total who skipped this question:	88	8.1%
Total:	1086	100%

24. Have you accessed the library's social networking sites?

	Yes	No	Not aware of library's site	Total
Facebook:	58(10.49%)	282(50.99%)	213(38.52%)	553
Twitter:	5(0.96%)	287(55.09%)	229(43.95%)	521
LinkedIn:	4(0.76%)	277(52.66%)	245(46.58%)	526
YouTube:	16(3.05%)	268(51.05%)	241(45.9%)	525
Flickr:	16(3.11%)	262(50.87%)	237(46.02%)	515
Total Responded to this question:			556	51.2%
Total who skipped this question:			530	48.8%
Total:			1086	100%

25. The library does not have a collection of books in foreign languages. Are you aware that the library can get foreign language books from other libraries when patrons request them?

	Responses	Percent
Yes:	387	38.55%
No:	617	61.45%
Total Responded to this question:	1004	92.45%
Total who skipped this question:	82	7.55%
Total:	1086	100%

26. Should the library have its own collection of books in foreign languages?

Responses Percent

95

	Responses	Percent
Yes:	263	27.42%
No:	696	72.58%
Total Responded to this question:	959	88.31%
Total who skipped this question:	127	11.69%
Total:	1086	100%

27. If yes, which languages?

	Responses	Percent
Responses:	275	100%
Total Responded to this question:	275	25.32%
Total who skipped this question:	811	74.68%
Total:	1086	100%

28. Are there other materials or services the library can provide that you feel would be important to the community? Or, do you have other comments you'd like to make?

	Responses	Percent
Responses:	246	100%
Total Responded to this question:	246	22.65%
Total who skipped this question:	840	77.35%
Total:	1086	100%

29. What is your race / ethnicity? (Choose all that apply)

	Responses	Percent
American Indian or Alaska Native:	16	1.59%
Asian:	73	7.26%
Black or African American:	24	2.39%
Hispanic or Latino:	25	2.49%
Native Hawaiian or Other Pacific Islander:	3	0.3%
White:	872	86.77%
Other:	17	1.69%
Total Responded to this question:	1005	92.54%
Total who skipped this question:	81	7.46%
Total:	1086	100%

# Stakeholder Interviews

In 2011 the trustees conducted the stakeholder interviews. The questions asked were:

1. What do you think are the top needs of our greater community?
2. How has your specific service community changed in the last few years?
3. What are the greatest challenges or barriers to the fulfillment of your organization's mission?
4. In light of the previous question, how have you adapted or changed your services?
5. What are the future plans for your organization?
6. How do you view the role of the library in the community?
7. How can the library support your needs and efforts?

The people interviewed were the Mayor of Willowbrook, the Chief of Police of Willowbrook, the Chief of police of Burr Ridge, city manager for Darien, the principals at Anne M. Jeans School and at Burr Ridge Middle School, the school superintendent for District 61, the chief of Tri-State Fire Department, the presidents of the Darien Chamber and the Willowbrook/Burr Ridge Chamber, the president of the Darien Woman's Club, president of the Darien Lions, a representative at Carmelite Carefree Village.

This was the complete list of stakeholders that trustees wanted to interview but had difficulty in getting people to commit to a time to chat.

- Mayor Weaver
- President Napoli
- Mayor Grasso
- Darien Village Manager
- Willowbrook Village Manager
- Burr Ridge Village Manager
- Darien Police Chief (Deputy Chief)
- Willowbrook Police Chief
- Burr Ridge Police Chief
- Tri-State Fire Protection District
- Burr Ridge community Consolidated School District 180
- Darien Public School District 61
- Gower School District 62
- Hinsdale South High School
- Our Lady of Peace School
- Darien Park District
- Darien Chamber of Commerce
- Willowbrook/Burr Ridge Chamber of Commerce
- Darien Lions Club
- Willowbrook/Burr Ridge Kiwanis
- Darien Woman's Club
- Darien Youth Club
- Carmelite Carefree Village



## 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 the 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 occurs 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. In order to do that, the library board approves a *Tentative Budget and 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 *Final Budget and Appropriation* ordinance is adopted during the board meeting.

After adoption of the Budget and 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. It is also on our website.

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, 2014 AND ENDING JUNE 30, 2015

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 17th day of September, 2014, 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, 2014 and end on June 30, 2015.

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, 2014 and ending June 30, 2015 and the sum of Four Million, Twenty-Eight Thousand 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, 2014	\$809,125
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	217,900
3. Anticipated Tax Collection	3,311,248
4. Special Reserve Fund Balance on hand July 1, 2014	22,075
5. Balance Special Tax Funds on hand July 1, 2014	87,900
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
<b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>	<b>\$4,448,248</b>

**PART II - CORPORATE FUND**

**Appropriation**

**A. PERSONNEL**

Salaries	2,109,500
Medical/Life Insurance	132,000
Staff Development	25,000
Recruitment	1,000
Board Development	3,000
Employee Assistance Program	2,600
Workers Compensation	15,000

Unemployment Insurance	7,000
IMRF	123,200
FICA	96,200
<b>MATERIALS</b>	
Books	250,000
Periodicals	35,000
Audio	52,000
Video	60,000
Electronic Reference Resources	67,000
Processing Supplies	30,000
Software-Games	8,000
Life Skills/ESL	4,000
<b>C. BUILDING</b>	
Cleaning Service	75,000
Water/Sewer	0
Maintenance Supplies	20,000
Telephone	0
Gas	0
Electric	0
Security System Monitoring	0
Garbage Disposal	0
Building Maintenance Repairs	55,000
Property Maintenance	30,000
<b>D. AUTOMATION</b>	
Printer Toner	16,000
Automation-Professional Services	10,000
Purchase of Equipment	26,000
Automation-Equipment Repairs	4,000
Software	27,000
System Wide Automated Network (SWAN)	55,000
Telecommunications	8,000
<b>E. OPERATIONS</b>	
Office Supplies	16,000
Photocopy Supplies	6,000
Patron Cards	1,500
Non-Payment Reciprocal Reimbursement	6,000
Postage	15,000
Travel	1,000
Organizational Memberships	2,200
Bank Fees	3,000
<b>F. CONTRACTUAL SERVICES</b>	
Professional Services	22,000
Legal Services	10,000
Audit	4,000
Credit Bureau	2,000
Equipment Maintenance/Repairs	2,500
Equipment Maintenance Contracts	2,000
Photocopier Maintenance Contracts	5,000

**G. INSURANCE**

Insurance	0
Bond	1,500

**H. PUBLIC INFORMATION**

Marketing Supplies	4,000
Legal Notices	2,000
Marketing Newsletter	25,800
Enewsletter	2,000
Advertising	5,000
Informational Printing	10,000
Special Events	40,000

**I. CAPITAL OUTLAY**

Equipment/Furnishings	
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**J. CONTINGENCY**

50,000

**TOTAL CORPORATE FUND EXPENDITURES**

3,585,000

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**

200,000

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**

65,000

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**

18,000

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 60,000

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 0

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

**PART X**

WORKING CASH FUND 0

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2014-2015 fiscal year, of \$389,847.70. 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	\$3,585,000
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	200,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000
LIABILITY INSURANCE FUND	18,000
SOCIAL SECURITY FUND	60,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$4,028,000

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 16th day of July, 2014, pursuant to a roll call vote as follows:

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Victoria Suriano, President

ATTEST:

\_\_\_\_\_  
Beena Deshmukh, 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).<sup>12</sup>

Do the words "In any year" mean that the .02% Ordinance must be passed after July 1, 2014 for the tax to be included in the 2014-2015 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, 2014 "for" the 2014 - 2015 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, 2014.

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.

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

ORDINANCE DETERMINING TO LEVY AN ADDITIONAL  
TAX OF .02% FOR THE 2014-2015 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 2014-2015 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 2014-2015:

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 16th day of July, 2014, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

---

Victoria Suriano, President

ATTEST:

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Beena Deshmukh, Secretary



PUBLIC NOTICE

Public Notice is hereby given that, by Ordinance adopted on the 16th day of July, 2014, 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, 2014 and ending June 30, 2015. 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 April 7, 2015.

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Beena Deshmukh, Secretary  
Indian Prairie Public Library District

**Kids & Teens**

"You should do more of these paintings (in-progress), because every time you come here there's something new on it. It's really cool."

**Circulation**

A patron of ours said, "This library is wonderful, anything I want you can get for me".

A past patron who is now residing in AZ phoned regarding how to cancel her card. She said we should be very proud of our library and that it is the best one she has ever been in.

Oak Brook patron stopped her and praised our library.

Patron would like a bigger sign that reads, NO LEFT TURN or DO NOT ENTER when pulling into parking lot. He said it's the second time he's witnessed an almost accident.

Clarendon Hills patron (a husband & wife) remarked how pretty the library looks outside, referring to the landscaping. They also said our library always looks nice.

From an 80 year old patron, "I just love your large print books, I can read again!"

Patron commented how lovely the blue flowers are out in front. She asked if signs could be posted with the names of the plants on them.

**Adult & Computer Help Desk**

Thanks you for all the excellent free programs. They are high quality and I enjoy them very much. (From patron attending the Designing the Sunny Perennial Border program).

This library does a fabulous job of presenting good programs.

The meeting room chairs are painfully uncomfortable.

An elderly man commented that we have the best movie collection. His only regret is that at his age he'll never be able to watch all of the ones he'd like to.

"Is that a typewriter?" A member asked while checking out a laptop. "Can you actually use it?" I explained that it has been used many times since moving it to the new location. He seemed amazed.

Woman stopped at "Ask Us" desk to say thanks for having JoAnn Deck's quilts on display. "It was good to see her work again."

Denise patiently worked with a patron who brought both his basic Kindle and iPad to the library to download ebooks. He thanked her for all of her assistance.

Adult & Computer Help Desk continued

I really want to thank you guys. I've been booking one of the group study rooms for the past month. You've all been really helpful.

After a gentleman received help from several staff regarding product ratings in Consumer Reports, he said, "Everyone at this desk is so helpful. Gold stars for all."

"Do you know how much time you saved me?" from someone in the aisle I asked if I could help.

Technology

Administration