

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
June 18, 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
None

- E. Omnibus Consent Agenda

- | | |
|---|---------|
| 1. Minutes of Regular Board Meeting, May 21, 2014 | Page 4 |
| 2. Treasurer's Report | Page 7 |
| 3. Action on Bill/Additional Bills | Page 11 |
| 4. Ordinance #2014-2 Ascertaining the Prevailing Wage | Page 16 |
| 5. Ordinance #2014-3 Establishing Regular Meeting Dates | Page 27 |
| 6. Minutes Plan/Annexation Committee May 27, 2014 | Page 28 |
| 7. Minutes Finance Committee June 10, 2014 | Page 29 |

- F. Items Deleted from Omnibus Consent Agenda

- G. Library Director's Report Page 30 Information

- H. Staff Report
None

- I. Reports

- | | |
|--|---------------------|
| 1. WB/BR Chamber of Commerce Meeting (none) | |
| 2. Darien Chamber of Commerce (none) | |
| 3. RAILS | Page 51 Information |
| 4. Building and Grounds (none) | |
| 5. Finance Committee (Krupicka) under New Business | |
| 6. Plan/Annexation Committee (Krupicka) under New Business | |
| 7. Policy Committee (none) | |

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J. Unfinished Business

K. New Business

- | | | |
|--|---------|------------------------|
| 1. Review of Financial Policy | Page 57 | Action |
| 2. Capital Expenditures 2014 | Page 67 | Information |
| 3. Financial Forecast | Page 68 | Information |
| 4. Operating Budget 2014/2015 | Page 71 | Action |
| 5. 2014/2015 Salary Range | Page 78 | Action |
| 6. Unserved Areas | Page 82 | Discussion |
| 7. Strategic Plan Process | Page 84 | Discussion |
| 8. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit | | Committee Appointments |

L. Scheduled Meetings

Presentation to the Burr Ridge Board, Monday, June 23, 7:00
 Schedule Plan/Annexation Committee Meeting
 Schedule Building/Grounds Committee Meeting week of 7/28, 8/4 or 8/11

M. Community Events

N. Library Events

Computers for Beginners: Part 1 & 2	6/18/2014	10:00 AM
Introduction to Word: Part 1 & 2	6/18/2014	1:00 PM
Saving Mr. Banks (2013)	6/19/2014	2:00 PM
Hackers Coalition	6/19/2014	2:00 PM
Family Fort Night	6/19/2014	6:30 PM
ESL Conversation Group	6/21/2014	10:00 AM
The Sound Teen Music Fest	6/21/2014	6:30 PM
Adult Chess Group	6/23/2014	6:00 PM
Current Events Group	6/23/2014	7:00 PM
DIYT's Build an Electric Guitar	6/24/2014	4:00 PM
Whole Foods Craft Beers Tasting	6/24/2014	7:00 PM
Take a Ride on the RTA!	6/25/2014	1:00 PM
Mix It Up – Learn How to Be a DJ	6/25/2014	6:30 PM
GenLit (for 20-30somethings)	6/25/2014	6:30 PM
Genealogy Group	6/26/2014	1:00 PM
E-Media Drop-In	6/26/2014	2:00 PM
Hackers Coalition	6/26/2014	2:00 PM
Crazy 8s Math Explosion	6/26/2014	6:30 PM
Nick & Tesla Tech Toys	6/27/2014	3:00 PM
League of Legends Tournament	6/27/2014	5:00 PM
The Beatles in the 70s: 1970-1980	6/30/2014	7:00 PM
3D Printing Studio	7/1/2014	4:00 PM
The Surrealist World of Rene Magritte	7/1/2014	7:00 PM
Tech Talk: Google	7/1/2014	7:00 PM
Email for Beginners	7/2/2014	10:00 AM

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Library Events (continued)

Introduction to Word: Part 1 & 2	7/2/2014	1:00 PM
Rat-a-Tat-Tat	7/3/2014	6:30 PM
ESL Conversation Group	7/5/2014	10:00 AM
Adult Chess Group	7/7/2014	6:00 PM
DIYT's Zombie Terrariums	7/8/2014	4:00 PM
Fishing for Fun and Rec I	7/8/2014	7:00 PM
Internet for Beginners	7/9/2014	10:00 AM
Introduction to Excel: Part 1 & 2	7/9/2014	1:00 PM
Hackers Coalition	7/10/2014	2:00 PM
Arrrrr! Pirate Treasure Hunt	7/10/2014	6:30 PM
Practice ACT	7/11/2014	10:00 AM
Black Ops 2 Tournament	7/11/2014	6:00 PM
Mid-Summer Stuffed Animal Sleepover	7/11/2014	6:30 PM
The Great Grilled Cheese Battle	7/12/2014	1:00 PM
Jim Gill	7/12/2014	2:00 PM
Adult Chess Group	7/14/2014	6:00 PM
Current Events Group	7/14/2014	7:00 PM
3D Printing Studio	7/15/2014	4:00 PM
Fishing for Fun and Rec II	7/15/2014	7:00 PM

O. Adjournment

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 21, 2014

**Board of Trustees Regular Meeting
May 21, 2014 – 7 p.m.**

A. Roll Call

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

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

Absent:

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Katie Salo, Cindy Kline, Natalie Williams

Others:

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

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

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

- C. Public Comment – none

At this point Salo, Kline and Williams gave the staff report. They left at 8 p.m. and the Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. McDonnell to Bukovac re: AARP Tax Assistance
2. Popowitch to Foster re: Grant
3. Benioff to Bukovac re: Vintage Times Cable Program
4. MPI Investment Management, Inc. Rankings

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 16, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills

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

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac was contacted by Burr Ridge to schedule a presentation to the Village Board. Deshmukh, Suriano and Krupicka said they will attend the June 23 meeting. Bukovac will provide them with talking points. Bukovac said the summer newsletter mistakenly states that the 3D printer was donated to the library by the Friends instead of by the Foundation. A correction will appear in the e-news. Bukovac shared with the Board staff responses to a question presented to them at the Staff Institute Day – “what is a success that you feel proud of relative to your job?”

H. Staff Report – Katie Salo, Early Literacy Librarian introduced herself to the Board, highlighting her background and her passion for leading storytimes.

Cindy Kline, Adult Services Programmer and Natalie Williams, Youth Services Department Head spoke to the Board about upcoming programming that has been developed to support our year-long programming effort: Junction:Learn, Create, Share. Kline explained that adults who participate in a Junction program will have a chance to win prizes with monthly drawings and a grand prize. She highlighted upcoming lectures, demonstrations and workshops related to learning and creating. Examples include: art and history lectures, dog training, French classes, fishing, photography, drawing and cooking workshops. Sharing activities include: inviting patrons to tell us what they'd like to learn by posting in the lobby and on our Facebook page, posting a selfie photo with their favorite book, posting a photo of something they created at the library. The year-long initiative will culminate with a DIY fair in which people from the community will come together to share their skills. Williams highlighted the kids and teens summer reading program, Make Some Noise. Kids and teens will have a chance to earn prizes not only for reading but for connecting in programs and making projects in our new Makerspace and Digital Media Lab. Williams acknowledged the huge part that the marketing and computer services departments played in the development of the summer reading challenge. She showed an animated promo video that staff members Theresa Papaurelis and Dave Bunn were instrumental in creating. Summer Kids and Teens programs include weekly clubs (Minecraft, chess, doodle, lego), interactive family events, 3D workshops, and teen book clubs.

I. Reports

1. Darien Committee for Intergovernmental Coordination – Krupicka and Suriano attended the meeting. An attorney spoke on behalf of District 86 regarding a litigation agreement for loss of tax revenue.
2. WB/BR Chamber of Commerce – (no report)
3. Darien Chamber of Commerce - (no report)
4. RAILS – backup is in the packet.
5. Building and Grounds Committee – (no report)
6. Finance Committee – (no report)
7. Plan/Annexation Committee - (no report)
8. Policy Committee – (no report)

J. Unfinished Business

1. Appointment to Committees – Suriano appointed Schardt to Building and Grounds and Ruscitti to Finance and Plan/Annexation.

K. New Business

1. Edge Initiative Technology Assessment Tool – Bukovac distributed backup for the Trustees to review for the next meeting. The backup included information regarding the Edge Benchmarks and Resources. Reviewing the Edge Initiative is a Per Capita Grant

requirement. The library completed the Edge Assessment and the report was also included in the material distributed tonight.

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L. Scheduled Meetings

1. Annexation/Strategic Plan Committee meeting is scheduled for May 27 at 7 p.m.
2. Finance Committee meeting was scheduled for June 10 at 7 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 8:35 p.m. Damon moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

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INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2014

Balance on hand as of April 30, 2014.....	2,266,585.22
Cash Receipts for May.....	17,444.84
Cash Disbursements for May.....	289,762.40
Cash on hand as of May 31, 2014.....	1,994,267.66

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.011%

General.....	130,607.39
Special Reserve.....	20,951.10
Working Cash.....	315.06
Bond.....	7,450.94
Children's Endowment.....	2,886.05
Endowment.....	11,171.42
MPI Investment (Corporate Fund).....	1,148,753.57
MPI Investment (Working Cash Fund).....	389,445.35

JP Morgan Chase - Checking

General.....	122.02
Hinsdale Bank & Trust - Checking.....	1,679.14
JP Morgan Chase - Savings - Rate .03%	
General.....	280,281.62
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2014.....	1,994,267.66

FUND BALANCES AS OF 05/31/2014

Corporate Fund.....	1,225,361.78
Building & Maintenance Fund.....	75,183.62
I.M.R.F. Fund.....	6,941.08
Liability Fund.....	7,357.43
Social Security Fund.....	5,703.51
Special Reserve Fund.....	22,075.00
Working Cash Fund.....	389,847.70
Bond Fund.....	84,805.25
Deferred Property Taxes.....	116,205.49
Current Liabilites.....	60,786.80
Grand Total All Funds.....	1,994,267.66

Indian Prairie Public Library District Consolidated Revenue Report for May 2014

Percent of Year: 91.67

	RECEIVED May 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
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	51.59%	473,860.00	229,401.18
41150 · Non-current Property Taxes	51.38	921.50	307.17%	300.00	-621.50
43100 · Interest-Tax Levy	0.00	101.25	0.00%	0.00	-101.25
TOTAL PROPERTY TAX & LEVY INTEREST	51.38	3,513,150.10	94.71%	3,709,475.00	196,324.90
INTERGOVERNMENTAL					
42100 · Back to Books Grant	1,000.00	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
TOTAL INTERGOVERNMENTAL	1,000.00	54,161.25	128.96%	42,000.00	-12,161.25
INTEREST					
43200 · Interest -Checking	0.00	27.85	27.85%	100.00	72.15
43500 · Interest - Investment	10.58	586.85	58.69%	1,000.00	413.15
TOTAL INTEREST	10.58	614.70	55.88%	1,100.00	485.30
DESK MONIES					
45100 · Copier	349.90	4,649.21	103.32%	4,500.00	-149.21
45120 · Computer Copies	933.32	11,009.87	110.10%	10,000.00	-1,009.87
45200 · Fines/Fees	4,946.41	49,619.77	87.05%	57,000.00	7,380.23
45250 · Gifts/Donations	25.00	2,050.00	102.50%	2,000.00	-50.00
45300 · Lost Materials	1,022.99	13,400.26	121.82%	11,000.00	-2,400.26
45350 · Non-Resident Fees	7,174.00	77,864.51	91.61%	85,000.00	7,135.49
45400 · DVD Fines	1,296.35	11,487.91	127.64%	9,000.00	-2,487.91
45450 · Book Rental	193.00	2,221.40	105.78%	2,100.00	-121.40
45550 · Meeting Room Rental	25.00	250.00	125.00%	200.00	-50.00
45600 · ILL Fees	19.90	376.90	75.38%	500.00	123.10
TOTAL DESK MONIES	15,985.87	172,929.83	95.38%	181,300.00	8,370.17
OTHER INCOME					
46700 · Miscellaneous	5.70	142.67	8.92%	1,600.00	1,457.33
46800 · Collection Agency Fee	40.00	400.00	0.00%	0.00	-400.00
* 49000 · Operating Transfer In	0.00	226,590.00	0.00%	0.00	-226,590.00
TOTAL OTHER INCOME	45.70	227,132.67	0.00%	1,600.00	-225,532.67
GRAND TOTAL	17,093.53	3,967,988.55	100.83%	3,935,475.00	-32,513.55

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

Indian Prairie Public Library District Consolidated Expenditures Report for May 2014

Percent of Year: 91.67

	May 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	155,282.48	1,717,209.37	86.99%	1,974,041.00	256,831.63	2,033,262.00	84.46%
61310 - Benefits - Medical / Life Ins.	15,073.51	93,447.50	81.61%	114,500.00	21,052.50	132,000.00	70.79%
61320 - Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 - Benefits - IMRF	14,743.61	162,682.01	86.96%	187,083.00	24,400.99	207,500.00	78.40%
61340 - Benefits - FICA	11,721.50	129,896.52	88.73%	146,389.00	16,492.48	158,500.00	81.95%
61400 - Staff Development	3,117.95	19,721.53	107.18%	18,400.00	-1,321.53	25,000.00	78.89%
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	296.24	4,096.53	91.03%	4,500.00	403.47	7,000.00	58.52%
TOTAL PERSONNEL	200,235.29	2,141,706.70	87.06%	2,459,934.00	318,227.30	2,603,862.00	82.25%
MATERIALS							
62100 - Books	30,693.23	191,405.94	76.82%	249,175.00	57,769.06	255,000.00	75.06%
62200 - Periodicals	1,404.65	28,479.01	78.78%	36,150.00	7,670.99	42,000.00	67.81%
62300 - Audio	6,106.90	38,913.17	77.75%	50,050.00	11,136.83	52,000.00	74.83%
62400 - Video	8,876.84	47,475.47	86.01%	55,200.00	7,724.53	60,000.00	79.13%
62500 - Multi-Media	108.57	1,845.94	92.30%	2,000.00	154.06	2,300.00	80.28%
62600 - Electronic Reference Resources	3,911.03	53,213.51	81.30%	65,455.00	12,241.49	69,500.00	76.57%
62800 - Processing Supplies	2,660.60	23,138.53	100.60%	23,000.00	-138.53	25,000.00	92.55%
TOTAL MATERIALS	53,763.82	384,471.57	79.93%	481,030.00	96,558.43	505,800.00	76.01%
BUILDING							
63100 - Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
63200 - Cleaning Service	3,211.30	51,262.55	78.87%	65,000.00	13,737.45	70,000.00	73.23%
63300 - Utilities (1-8-11 - Gas)	581.50	12,855.16	107.13%	12,000.00	-855.16	22,000.00	58.43%
63300 - Utilities (1-8-12 - Electric)	3,299.49	46,899.20	78.17%	60,000.00	13,100.80	80,000.00	58.62%
63300 - Utilities (1-8-13 - Telephone)	525.25	9,030.97	82.10%	11,000.00	1,969.03	21,000.00	43.00%
63300 - Utilities (1-8-14 - Water/Sewer)	681.30	5,780.23	137.63%	4,200.00	-1,580.23	19,000.00	30.42%
63300 - Utilities (1-8-15 - Garbage Disposal)	238.29	2,897.89	96.60%	3,000.00	102.11	8,000.00	36.22%
63400 - Maintenance Supplies	1,430.82	15,507.92	96.93%	16,000.00	492.08	20,000.00	77.54%
63500 - Security System Monitoring	274.00	952.00	63.47%	1,500.00	548.00	2,000.00	47.60%
63600 - Property Maintenance	5,457.00	21,553.97	102.64%	21,000.00	-553.97	30,000.00	71.85%
63800 - Building Maintenance/Repairs	1,611.65	39,258.62	91.30%	43,000.00	3,741.38	55,000.00	71.38%
TOTAL BUILDING	17,310.60	205,998.51	87.03%	236,700.00	30,701.49	327,000.00	63.00%
OPERATIONS							
64200 - Supplies - Office	1,452.11	10,289.59	79.15%	13,000.00	2,710.41	16,000.00	64.31%
64300 - Photocopy Supplies	298.63	4,298.08	95.51%	4,500.00	201.92	5,500.00	78.15%
64400 - Patron Card Supplies	0.00	3,973.69	88.30%	4,500.00	526.31	5,000.00	79.47%
64500 - Postage	163.69	4,078.29	58.26%	7,000.00	2,921.71	9,000.00	45.31%
64600 - Non-Payment Reimbursement	0.00	2,658.00	75.94%	3,500.00	842.00	6,000.00	44.30%
64700 - Travel	86.14	459.77	70.73%	650.00	190.23	1,000.00	45.98%
64800 - Organizational Memberships	890.00	1,750.00	97.22%	1,800.00	50.00	2,200.00	79.55%
64900 - Bank Fees	226.14	2,427.90	89.92%	2,700.00	272.10	0.00	0.00%
TOTAL OPERATION	3,116.71	29,935.32	79.51%	37,650.00	7,714.66	44,700.00	66.97%
AUTOMATION							
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	0.00	2,119.99	42.40%	5,000.00	2,880.01	10,000.00	21.20%
65300 - Purchase of Equipment	539.92	15,017.59	83.57%	17,970.00	2,952.41	21,000.00	71.51%
65400 - Automation Equip Mnt/Repair	96.06	2,002.85	133.52%	1,500.00	-502.85	4,000.00	50.07%
65500 - Software	555.47	18,747.99	88.65%	21,148.00	2,400.01	24,000.00	78.12%
65600 - SWAN	0.00	50,918.00	100.79%	50,518.00	-400.00	53,000.00	96.07%
65700 - Telecommunications	527.97	5,778.31	91.72%	6,300.00	521.69	9,000.00	64.20%
TOTAL AUTOMATION	1,719.42	105,115.64	93.91%	111,936.00	6,820.36	132,000.00	79.63%

Indian Prairie Public Library District Consolidated Expenditures Report for May 2014

Percent of Year: 91.67

	May 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 - General Professional Services	9.00	6,707.00	49.68%	13,500.00	6,793.00	29,000.00	23.13%
66200 - Credit Bureau	35.80	861.80	57.45%	1,500.00	638.20	2,000.00	43.09%
66300 - Equipment-Maintenance Repair	2,427.47	7,629.41	93.04%	8,200.00	570.59	9,800.00	77.85%
66900 - Fees - Bond Registrar	40.00	50.00	10.00%	500.00	450.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	2,512.27	15,248.21	64.34%	23,700.00	8,451.79	40,800.00	37.37%
INSURANCE							
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%
TOTAL INSURANCE	0.00	16,458.00	95.64%	17,208.00	750.00	20,000.00	82.29%
MARKETING							
68110 - Marketing Newsletter	2,158.64	19,208.20	84.67%	22,685.00	3,476.80	25,800.00	74.45%
68111 - eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	0.00	0.00%
68210 - Marketing Advertising	45.00	2,979.24	99.31%	3,000.00	20.76	5,000.00	59.58%
68310 - Marketing Supplies	78.56	2,234.25	89.37%	2,500.00	265.75	4,000.00	55.86%
68410 - Marketing-Information Printing	1,234.79	3,020.95	75.52%	4,000.00	979.05	7,500.00	40.28%
68500 - Legal Notices	0.00	988.80	82.40%	1,200.00	211.20	2,000.00	49.44%
68600 - Special Events	2,037.76	17,259.81	68.49%	25,200.00	7,940.19	30,000.00	57.53%
TOTAL PUBLIC INFORMATION	5,554.75	47,035.25	78.28%	60,085.00	13,049.75	74,300.00	63.30%
CAPITAL OUTLAY & CONTINGENCY							
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%
* 69800 - Operating Transfer Out	0.00	226,590.00	0.00%	0.00	-226,590.00	0.00	0.00%
69900 - Contingency	1,923.40	30,001.60	89.90%	33,372.00	3,370.40	80,000.00	37.50%
GRAND TOTAL	286,136.26	3,664,158.30	93.40%	3,923,212.00	259,053.70	4,408,462.00	83.12%

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

ACTION ON BILLS May 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45534 thru 45648	\$ 111,537.15
Chase Bank-Salaries for May	35751 thru 35784	\$ 9,569.59
Hinsdale Bank-Direct Deposits	& 17665 thru 17825	\$ 102,324.78

MONTH'S TOTAL: \$ 223,431.52

10:10 AM
05/07/14
Accrual Basis

12

Indian Prairie Public Library District Account QuickReport

		As of May 31, 2014			
Type	Date	Num	Name	Amount	
10121 - Checking JP Morgan Chase					
Bill Pmt Check	05/05/2014	45534	Bank of America	4,224.04	
Bill Pmt Check	05/07/2014	45535	Baker & Taylor	5,572.35	
Bill Pmt Check	05/07/2014	45536	Baker & Taylor (video)	248.93	
Bill Pmt Check	05/07/2014	45537	BCBS	8,711.17	
Bill Pmt Check	05/07/2014	45538	Birmingham, Laura	20.16	
Bill Pmt Check	05/07/2014	45539	Bukovac, Jamie	222.66	
Bill Pmt Check	05/07/2014	45540	Case Lots Inc.	486.58	
Bill Pmt Check	05/07/2014	45541	Colonial Life	47.32	
Bill Pmt Check	05/07/2014	45542	Constellation	3,299.49	
Bill Pmt Check	05/07/2014	45543	DAC	124.50	
Bill Pmt Check	05/07/2014	45544	DEMCO	1,353.94	
Bill Pmt Check	05/07/2014	45545	Displays2go	78.56	
Bill Pmt Check	05/07/2014	45546	Dzierzbicki, Monica	119.56	
Bill Pmt Check	05/07/2014	45547	Gale/CENGAGE Learning	1,230.54	
Bill Pmt Check	05/07/2014	45548	Graham Cracker Comics	78.50	
Bill Pmt Check	05/07/2014	45549	Grey House Publishing, Inc.	139.50	
Bill Pmt Check	05/07/2014	45550	Guardian	542.51	
Bill Pmt Check	05/07/2014	45551	Heritage House Florist	50.00	
Bill Pmt Check	05/07/2014	45552	Hinsdale South High School Stinger	45.00	
Bill Pmt Check	05/07/2014	45553	Home Depot	17.57	
Bill Pmt Check	05/07/2014	45554	Illinois Secretary of State	10.00	
Bill Pmt Check	05/07/2014	45555	Inkwell	465.04	
Bill Pmt Check	05/07/2014	45556	Kamm Insurance Group	30.00	
Bill Pmt Check	05/07/2014	45557	Kroeschell Service	265.00	
Bill Pmt Check	05/07/2014	45558	Library Display Design Systems	72.24	
Bill Pmt Check	05/07/2014	45559	Management Association	890.00	
Bill Pmt Check	05/07/2014	45560	Midwest Tape	1,881.29	
Bill Pmt Check	05/07/2014	45561	NCPERS Group Life	64.00	
Bill Pmt Check	05/07/2014	45562	OverDrive	794.55	
Bill Pmt Check	05/07/2014	45563	Overdue Media LLC	1,000.00	
Bill Pmt Check	05/07/2014	45564	Phillip's Interior Plants	215.00	
Bill Pmt Check	05/07/2014	45565	Quill	1,259.07	
Bill Pmt Check	05/07/2014	45566	Rogers Vending	75.00	
Bill Pmt Check	05/07/2014	45567	Runco	162.25	
Bill Pmt Check	05/07/2014	45568	Scharping, Ronald A.	100.00	
Bill Pmt Check	05/07/2014	45569	ScotPress Printing	211.59	
Bill Pmt Check	05/07/2014	45570	Sebert Landscaping	697.00	
Bill Pmt Check	05/07/2014	45571	Speciality Mat Service	171.30	
Bill Pmt Check	05/07/2014	45572	Suburban Door Check & Lock Service	708.65	
Bill Pmt Check	05/07/2014	45573	Suburban Life Media	30.00	
Bill Pmt Check	05/07/2014	45574	Target	242.17	
Bill Pmt Check	05/07/2014	45575	Wolper Information Services	1,093.00	
Bill Pmt Check	05/07/2014	45576	Wordinger, Debra	75.00	
Bill Pmt Check	05/07/2014	45577	Works, Tyler - VOID	0.00	

Indian Prairie Public Library District
 Account QuickReport

Type	Date	As of May 31, 2014 Num	Name	Amount
Liability Check	05/08/2014	45578	Adler & Associates	35.22
Liability Check	05/08/2014	45579	Nationwide Retirement	610.00
Liability Check	05/08/2014	45580	Vantagepoint	1,080.08
Bill Pmt Check	05/15/2014	45581	Asimakopoulos, Jennifer	45.66
Bill Pmt Check	05/15/2014	45582	Baker & Taylor	9,811.28
Bill Pmt Check	05/15/2014	45583	Baker & Taylor (video)	184.58
Bill Pmt Check	05/15/2014	45584	Case Lots Inc.	82.70
Bill Pmt Check	05/15/2014	45585	Cosmopolitan Building Services	2,825.00
Bill Pmt Check	05/15/2014	45586	DEMCO	822.29
Bill Pmt Check	05/15/2014	45587	Diverse Media, Inc.	59.85
Bill Pmt Check	05/15/2014	45588	Gale/CENGAGE Learning	2,241.54
Bill Pmt Check	05/15/2014	45589	Garvey's Office Products	17.56
Bill Pmt Check	05/15/2014	45590	Grasso Graphics	449.70
Bill Pmt Check	05/15/2014	45591	Groot Industries, Inc.	238.29
Bill Pmt Check	05/15/2014	45592	Ingram Library Services	39.44
Bill Pmt Check	05/15/2014	45593	Inkwell	562.35
Bill Pmt Check	05/15/2014	45594	Krekelberg, Mary L	105.00
Bill Pmt Check	05/15/2014	45595	Lincoln National Life	107.73
Bill Pmt Check	05/15/2014	45596	Micro Center	84.99
Bill Pmt Check	05/15/2014	45597	Midwest Tape	2,907.93
Bill Pmt Check	05/15/2014	45598	OverDrive	5,000.00
Bill Pmt Check	05/15/2014	45599	Palmisano, Stacy.	35.79
Bill Pmt Check	05/15/2014	45600	Quill	533.14
Bill Pmt Check	05/15/2014	45601	Random House	294.00
Bill Pmt Check	05/15/2014	45602	Recorded Books, LLC	890.24
Bill Pmt Check	05/15/2014	45603	Rivistas Subscription Services	186.46
Bill Pmt Check	05/15/2014	45604	Rogers Vending	62.48
Bill Pmt Check	05/15/2014	45605	Roy, Nancy	51.98
Bill Pmt Check	05/15/2014	45606	Rubberdisc	258.50
Bill Pmt Check	05/15/2014	45607	Runco	283.79
Bill Pmt Check	05/15/2014	45608	ScotPress Printing	69.50
Bill Pmt Check	05/15/2014	45609	Thomson Reuters West	55.09
Bill Pmt Check	05/15/2014	45610	Tyco SimplexGrinnell	345.00
Bill Pmt Check	05/15/2014	45611	Uline	215.48
Bill Pmt Check	05/15/2014	45612	Unique Management	35.80
Bill Pmt Check	05/15/2014	45613	Vernon Library Supplies, Inc.	214.15
Liability Check	05/22/2014	45614	Adler & Associates	35.22
Liability Check	05/22/2014	45615	Nationwide Retirement	610.00
Liability Check	05/22/2014	45616	Vantagepoint	1,080.08
Bill Pmt Check	05/22/2014	45617	AAll	99.00
Bill Pmt Check	05/22/2014	45618	Bank of America	5,490.62
Bill Pmt Check	05/22/2014	45619	Case Lots Inc.	407.75
Bill Pmt Check	05/22/2014	45620	Comcast	229.85
Bill Pmt Check	05/22/2014	45621	Darien Police Department	25.00
Bill Pmt Check	05/22/2014	45622	Gale/CENGAGE Learning	127.95

Indian Prairie Public Library District
Account QuickReport

Type	Date	As of May 31, 2014 Num	Name	Amount
Bill Pmt Check	05/22/2014	45623	JavaSmart USA LLC	106.30
Bill Pmt Check	05/22/2014	45624	Kiplinger's Investing for Income	79.00
Bill Pmt Check	05/22/2014	45625	Micro Center	84.99
Bill Pmt Check	05/22/2014	45626	OverDrive	2,883.59
Bill Pmt Check	05/22/2014	45627	Quill	145.98
Bill Pmt Check	05/22/2014	45628	Runco	83.90
Bill Pmt Check	05/22/2014	45629	UPS	28.24
Bill Pmt Check	05/22/2014	45630	VISOgraphic	2,158.64
Bill Pmt Check	05/29/2014	45631	Bank of America	7,528.57
Bill Pmt Check	05/29/2014	45632	BCBS	8,404.09
Bill Pmt Check	05/29/2014	45633	Call One	525.25
Bill Pmt Check	05/29/2014	45634	Case Lots Inc.	79.80
Bill Pmt Check	05/29/2014	45635	Colonial Life	47.32
Bill Pmt Check	05/29/2014	45636	DuPage County Public Works	681.30
Bill Pmt Check	05/29/2014	45637	Fire & Security Systems	249.00
Bill Pmt Check	05/29/2014	45638	Guardian	542.51
Bill Pmt Check	05/29/2014	45639	Inkwell	37.68
Bill Pmt Check	05/29/2014	45640	Marsden, Michael	450.00
Bill Pmt Check	05/29/2014	45641	OverDrive	3,062.95
Bill Pmt Check	05/29/2014	45642	Quill	95.38
Bill Pmt Check	05/29/2014	45643	Sebert Landscaping	4,760.00
Bill Pmt Check	05/29/2014	45644	Suburban Door Check & Lock Service	293.00
Bill Pmt Check	05/29/2014	45645	Target	23.27
Bill Pmt Check	05/29/2014	45646	Tumbleweed Press, Inc.	799.00
Bill Pmt Check	05/29/2014	45647	VSP Vision	92.85
Bill Pmt Check	05/29/2014	45648	World Book School and Library	2,221.45

Total 10121 - Checking JP Morgan Chase

111,537.15

TOTAL

111,537.15

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2014

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	05/09/2014	18,471.10
ILDOR-State	Payroll taxes	05/09/2014	3,265.35
EFTPS-Federal	Payroll taxes	05/23/2014	19,532.90
ILDOR-State	Payroll taxes	05/23/2014	3,473.12
IMRF	Payroll Pension	05/30/2014	19,482.65
AT&T	Telecommunications	05/14/2014	298.12
Nicor	Gas	05/19/2014	581.50
DAC	Deposit to HRA	05/05/2014	1,000.00
US Bank	Credit Card Fee	05/02/2014	206.14
Hinsdale Bank	Fee-Direct Deposit	05/02/2014	20.00

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

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

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

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

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Indian Prairie Public Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June 1, 2014, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Indian Prairie Public Library District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

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

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

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

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

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

PASSED this 18th day of June, 2014.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

NOTICE OF DETERMINATION OF PREVAILING WAGES

Notice is hereby given that the Indian Prairie Public Library District has determined by Ordinance adopted June 18, 2014, that the prevailing rate of wages for construction work coming under the jurisdiction of the Indian Prairie Public Library District is the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June 1, 2014. A copy of said determination may be obtained from the Indian Prairie Public Library District or the Department of Labor.

Beena Deshmukh, Secretary
Indian Prairie Public Library District

Du Page County Prevailing Wage for June 2014

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		37.100	37.600	1.5	1.5	2.0	13.38	9.520	0.000	0.500
ASBESTOS ABT-MEC		BLD		35.100	37.600	1.5	1.5	2.0	11.17	10.76	0.000	0.720
BOILERMAKER		BLD		44.240	48.220	2.0	2.0	2.0	6.970	17.54	0.000	0.350
BRICK MASON		BLD		41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
CARPENTER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
CEMENT MASON		ALL		38.500	40.500	2.0	1.5	2.0	12.16	16.25	0.000	0.430
CERAMIC TILE FNSHER		BLD		34.810	0.000	2.0	1.5	2.0	10.20	7.830	0.000	0.640
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.550	15.16	1.250	0.610
ELECTRIC PWR EQMT OP		ALL		37.890	51.480	1.5	1.5	2.0	5.000	11.75	0.000	0.380
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRICIAN		BLD		37.160	40.880	1.5	1.5	2.0	9.550	17.39	4.480	0.680
ELEVATOR CONSTRUCTOR		BLD		49.900	56.140	2.0	2.0	2.0	12.73	13.46	3.990	0.600
FENCE ERECTOR	NE	ALL		34.840	36.840	1.5	1.5	2.0	12.86	10.67	0.000	0.300
FENCE ERECTOR	W	ALL		45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
GLAZIER		BLD		40.000	41.500	1.5	2.0	2.0	12.49	15.99	0.000	0.940
HT/FROST INSULATOR		BLD		46.950	49.450	1.5	1.5	2.0	11.17	11.96	0.000	0.720
IRON WORKER	E	ALL		42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
LABORER		ALL		37.000	37.750	1.5	1.5	2.0	13.38	9.520	0.000	0.500
LATHER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
MACHINIST		BLD		43.920	46.420	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS		ALL		30.520	0.000	1.5	1.5	2.0	9.700	12.55	0.000	0.590
MARBLE MASON		BLD		40.780	44.860	1.5	1.5	2.0	9.700	12.71	0.000	0.740
MATERIAL TESTER I		ALL		27.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MATERIALS TESTER II		ALL		32.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MILLWRIGHT		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
OPERATING ENGINEER		BLD	1	46.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD	2	44.800	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD	3	42.250	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD	4	40.500	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD	5	49.850	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD	6	47.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		BLD	7	49.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	1	44.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	2	43.750	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	3	41.700	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	4	40.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	5	39.100	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	6	47.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY	7	45.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
ORNAMNTL IRON WORKER E		ALL		42.900	45.400	2.0	2.0	2.0	13.11	16.40	0.000	0.600
ORNAMNTL IRON WORKER W		ALL		45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
PAINTER		ALL		40.980	42.980	1.5	1.5	1.5	10.00	8.200	0.000	1.350
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
PIPEFITTER		BLD		41.200	43.200	1.5	1.5	2.0	9.750	17.59	0.000	1.710

PLASTERER	BLD	41.250	43.760	1.5	1.5	2.0	9.700	13.08	0.000	0.980
PLUMBER	BLD	41.200	43.200	1.5	1.5	2.0	9.750	17.59	0.000	1.710
ROOFER	BLD	39.200	42.200	1.5	1.5	2.0	8.280	9.690	0.000	0.430
SHEETMETAL WORKER	BLD	43.250	45.250	1.5	1.5	2.0	10.65	12.90	0.000	0.820
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	10.75	8.850	0.000	0.450
STEEL ERECTOR	E ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STEEL ERECTOR	W ALL	45.060	48.660	2.0	2.0	2.0	9.390	17.69	0.000	0.400
STONE MASON	BLD	41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
SURVEY WORKER -> NOT IN EFFECT		37.000	37.750	1.5	1.5	2.0	12.97	9.930	0.000	0.500
TERRAZZO FINISHER	BLD	36.040	0.000	1.5	1.5	2.0	10.20	9.900	0.000	0.540
TERRAZZO MASON	BLD	39.880	42.880	1.5	1.5	2.0	10.20	11.25	0.000	0.700
TILE MASON	BLD	41.840	45.840	2.0	1.5	2.0	10.20	9.560	0.000	0.880
TRAFFIC SAFETY WRKR	HWY	28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCKPOINTER	BLD	40.950	41.950	1.5	1.5	2.0	9.700	11.93	0.000	0.630

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

Explanations

DUPAGE COUNTY

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

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

EXPLANATION OF CLASSES

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

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical

systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

CERAMIC TILE FINISHER

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

COMMUNICATIONS TECHNICIAN

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

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters

cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

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

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

OPERATING ENGINEER - BUILDING

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

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

All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

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

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

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

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

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine,

Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

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

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

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

Class 6. Field Mechanics and Field Welders

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

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or

Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

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

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

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

Other Classifications of Work:

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

LANDSCAPING

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

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

ORDINANCE #2014-3

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

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2014 through June, 2015 shall be held on the third Wednesday of each month at 7 o'clock in the evening at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- July 16, 2014
- August 20, 2014
- September 17, 2014
- October 15, 2014
- November 19, 2014
- December 17, 2014
- January 21, 2015
- February 18, 2015
- March 18, 2015
- April 15, 2015
- May 20, 2015
- June 17, 2015

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

Passed and approved this 18th day of June, 2014.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

Indian Prairie Public Library
Plan/Annexation Committee
May 27, 2014 – 7 p.m.

Time: 7:10 p.m.

Present: Beena Deshmukh, Marian Krupicka

Absent: Diane Ruscitti

Also Present: Jamie Bukovac, Marianne Ryan

Jamie shared the number of non-resident cards for various unserved areas. Bukovac also shared home values in Farmingdale. With the cost of the non-resident card going to \$186.00 it is no longer a bargain for a Farmingdale homeowner to pay taxes for the library.

Marian talked with Alderman Sylvia McIvor about the fact that the residents in Farmingdale do not have library service. Sylvia's opinion was that it is fine that residents have the option to purchase a card if they want library service. The committee discussed whether or not to do a survey of residents' interests in joining the library or in doing direct mail marketing to encourage purchasing a card. They do not want to create animosity with a referendum. The committee will recommend to the board that the library do a targeted marketing push to residents in Farmingdale and in Burr Ridge regarding the benefits of purchasing a library card.

The committee inquired if the library could provide online sign-up and people could pay the fee online. Bukovac will look into developing this idea. Offer an incentive, "come in and we'll give you \$5.00 coupon". Send an actual renewal reminder to non-residents with the opportunity to renew online or by mail. "Be a member". Follow membership models used by zoos and arboretum.

Other ideas – should we limit adult programs to card holders? We do limit computer classes to card holders. Some children's programs are limited to card holders. Summer Reading Challenge is not limited as it is open to any child who attends a school in the library district.

Set up a meeting with Burr Ridge to discuss how we can work together to market to their residents.

In regards to the strategic plan process, Bukovac had proposals from two companies for facilitation of the process. She also had a proposal for doing a community survey. Consultants will help us figure out what we need/want to know and how to gather that data, then help us analyze the data. The committee is interested in interviewing consultants/facilitators and will recommend that interviews be held in June and July with a decision made by the board at their July or August meeting. Bukovac will research other consultants. Looking at October for a community survey.

Adjourned 8:58

Indian Prairie Public Library
Finance Committee
June 10, 2014 – 7 p.m.
Minutes

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Present: Marian Krupicka, Don Damon, Vicki Suriano, Diane Ruscitti (arrived at 7:20 p.m.)
Jamie Bukovac, Laura Birmingham

Absent: none

1. Revenues
Discussed Cook County/DuPage tax projections.
Went over line items for revenue.
2. Expenditures
Discussed each line item.
3. Discussed the operating budget/revenue overview.
4. Salary Schedule
Discussed grade level changes, cost of living increase and merit pay.
Discussed salary comparisons with other libraries.
5. Financial Forecast
Looked at future expenses and capital expenses.
6. Financial Policy
Suggested two changes to the policy under 950.1-3 and 970.2.

Adjourn: 8:40 p.m.

Agenda

In the Omnibus there is an ordinance ascertaining prevailing wage because, as a taxing body, we must follow the law regarding wages paid for certain types of work. The trustees also approve an ordinance establishing the meeting dates for the coming year. This information is posted and is sent to the newspaper. (This does not mean that a meeting cannot be cancelled.)

Memos are attached to the various topics listed under "New Business". All of the topics have been reviewed by the appropriate committees. Information on recommendations by the Plan/Annexation Committee and the Finance Committee are in the minutes in the omnibus agenda:

Last month you received information from The Edge Technology Assessment. Because of the topics that need to be discussed this month, we'll hold the technology until the July meeting.

The Big Read

The directors of the libraries who participate in The Big Read and Kids Read, Too met with the chairwomen of each program to discuss how the programs are managed, review patron participation over the years as well as costs and the level of staff participation needed to create these programs. Over the years it has become apparent that The Big Read is really about the programs and not the book, although patrons do enjoy the author visits when we are able to make those happen. Also, the book is chosen first for The Big Read and then the youth staff have to try to find a relevant book for their demographics which, of course is difficult because of the range of ages they serve.

After much discussion the directors decided that, after 10 years, The Big Read needs a facelift and should be topic focused rather than book focused. The committee will be given the directive to select a topic to focus on, which will also apply to Kids Read Too. Books will be selected to support the topic and libraries will most likely select a book to hold book discussions, but a range of titles will offer more choices for people and hopefully encourage more reading. Ideas for topics including structuring it in a similar manner to the Chicago Humanities Festival, focusing on a country or tying it into a special exhibit occurring at a museum. Of course, a new name will need to be selected as well.

SWAN

At the June library directors' meeting Sirsi/Dynix, our new software provider, had 7 staff present about their product for two hours. It was very exciting to hear about the company's philosophy toward serving libraries and their plans for technology. They are interested in libraries recapturing "mindshare and eyeshare". In other words we are losing our patrons to competition such as Amazon and Sirsi/Dynix wants to make libraries the preferred portal to access everything – traditional materials, digital materials and information. Their software has amazing reporting capabilities such as breaking our checkouts down by ages of our patrons. They also have mobile checkout which will provide so many opportunities from checking out

items to patrons in the book shelf aisles to bringing items to schools and checking them out. These are just a few of the great things we'll be able to do. Right now they are talking about going live in April. Staff training will start in February. We're very proud and fortunate that Debbie Sheehan has been selected as a trainer as she will be expert in certain aspects of the software.

Staff

#YOLO (Year of Learning Opportunities) has started with a 30 minute lecture on the libraries online readers' advisory services. I've attached a list of the classes currently on the schedule for staff.

Circulation Supervisor Dee Thurman has resigned to take a position at Woodridge Library. Greg Meronek, Circulation Page, and Kim Eisenschenk, Circulation Associate have resigned for family reasons. Youth Services Associate Linda Stevanovich has also resigned. Nancy Sesterhenn has been hired as a Circulation Page starting May 27 at as salary of \$8.77/hour.

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YOLO - Staff Training

3D Printer - Technology Services

When: Monday, June 23, 2014 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

Feel prepared to answer patrons basic questions about IPPLs 3D printer including IPPLs 3D Printer policies. We will demonstrate 3D printing and important features of the printer. Our 3d printer webpage and recommended 3D software for patrons will be highlighted. Staff questions are welcome.

3D Printer - Technology Services

When: Monday, June 23, 2014 - 4:00 PM - 4:45 PM

Where: Multipurpose Room, 2nd Floor

Feel prepared to answer patrons basic questions about IPPLs 3D printer including IPPLs 3D Printer policies. We will demonstrate 3D printing and important features of the printer. Our 3d printer webpage and recommended 3D software for patrons will be highlighted. Staff questions are welcome.

Check Out the Heart of the Library - Circulation - Mandatory

When: Wednesday, July 09, 2014 - 4:00 PM - 4:45 PM

Have you ever wondered what the Circulation staff do all day? Besides check out and check in books? Come to this interactive overview of the Circulation Department. Meet in the Circulation workroom.

Events and Room Booking Calendar (Evanced) - Technology Services

When: Tuesday, July 15, 2014 - 11:00 AM - 11:45 AM

Where: Conference Room, 2nd Floor

This training will review the basics of educating patrons in the use of Evanced for both Event Registration and Room Booking steps they will need to take, options they may make, features to point out, concerns patrons may have, troubleshooting common missteps. General room booking policies will be reviewed.

Events and Room Booking Calendar (Evanced) - Technology Services

When: Tuesday, July 15, 2014 - 4:00 PM - 4:45 PM

Where: Conference Room, 2nd Floor

This training will review the basics of educating patrons in the use of Evanced for both Event Registration and Room Booking steps they will need to take, options they may make, features to point out, concerns patrons may have, troubleshooting common missteps. General room booking policies will be reviewed.

Check Out the Heart of the Library - Circulation - Mandatory

When: Thursday, July 17, 2014 - 10:00 AM - 10:45 AM

Have you ever wondered what the Circulation staff do all day? Besides check out and check in books? Come to this interactive overview of the Circulation Department. Meet in the Circulation workroom.

Online Readers Advisory - Adult Services -Mandatory

When: Thursday, July 17, 2014 - 12:15 PM - 12:45 PM

Where: Meeting Room, 2nd Floor

Introduction to online readers advisory services at IPPL

Digital Media Lab - Kids & Teens

When: Monday, July 28, 2014 - 2:00 PM - 2:45 PM

Where: Group Study Room - Youth

Come check out the new (temporary) space and learn about the new equipment such as the DSLR camera, microphones, green screen, editing software and more.

Digital Media Lab - Kids & Teens

When: Tuesday, July 29, 2014 - 11:00 AM - 11:45 AM

Where: Group Study Room - Youth

Come check out the new (temporary) space and learn about the new equipment such as the DSLR camera, microphones, green screen, editing software and more.

Digital Media Lab - Kids & Teens

When: Tuesday, July 29, 2014 - 2:00 PM - 2:45 PM

Where: Group Study Room - Youth

Come check out the new (temporary) space and learn about the new equipment such as the DSLR camera, microphones, green screen, editing software and more.

Online Readers Advisory - Adult Services -Mandatory

When: Tuesday, July 29, 2014 - 4:15 PM - 4:45 PM

Where: Multipurpose Room, 2nd Floor

Introduction to online readers advisory services at IPPL

Check Out the Heart of the Library - Circulation - Mandatory

When: Tuesday, August 12, 2014 - 12:15 PM - 1:00 PM

Have you ever wondered what the Circulation staff do all day? Besides check out and check in books? Come to this interactive overview of the Circulation Department. Meet in the Circulation workroom.

Fun with Arduinos - Kids & Teens

When: Monday, August 18, 2014 - 6:30 PM - 7:15 PM

Where: Multipurpose Room, 2nd Floor

What's an Arduino you ask? An Arduino (Are-dwee-no) is a tiny computer you can program to control different sensors, motors, and other electrical components. In this training workshop, we will go over how to create a circuit for an LED light and then how to control it using an Arduino.

Fun with Arduinos - Kids & Teens

When: Tuesday, August 19, 2014 - 2:00 PM - 2:45 PM

Where: Multipurpose Room, 2nd Floor

What's an Arduino you ask? An Arduino (Are-dwee-no) is a tiny computer you can program to control different sensors, motors, and other electrical components. In this training workshop, we will go over how to create a circuit for an LED light and then how to control it using an Arduino.

Fun with Arduinos - Kids & Teens

When: Thursday, August 21, 2014 - 11:00 AM - 11:45 AM

Where: Multipurpose Room, 2nd Floor

What's an Arduino you ask? An Arduino (Are-dwee-no) is a tiny computer you can program to control different sensors, motors, and other electrical components. In this training workshop, we will go over how to create a circuit for an LED light and then how to control it using an Arduino.

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Tuesday, August 26, 2014 - 1:00 PM - 1:30 PM

Where: Conference Room, 2nd Floor

Understand where the library gets it's money and how it is spent. (Administration - Mandatory)

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Tuesday, August 26, 2014 - 5:00 PM - 5:30 PM

Where: Conference Room, 2nd Floor

Understand where the library's money comes from and how it is spent. (Administration - Mandatory)

3D Printer - Technology Services

When: Wednesday, September 03, 2014 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

Feel prepared to answer patrons basic questions about IPPLs 3D printer including IPPLs 3D Printer policies. We will demonstrate 3D printing and important features of the printer. Our 3d printer webpage and recommended 3D software for patrons will be highlighted. Staff questions are welcome.

3D Printer - Technology Services

When: Wednesday, September 03, 2014 - 4:00 PM - 4:45 PM

Where: Meeting Room, 2nd Floor

Feel prepared to answer patrons basic questions about IPPLs 3D printer including IPPLs 3D Printer policies. We will demonstrate 3D printing and important features of the printer. Our 3d printer webpage and recommended 3D software for patrons will be highlighted. Staff questions are welcome.

Troubleshooting Computers 101 - Technology Services - Mandatory

When: Tuesday, September 23, 2014 - 11:00 AM - 11:45 AM

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Where: Meeting Room, 2nd Floor

Beyond checking connections and restarting the computer. Attendees will learn how to investigate network, printing and more other common computer or Internet errors that may occur.

Troubleshooting Computers 101 - Technology Services - Mandatory

When: Tuesday, September 23, 2014 - 4:00 PM - 4:45 PM

Where: Meeting Room, 2nd Floor

Beyond checking connections and restarting the computer. Attendees will learn how to investigate network, printing and more other common computer or Internet errors that may occur.

Pinning, Poking and Tweeting at IPPL: Overview of Our Social Media - Admin

When: Tuesday, September 30, 2014 - 10:00 AM - 10:45 AM

Where: Meeting Room, 2nd Floor

Come and learn about Indian Prairie's Social Media efforts on Facebook, Twitter, Pinterest, YouTube and more!
(Administration)

Pinning, Poking and Tweeting at IPPL: Overview of Our Social Media - Admin

When: Tuesday, September 30, 2014 - 1:00 PM - 1:45 PM

Where: Meeting Room, 2nd Floor

Learn about Indian Prairie's social media efforts on Facebook, Twitter, Pinterest, YouTube and more!
(Administration)

Book Processing - Technical Services - Mandatory

When: Thursday, October 02, 2014 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

From ordering to on shelf learn how materials are processed through Technical Services. The workshop will also cover item and bibliographic record maintenance and how specific fields in the record determines loan rules, searching capabilities and more.

Book Processing - Technical Services - Mandatory

When: Thursday, October 02, 2014 - 4:00 PM - 4:45 PM

Where: Meeting Room, 2nd Floor

From ordering to on shelf learn how materials are processed through Technical Services. The workshop will also cover item and bibliographic record maintenance and how specific fields in the record determines loan rules, searching capabilities and more.

Pinning, Poking and Tweeting at IPPL: Overview of Our Social Media - Admin

When: Wednesday, October 08, 2014 - 4:00 PM - 4:45 PM

Where: Meeting Room, 2nd Floor

Learn about Indian Prairie's social media efforts on Facebook, Twitter, Pinterest, YouTube and more!
(Administration)

Pinning, Poking and Tweeting at IPPL: Overview of Our Social Media - Admin

When: Friday, October 10, 2014 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

Learn about Indian Prairie's social media efforts on Facebook, Twitter, Pinterest, YouTube and more!
(Administration)

Pinning, Poking and Tweeting at IPPL: Overview of Our Social Media - Admin

When: Friday, October 10, 2014 - 1:00 PM - 1:45 PM

Where: Meeting Room, 2nd Floor

Learn about Indian Prairie's social media efforts on Facebook, Twitter, Pinterest, YouTube and more!
(Administration)

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Wednesday, October 29, 2014 - 12:30 PM - 1:00 PM

Where: Conference Room, 2nd Floor

An overview of where the library's money comes from and how it is spent.

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Wednesday, October 29, 2014 - 4:30 PM - 5:00 PM

Where: Conference Room, 2nd Floor

An overview of where the library's money comes from and how it is spent.

The Comings and Goings of ILL

When: Tuesday, November 04, 2014 - 12:30 PM - 1:00 PM

Where: Conference Room, 2nd Floor

Come learn about out-of-system requests from our resident expert, Patty Czuba! She will guide you through the process of inter-library loan from patron requests, working with World Share and finally receiving the item. She will also discuss how she maintains over 29 book clubs!

Behind the scenes of our Blogs & Website - Technology Services

When: Monday, November 10, 2014 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

Discover the world of blogs and how the library uses them. Need a link on your department blog? Want to add something to the left menu, footer or find it fast section of the library's Website? Learn the answers to these questions and more .

Behind the scenes of our Blogs & Website - Technology Services

When: Monday, November 10, 2014 - 4:00 PM - 4:45 PM

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Discover the world of blogs and how the library uses them. Need a link on your department blog? Want to add something to the left menu, footer or find it fast section of the library's Website? Learn the answers to these questions and more .

The Comings and Goings of ILL

When: Thursday, November 13, 2014 - 4:30 PM - 5:00 PM

Where: Conference Room, 2nd Floor

Come learn about out-of-system requests from our resident expert, Patty Czuba! She will guide you through the process of inter-library loan from patron requests, working with World Share and finally receiving the item. She will also discuss how she maintains over 29 book clubs!

Early Lit 101 - Kids & Teens - MANDATORY

When: Monday, November 24, 2014 - 11:00 AM - 11:30 AM

Where: Meeting Room, 2nd Floor

How do children learn early literacy skills? Why do we have storytimes and why do we sing in them? Learn the answers to these questions and more in this fun, interactive YOLO presentation all about the library's early literacy efforts.

Early Lit 101 - Kids & Teens - MANDATORY

When: Monday, November 24, 2014 - 1:00 PM - 1:30 PM

Where: Meeting Room, 2nd Floor

How do children learn early literacy skills? Why do we have storytimes and why do we sing in them? Learn the answers to these questions and more in this fun, interactive YOLO presentation all about the library's early literacy efforts.

Early Lit 101 - Kids & Teens - MANDATORY

When: Tuesday, December 02, 2014 - 10:00 AM - 10:30 AM

Where: Meeting Room, 2nd Floor

How do children learn early literacy skills? Why do we have storytimes and why do we sing in them? Learn the answers to these questions and more in this fun, interactive YOLO presentation all about the library's early literacy efforts.

Early Lit 101 - Kids & Teens - MANDATORY

When: Tuesday, December 02, 2014 - 4:00 PM - 4:30 PM

Where: Meeting Room, 2nd Floor

How do children learn early literacy skills? Why do we have storytimes and why do we sing in them? Learn the answers to these questions and more in this fun, interactive YOLO presentation all about the library's early literacy efforts.

Early Lit 101 - Kids & Teens - MANDATORY

When: Wednesday, December 03, 2014 - 2:00 PM - 2:30 PM

Where: Meeting Room, 2nd Floor

How do children learn early literacy skills? Why do we have storytimes and why do we sing in them? Learn the answers to these questions and more in this fun, interactive YOLO presentation all about the library's early literacy efforts.

Early Lit 101 - Kids & Teens - MANDATORY

When: Wednesday, December 03, 2014 - 4:00 PM - 4:30 PM

Where: Meeting Room, 2nd Floor

How do children learn early literacy skills? Why do we have storytimes and why do we sing in them? Learn the answers to these questions and more in this fun, interactive YOLO presentation all about the library's early literacy efforts.

The Comings and Goings of ILL

When: Thursday, December 04, 2014 - 1:00 PM - 1:30 PM

Where: Conference Room, 2nd Floor

Come learn about out-of-system requests from our resident expert, Patty Czuba! She will guide you through the process of inter-library loan from patron requests, working with World Share and finally receiving the item. She will also discuss how she maintains over 29 book clubs!

The Comings and Goings of ILL

When: Wednesday, December 10, 2014 - 4:30 PM - 5:00 PM

Where: Conference Room, 2nd Floor

Come learn about out-of-system requests from our resident expert, Patty Czuba! She will guide you through the process of inter-library loan from patron requests, working with World Share and finally receiving the item. She will also discuss how she maintains over 29 book clubs!

Everything You Always Wanted to Know about the Library Budget*

When: Monday, December 15, 2014 - 12:30 PM - 1:00 PM

Where: Conference Room, 2nd Floor

Understand where the library's money comes from and how it is spent. (Mandatory)

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Monday, December 15, 2014 - 5:00 PM - 5:30 PM

Where: Conference Room, 2nd Floor

Understand where the library's money comes from and how it is spent. (Administration Mandatory)

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Thursday, December 18, 2014 - 1:00 PM - 1:30 PM

Where: Conference Room, 2nd Floor

Understand where the library's money comes from and how it is spent. (Administration Mandatory)

Everything You Always Wanted to Know about the Library Budget - Admin -Mandatory

When: Thursday, December 18, 2014 - 4:00 PM - 4:30 PM

Where: Conference Room, 2nd Floor

Understand where the library's money comes from and how it is spent. (Administration Mandatory)

The Comings and Goings of ILL

When: Wednesday, January 14, 2015 - 12:30 PM - 1:00 PM

Where: Conference Room, 2nd Floor

Come learn about out-of-system requests from our resident expert, Patty Czuba! She will guide you through the process of inter-library loan from patron requests, working with World Share and finally receiving the item. She will also discuss how she maintains over 29 book clubs!

The Comings and Goings of ILL

When: Friday, January 23, 2015 - 1:00 PM - 1:30 PM

Where: Conference Room, 2nd Floor

Come learn about out-of-system requests from our resident expert, Patty Czuba! She will guide you through the process of inter-library loan from patron requests, working with World Share and finally receiving the item. She will also discuss how she maintains over 29 book clubs!

Troubleshooting Computers 101 - Technology Services - Mandatory

When: Wednesday, February 04, 2015 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

Beyond checking connections and restarting the computer. Attendees will learn how to investigate network, printing and more other common computer or Internet errors that may occur.

Troubleshooting Computers 101 - Technology Services - Mandatory

When: Wednesday, February 04, 2015 - 4:00 PM - 4:45 PM

Where: Meeting Room, 2nd Floor

Beyond checking connections and restarting the computer. Attendees will learn how to investigate network, printing and more other

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common computer or Internet errors that may occur.

3D Printer - Technology Services

When: Tuesday, February 24, 2015 - 11:00 AM - 11:45 AM

Where: Conference Room, 2nd Floor

Feel prepared to answer patrons basic questions about IPPLs 3D printer including IPPLs 3D Printer policies. We will demonstrate 3D printing and important features of the printer. Our 3d printer webpage and recommended 3D software for patrons will be highlighted. Staff questions are welcome.

3D Printer - Technology Services

When: Tuesday, February 24, 2015 - 4:00 PM - 4:45 PM

Where: Conference Room, 2nd Floor

Feel prepared to answer patrons basic questions about IPPLs 3D printer including IPPLs 3D Printer policies. We will demonstrate 3D printing and important features of the printer. Our 3d printer webpage and recommended 3D software for patrons will be highlighted. Staff questions are welcome.

Events and Room Booking Calendar (Evanced) - Technology Services

When: Thursday, March 12, 2015 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

This training will review the basics of educating patrons in the use of Evanced for both Event Registration and Room Booking steps they will need to take, options they may make, features to point out, concerns patrons may have, troubleshooting common missteps. General room booking policies will be reviewed.

Events and Room Booking Calendar (Evanced) - Technology Services

When: Thursday, March 12, 2015 - 4:00 PM - 4:45 PM

Where: Conference Room, 2nd Floor

This training will review the basics of educating patrons in the use of Evanced for both Event Registration and Room Booking steps they will need to take, options they may make, features to point out, concerns patrons may have, troubleshooting common missteps. General room booking policies will be reviewed.

Book Processing - Technical Services - Mandatory

When: Thursday, April 16, 2015 - 11:00 AM - 11:45 AM

Where: Conference Room, 2nd Floor

From ordering to on shelf learn how materials are processed through Technical Services. The workshop will also cover item and bibliographic record maintenance and how specific fields in the record determines loan rules, searching capabilities and more.

Book Processing - Technical Services - Mandatory

When: Thursday, April 16, 2015 - 4:00 PM - 4:45 PM

Where: Conference Room, 2nd Floor

From ordering to on shelf learn how materials are processed through Technical Services. The workshop will also cover item and bibliographic record maintenance and how specific fields in the record determines loan rules, searching capabilities and more.

Behind the scenes of our Blogs & Website - Technology Services

When: Thursday, May 07, 2015 - 11:00 AM - 11:45 AM

Where: Meeting Room, 2nd Floor

Discover the world of blogs and how the library uses them. Need a link on your department blog? Want to add something to the left menu, footer or find it fast section of the librarys Website? Learn the answers to these questions and more .

Behind the scenes of our Blogs & Website - Technology Services

When: Thursday, May 07, 2015 - 4:00 PM - 4:45 PM

Where: Meeting Room, 2nd Floor

Discover the world of blogs and how the library uses them. Need a link on your department blog? Want to add something to the left menu, footer or find it fast section of the librarys Website? Learn the answers to these questions and more.

Assistant Director's Report

June 2014

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Building and Grounds:

The landscapers are still battling the Japanese Knotweed in the Reading Garden. They will be digging up the roots and applying pesticide to continue to try to get rid of these plants.

Some of the rosebushes that were planted last year in the Plainfield driveway area have died and will be replaced. These plants are under warranty.

The landscaping irrigation system has been checked and turned on for summer.

So far, two of the old staff chairs have been sold on RAILS and other libraries have inquired about the chairs.

Mike, our Building Services Associate, has helped transform the Kids and Teens department into a Makerspace, including installing plastic sheeting to help protect the carpeting in the "Maker" area while in use this summer.

I just received notice that our pay phone provider, Siebert Enterprises, will cease doing business on July 1st. The owner of Siebert Enterprises is a former trustee of both Darien and Indian Prairie, Daniel Siebert. The payphone will be removed from our vestibule on or around July 1st. I am currently researching a replacement pay phone service as people do frequently use the phone.

Darien Garden Club:

The Darien Garden Club hosted their plant sale on Saturday, May 31st. They reported that it was a very successful sale and how appreciative they are to be able to use our lawn for their sale.

The Garden Club has also planted beautiful arrangements in all of our garden planters. I will be highlighting the containers with photos and descriptions on the library's Facebook page throughout the summer. (And of course, Mike and the Security Monitors will keep the plants alive by watering them regularly.)

Marketing Report:

Marianne Ryan's report is attached.

Submitted by:



Laura Birmingham

Marketing Department Report – May 2014

Promotional Support

The Marketing Department supported and promoted several library events and programs, including the Make Some Noise Summer Reading Challenge, The Junction, the 3D printer, changes to the library's internet policy, The Sound, local history interviews, interviews for the Veterans History Project, citizenship assistance including the new Citizenship Corner and Citizenship 101 program, "Behind the Headphones" audiobook program, and You Can Brew It home beer brewing program.

Newsletter

The summer newsletter was delivered to resident mailboxes May 24. Newsletters and personalized letters to legislators, schools, municipalities, and clubs have been mailed. Production of the fall newsletter will begin in late July, and will be delivered to resident mailboxes by Labor Day.

Neighbors of Darien

The Marketing Department provided calendar events and Around the Block articles for the July/August issue.

E-news

The Marketing Department continues to send the library's weekly e-news. There are currently 13,736 contacts on our e-news mailing list.

Misc.

Marianne attended a Word of Mouth Marketing webinar May 22

Marianne attended the board's Annexation and Strategic Planning Committee meeting May 27

Graphics/Website

In addition to day-to-day publications and website updates, Theresa created informational brochures and logs for the Make Some Noise Summer Reading Challenge, and entry forms, signage, flyers and posters for The Junction, as well as a logo, bookmarks, business cards and signage for the 3D printer.



Marianne Ryan, Marketing Coordinator

June 10, 2014

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

Overview

May was an action-packed month as we prepared for our 2014 Summer Reading Challenge, *Make Some Noise*. The Youth Services staff has been hard at work creating and advertising the exciting events that will begin in June. In May, we hosted several programs, including Free Comic Book Day and the final Pages for All Ages event. We also spent a lot of time building relationships and serving the schools in our community.

Programs

Free Comic Book Day

On May 3, our Teen Librarian, Tyler Works, conducted a comic book celebration for all ages in the lobby of the library. Tyler worked with Graham Cracker Comics in Downers Grove. He handed over 200 free comics to delighted patrons within just a couple of hours. He also organized a popular comic-themed photo booth and handed out handmade scratch ticket giveaways. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Pages for All Ages

On May 12, we hosted the final event for Pages for All Ages. This program was run by Monica Dzierzbicki and Natalie Williams, and was made possible by the support of the Darien Rotary Club. This was a wonderful opportunity for senior citizens to interact with elementary school-aged kids to encourage reading, writing, and connecting with others. One of the great success stories from the final meeting was one of the participants who had joined Pages for All Ages with his granddaughter. He told the group how much it meant to him to have this time to share with his family. He said that while only he and his granddaughter attended the events, all of his other grandchildren read the books as well and they all talked about them together. We are planning to offer Pages for All Ages again next spring with more of a family spin, to encourage parents and grandparents to sign up with their own families. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Practice ACT

On May 17, we held another Practice ACT program, proctored by Kaplan. Twenty-six students participated in the practice test and we continue to receive requests for these test prep services. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Make Some Noise

This month concludes all of our hard work planning for *Make Some Noise*. At the beginning of June, our 2014 Summer Reading Challenge will begin. Since last August the Youth Services team has been working on the events and details of this summer. We have met monthly, for long stretches of this year even weekly, to plan and coordinate. We've partnered with other departments, with Technical Services, Computer Services, and Marketing to make it all a reality. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Marketing

Natalie Williams worked with Marianne Ryan and Theresa Papaurelis to create logos and to design for posters, brochures, raffle tickets, and participation logs. We've created many promotional and informational materials for students, teachers, parents, and patrons. We even created our first promotional video with the help of Dave Bunn from Computer Services. *(Supporting Strategic Plan: Use video to showcase library services and programs.)*

Website Updates

Teen Associate, Krista Kountz has been working hard to prepare IPPL's website to promote our Summer Reading Challenge. This month she has spent time training with Dave Bunn from Computer Services and working with our Marketing team to create graphics and rotating banners. She has created new pages and updated all of our upcoming events and programs. We are very grateful to Krista for stepping up to this challenge. The website is undoubtedly an important tool for our patrons.

Evanced

This summer we will be one of the first libraries to test Evanced's new summer reading tracking system called Wandoo. Wandoo is an online tool that we will use to manage registrations and statistics for *Make Some Noise*. Natalie Williams and Ann Stovall have been working with our rep, Nate Dunlevey. They have set up and tested the system to prepare for our blast-off event.

School Visits

Our Mid-Kid Librarian and Associate, Monica Dzierzbicki and Caitlin Myers, practiced and presented special school visits to promote *Make Some Noise*, our 2014 Summer Reading Challenge. They coordinated all of the visits, met with teachers and school library staff, and delivered informational brochures to all of our schools this month.

19-May	Kingswood Academy	62
20-May	Elizabeth Ide Elementary	240
21-May	Anne M. Jeans Elementary	345
22-May	Concord Elementary	400
23-Apr	Burr Ridge Middle School	220
23-May	Our Lady of Peace School	284
29-May	Prairieview Middle School	350
29-May	Eisenhower Junior High School	600
30-May	Gower West Elementary	452
2-June	Lace	600
4-June	Lakeview Jr. High	235
5-June	Mark Delay	355
5-June	Cass Jr. High	275 students

Partnerships

Hinsdale South High School

On May 29, Tyler Works attended the growing HSHS book club. This month there were 18 teens in attendance. Tyler Works also met with HSHS staff to plan an upcoming event called the Book Buzz-ar, which Tyler will attend in June.

Also on May 29, Natalie Williams gave a tour of our new Digital Media Lab to Katie Aquino, the a/v club instructor, and Ellen Lawrence, the head librarian at Hinsdale South High School. We have been talking to Katie Aquino about helping us to train the teens on the equipment in the space this summer and we are talking with both women to see how HSHS and IPPL might work together on future digital media initiatives. *(Supporting Strategic Plan: Conduct focused discussions with schools regarding their strategic goals and analyze how the library can provides support.)*

Teens 4Xcellence

Krista Kountz planned and presented the Teens 4Xcellence May meeting. The itinerary included a book discussion on "Dark Life" by Kat Falls. Krista incorporated video clips of real science information that corresponded with the fiction in the book and used this to instigate thoughtful commentary on how the students' lives relate to the book. They then made ocean inspired Teens4Xcellence buttons. Krista also

presented nonfiction books about ocean creatures to help the students draw realistic representations of ocean organisms. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Kids e-Books

On May 7, Monica Dzierzbicki and Adult Services Librarian, Suzy Deucher, provided a 'train the trainers' session with the media specialist and 2nd and 4th grade teachers from Anne M. Jeans Elementary School. The following week Monica Dzierzbicki, Patti Naisbitt & Suzy Deucher went to Anne M. Jeans to work with two classes of 2nd & 4th graders on how to use Overdrive as a reading tool on the students' iPads. This opportunity is the conclusion of months of coordination between Monica and the Anne M. Jeans media specialist, Rene DeGuzman. The media specialist and teachers have requested a follow-up presentation to four classes in the fall of 2014. The superintendent & media specialist have also requested that IPPL card registration be included as a part of District 180's 2014/15 registration days August 11 and 12. Monica Dzierzbicki also worked with our Marketing Department to create a child friendly version of the IPPL iPad eBook brochure which was used as part of the training presentation. *(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 May 19, our Early Literacy Librarian, Katie Salo presented a wonderful tour of IPPL to a group of 15 preschool children and teachers from KinderCare. Katie's tour started with a storytime and then she took them on a butterfly hunt throughout the department. Each child had a small butterfly net and had to hunt for the butterflies that Katie had strategically placed throughout the library to teach the kids about the special services just for them. The children and the teachers loved Miss Katie and her fun tour. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Staff Changes

New Staff

Our Summer Associates, Nicole Pierce and Jacqueline Brogdon, began working with us this month. They have both gone through library orientation and *Make Some Noise* training. They have attended staff meetings and are prepared to work at the Ask Us, to provide reference and excellent customer service this summer.

Resignation

Linda Stevanovich resigned after five years of service at Indian Prairie. She has been working as part of the Early Literacy Team. We will begin interviewing for her position in August, once we get through the busy summer season.

Submitted by Natalie Williams 6/8/2014

Adult Services May, 2014: Board Report

The Big Read is over for 2014. Attendance at the programs was good. It was down somewhat for the book discussion, but that is to be expected when a nonfiction book is chosen. Unfortunately the author visit with Philip Caputo had to be cancelled because of his ill health. The planning group has met to start the process of choosing the book for next year. Suzy is on the book selection committee and Cindy is on the programming committee.

The second of the three lectures we have scheduled on the Beatles was held in May with 21 in attendance. This series has been received very favorably by those in attendance. A Look Back in Time: Hubble Telescope had 30 in attendance and Designing Perennial Borders had 32. Cindy had asked me to lead a showing and discussion of *Gone with the Wind* in honor of its 75th anniversary for a 4th Wednesday program. We had 21 people in attendance. I always ask at the beginning if there is any one in the audience who has not seen the movie we are about to watch. This is the first time that absolutely everyone in the room had seen the movie before. After four hours of movie, with a fifteen minute intermission in the middle of it, I didn't think anyone would want to discuss it, but nearly everyone stayed and discussed the movie for almost half an hour.

Jennifer had arranged for a demonstration of the Public Records database for the public. Eighteen people attended, most signed up after the program was in the e-news.

The Novel Idea and Crime Readers book discussions are over for the year. We averaged 16 at the Novel Idea, up one from last year. Crime Readers averaged 11, the same as last year. The Great Decisions which Mary Krekelberg leads every winter/spring averaged 18 at each discussion, up two from last year. This year Mary had four guest speakers from area colleges and organizations. They were well received by the participants and the speakers gave great feedback on the participants, finding them knowledgeable and engaged. Mary Paxson did a guest hosting of a neighborhood book discussion at the library with the seven members of the group "Wine Women and Mark."

Suzy and Shirley were planning a jobs fair for the fall when we found out that Representatives Radogno and Durkin were hosting a fair the week before at the Sportsplex. We dropped plans for our fair and agreed to partner with them. This will be August 8.

Beginning June 1, Indian Prairie card holders who come to a program can enter their name in a monthly drawing for a \$25.00 gift certificate for area business, funded by the Friends of the Library. This is part of the Junction program for 2014/15. In addition, during June we are asking patrons of any age to let us know what they have always wanted to learn how to do. We are asking them to write this on slips of paper which are then taped to the wall of the stairwell.

The Darien Historical Society had a table in our lobby one afternoon. They took orders for two copies of their book and got one new member. The library's genealogy group had a table at the Naperville Family History Center's Family History Day event. Mary had sent 40 of our local history/genealogy brochures along with the volunteer who was going to staff our table, and they were all given out.

We now have two iPads available at the Adult Computer Desk that Indian Prairie patrons can check out for use in the library. The iPads specifically have apps on them for ESL, but can be used for other purposes.

Shirley has been working on learning and promoting the assistive technology that we have at the library. She has been showing them to Adult and Kids and Teens staff and has put links to a list of our assistive devices on the departmental intranet pages.

Jennifer has completed putting on the website profiles of staff who make recommendations for books and movies. These can be found on the "Books, Movies, and More" page of the website under "Meet the Reviewers."

We have finished shifting all of the nonfiction books to give more room to Large Print. The DVD collection has also been shifted.

Debbie

TECHNOLOGY & TECHNICAL SERVICES REPORT Board Report May 2014

Strategic Plan Goals

- **Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity (2014)** – Technology & Technical Services will be offering a Troubleshooting Computers 101, 3D Printer and book processing workshops as part of the Year of Learning Opportunities (YOLO) yearlong program.
- **Provide technology for patrons to create digital media. (2013 and ongoing)-** Partnering with the library, the Rotary Club funded the purchase of equipment (lighting, a green screen, picture/video camera) to help us transform the teen group study room into a digital media lab for the summer to support the Memory Drive Program and teach Kids/Teens to create digital media.

Completed Projects/Improvements for Public Service

- **3D Printing** – 3D printing service was made available for patrons to submit print requests using a form on our Website on May 23. Since then we have received 15 requests within seven days. Kids to adults over the age of 75 are printing for fun, personal or business use. Requests for printing have been for a variety of objects including ear bud cases, laptop stand, signs and figurines. A webpage was created to inform patrons about the new service and additional resources they can use to find or create 3D designs. The web address 3dprinter.ippl.info was created to promote the new service.
- **Internet Block Request Form** – A new online form is available for parents/guardians to submit a request to block Internet access for their children.
- **Mid-Kid Computers**- Three computers were replaced with new Dell all-in-one computers to improve public computer access in the kids/teen area.
- **Adult Express Internet**- All four stations were replaced with newer model HP computers previously used in the Mid-Kid area. The computers were also upgraded with a solid state hard drives to improve operating system and application loading times considerably for a better patron experience.
- **DVD Case Project**: All of the adult non-fiction, foreign, war and musical DVDs cases have been changed to thin line DVD cases. The thinner DVD cases makes it easier for patrons to browse these collections while adding space to shelve and have more room for the rest of the DVD collections.

Circulation Services

May 2014

Circulation for the month of May decreased slightly from last May (-8.5%). As I have said in previous months, the downward trend in circulation is being felt across the country, and is not indicative of any problems with Indian Prairie. Electronic circulation continues to grow significantly. We have seen an **80%** increase since May of 2013. The number of holds placed were 7,718 (-13% from last year) and the number of ILLs processed were 9,976 (-8% from last year).

The number of patrons using the library was basically the same as last May, however the number of library cards issued is up from 284 last May to 402 this May or 42% increase. Many of the extra cards were due to our special promotion of "My First Library Card" during the month of May. We issued 158 new cards to resident children and 5 new cards to non-resident children. Children were given a special library card, library bag and sticker. They also had a souvenir picture taken with a "giant" library card. (I think the parents really like the picture!)

Our patrons continue to appreciate our self-service option— over 56% of our checkouts and renewals were done at a self-check station or through the internet in May.

On May 8 I had the opportunity with several other staff members to attend "Lead the Change" at Gail Borden Library in Elgin. This workshop was one of the best I have ever attended! Everyone left with a "Personal Action Planner" to help them move forward with their leadership objectives.

Since there are over 2000 people in SWAN who need to be trained in the new ILS, SWAN has decided to go with the "Train the Trainer" concept. I, along with several other Heads of Circulation, were asked to participate in this program by learning to be trainers. We will be provided early access to the Sirsi Dynex training manuals. I think this is a great opportunity for Indian Prairie.

We had several staff changes in May. Bill Watts, a long time Circulation page resigned to get his house ready to sell. Greg Meronek, one of our ILL Pages resigned to take care of a family member in hospice. Deidre Thurman, a Circulation Supervisor, resigned to take a supervisory position at the Woodridge Library. Kim Eisenschenk, a Circulation Associate, resigned to spend more time with her family. Needless to say, we will be very busy in June trying to fill these positions.

Debbie Sheehan
Head of Circulation Services

				Circ Stats								
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2013
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2013	2014
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	
Sept.	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	
Oct.	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	
Nov.	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	69,912	
Dec.	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	
Jan.	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	
Feb.	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	70,071	
Mar.	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	
Apr.	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	
May	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	
June	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392		
Renewals through the webpack not included before April							1,284					
							Electronic Circulation	3,852				
Yearly												
Total	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	781,047	
*Missing data--used an average number to get a total												
[REDACTED]												

STATISTICS FOR	May-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	37,070	43,345	470,976	517,192	-8.94%
Teen	3,249	3,275	36,285	39,272	-7.61%
Kids	17,975	18,919	233,468	237,066	-1.52%
TOTAL	58,294	65,539	740,729	793,530	-6.65%
Electronic Circulation	3,393	1,890	34,472	20,366	69.26%
GRAND TOTAL CIRC.	61,687	67,429	775,201	813,896	-4.75%
% Reciprocal Borrowing	15%	16%	15%	16%	
Patron Visits	37,687	37,906	420,843	436,318	-3.55%
Current Cards					
Resident	331	186	22,681	23,135	-1.96%
Non-Resident	71	98	998	1,077	-7.34%
TOTAL	402	284	23,679	24,212	-2.20%
Patron Assistance					
Adult - Reference	2,962	3,307	34,514	40,638	-15.07%
Kids - Reference	1,177	1,517	17,538	20,477	-14.35%
TOTAL REFERENCE	4,139	4,824	52,052	61,115	-14.83%
Adult - Other	1,938	766	20,848	16,170	28.93%
Kids - Other	1,418	1,433	16,357	19,710	-17.01%
TOTAL OTHER	3,356	2,199	37,205	35,880	3.69%
GRAND TOTAL ASST.	7,495	7,023	89,257	96,995	-7.98%
ILL/Reserves					
Holds	7,718	8,701	91,180	85,362	6.82%
ILLs Sent	4,474	4,959	52,730	58,121	-9.28%
ILLs Checked Out	4,911	5,470	57,528	67,402	-14.65%
ILLS Received	5,502	5,850	62,590	72,675	-13.88%
Copy/Fax Sent	0	0	2	5	-60.00%
Copy/Fax Received	7	19	207	66	213.64%
Programs - Adult					
# Programs	6	7	81	75	8.00%
Attendance	130	198	2,252	2,757	-18.32%
Computer Classes					
# Programs	6	7	75	71	5.63%
Attendance	32	64	698	766	-8.88%
Individual Technology					
Training					
# of Patrons	77	32	1,173	733	60.03%
Groups					
# Programs	11	13	134	148	-9.46%
Attendance	134	213	1,832	2,068	-11.41%
Others					
#Programs	1	2	24	22	9.09%
Attendance	7	16	466	468	-0.43%
Programs - Teen					
# Programs	2	5	41	103	-60.19%
Attendance	201	89	790	1,716	-53.96%
Programs - Kids					
# Programs	1	3	285	332	-14.16%
Attendance	17	477	8,620	16,835	-48.80%
GRAND TOTAL ATT.	598	1,089	15,831	25,343	-37.53%

STATISTICS FOR	May-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,867	4,418	46,239	47,173	-1.98%
Kids Computers	1,628	1,187	16,638	16,217	2.60%
Teen Laptop	257	204	2,014	2,156	-6.59%
Adult Laptop	229	178	2,282	2,047	11.48%
TOTAL PATRON USE	5,981	5,987	67,173	67,593	-0.62%
Hours Used					
Adult Computers	2,691	2,970	30,669	32,789	-6.47%
Kids Computers	787	690	9,038	10,003	-9.65%
Teen Laptop	342	263	2,559	2,590.50	-1.22%
Adult Laptop	368	331	4,020.50	3,789	6.11%
TOTAL HOURS USED	4,188	4,254	46,286.50	49,171.50	-5.87%
IPPL Web Site Visitors	14,059	16,119	88,276	214,518	-58.85%
IPPL Total Page Views	33,235	19,714	203,399	226,105	-10.04%
Subscription Database Logins	3,885	2,415	32,213	29,036	10.94%
Outreach-Homebound					
Items Delivered	147	167	1,628	1,721	-5.40%
Volunteers					
Number Active	73	59			
Hours Worked	583.50	349.75	4,385.25	5,238.75	-16.29%
Staff Training Hours	165	62.25	1,047.50	1,392	-24.75%
Room Use					
Multi-Purpose Room	9	4	213	192	10.94%
Meeting Room					
Library	27	21	382	365	4.66%
Non-Library	29	26	381	315	20.95%
Group Study Room	183	276	2,703	2,751	-1.74%
Lobby Programs	5	3	30	21	42.86%
Conference Room	12	15	175	166	5.42%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- MAY 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1701	1	0	1702	364	128	365	128
Non-Fiction	51846	312	624	51534	3621	5520	3933	6144
Fiction	38630	434	566	38498	4370	4233	4804	4799
TOTAL	92177	747	1190	91734	8355	9881	9102	11071
BOOKS-- CHILDRENS								
Reference	425	0	0	425	1	466	1	466
Non-Fiction	19482	70	110	19442	631	1183	701	1293
Fiction	27265	297	11	27551	2201	2972	2498	2983
TOTAL	47172	367	121	47418	2833	4621	3200	4742
BOOKS - TEEN								
Non-Fiction	886	12	0	898	95	169	107	169
Fiction	3879	50	2	3927	709	324	759	326
TOTAL	4765	62	2	4825	804	493	866	495
GRAND TOTAL	144114	1176	1313	143977	11992	14995	13168	16308

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	4914	55	2	4967	591	302	646	304
Music CD	10290	59	131	10218	616	390	675	521
Playaway	418	0	2	416	40	19	40	21
Video (VHS & DVD)	16499	139	7	16631	1589	340	1728	347
CD-ROMs	157	0	0	157	0	6	0	6
TOTAL	32278	253	142	32389	2836	1057	3089	1199
AUDIOVISUAL-CHILDRENS								
Audio Books	760	0	0	760	92	18	92	18
Childrens Music CD	875	0	1	874	25	10	25	11
Junior Music CD	212	0	1	211	67	10	67	11
Playaway	65	0	0	65	3	0	3	0
Video	4432	44	7	4469	574	240	618	247
TOTAL	6344	44	9	6379	761	278	805	287
AUDIOVISUAL-TEEN								
Audio Books on CD	258	4	0	262	34	11	38	11
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	0	67	2	2	2	2
Video	543	13	1	555	84	12	97	13
Console Games	444	3	1	446	18	27	21	28
PC-GAMES (formally CD-ROMS)	-25	0	0	-25	0	13	0	13
TOTAL	1315	20	2	1333	138	356	158	358
GRAND TOTAL	39937	317	153	40101	3735	1691	4052	1844

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1620	10	1630	377		387	
Kids and Teens ebooks	375	0	375	17		17	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13765	137	13902	808		945	
eRead Illinois	6727	1607	8334	3150		4757	

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News from the Reaching Across Illinois Library System.

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e-news

eRead Illinois Website

The official eRead Illinois website is now available at www.ereadillinois.com. The website features resources for readers, participating eRead Illinois libraries, and libraries considering eRead Illinois membership.

Library staff may log into the website (bottom right corner) with the email address and password used for L2 (www.librarylearning.info) to access additional information, such as a fee estimator to calculate the eRead Illinois membership fee and a form to use to obtain an official membership quotation. Participating eRead Illinois library staff may log in to access marketing materials to use with library patrons and additional training documents for both the Axis 360 and 3M platforms.

Recording of June 4 Member Update

If you missed the June 4 RAILS Member Update, you can still learn all about RAILS plans for FY2015 by viewing the recording of the session at stream.railslibraries.info. RAILS staff discussed plans for furthering support for RAILS' four shared online catalogs and other RAILS-area consortia, member engagement, expanding RAILS' cooperative purchasing program, eRead Illinois, digitization, delivery, continuing education and consulting, and more. Illinois State Library staff discussed potential digitization grants for libraries in FY2015 and the recent statewide delivery advisory committee report.

Save the Date for September 11 RAILS Member Update

The next RAILS Member Update will be held on Thursday, September 11, from 9:30 - 11:30 a.m. Major topics will include unserved Illinois residents and statewide system membership criteria. For more information as it becomes available, visit www.librarylearning.info/events/?eventID=17852 and stay tuned to this e-newsletter.

RAILS Closed Thursday, July 31

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.

All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by 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

June 11, 2014

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Upcoming Meetings

[June 20 RAILS Board Meeting](#)

[June 23 RAILS Member Advisory Group](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[June 18 Website Data Analysis](#)

[June 18 Performance Management](#)

[July 30 User-Friendly Website](#)

[August 6 User-Friendly Website](#)

[August 13 User-Friendly Website](#)

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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. All RAILS libraries must complete this form by June 30. If you have any questions, please contact Veronda Pitchford at veronda.pitchford@railslibraries.info.

Website Data Analysis Webinar June 18

RAILS has arranged for group viewings of "Advantages of Website Data Analysis" on Wednesday, June 18, at 1:30 p.m. This webinar will demonstrate why it is important to collect data about your website and how to analyze this data. The webinar is free to RAILS members and will be shown at: Illinois State University (Milner Library), Lake Forest College, Mokena Community Public Library District, Northern Illinois University (Founders Memorial Library), Oak Park Public Library (Maze Branch) and RAILS Coal Valley service center. For registration and more information, see: www.librarylearning.info/events/?eventID=17752.

Raising the Bar on Performance Management June 18

Would you like to know how to provide staff with constructive feedback during performance reviews? Lynn Hoffman, Deputy Director at Naperville Public Library, will explain how a more holistic performance management approach can help set your staff and your library up for success. "Raising the Bar on Performance Management" will be broadcast via Fuze on Wednesday, June 18, from 9:30 - 10:45 a.m. and will be available for RAILS members to view on their work or home computer at no charge. For more information, viewing instructions, and registration, see: www.librarylearning.info/events/?eventID=17701. Note that you must be logged into L2 in order to view this information.

Build a User-Friendly Library Website

A clean, well-designed website can mean the difference between an informed library user and a confused one. In this three-part Fuze webinar, Aaron Schmidt will help you develop the skills needed to make your website more inviting and user-friendly. Webinars will be held on the following dates/times and the content will be different for each session:

- 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

For more information and to register, visit: www.librarylearning.info/events/?eventID=17851.

Special Offers for Academic and Public Libraries Ends June 16

Through a unique partnership among consortia across the U.S. spearheaded by [LYRISIS](#), RAILS academic and public libraries can take advantage of deeply discounted prices on the National Geographic Virtual Library and Smithsonian Collections Online through Monday, June 16, 2014 (subscription access begins July 1). This offer is also open to IHLS and Chicago Library system members. For more information, see www.railslibraries.info/members/resources/lyrasis or contact Sherry Sullivan at sherry.sullivan@lyrasis.org or 800.999.8558, x2927.

RAILS Library Director News

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

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Member News

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

[More E-Books Now Available at JJC Library Thanks to eRead Illinois Grant](#)

[With eBooks Still Pricey, Illinois Libraries Flex Their Marketing Muscle](#)

[Library Receives DCEO Grant for Lighting Project](#)

[Palos Heights Public Library Announces First Little Free Library](#)

[Archaeologist Talks Dog DNA at Peoria Public Library During Paws to Read](#)

[Chicago Botanic Garden Launches Summer Reading and Nature Program](#)

[Free Summer Lunch Program @ West Chicago Public Library District](#)

[Earl Sewell to Visit Crest Hill Branch](#)

[Schaumburg Township District Library Presents Virtual Tour of Smoky Mountains](#)

Fast Facts Surveys

[Non-MLS Assistant Director Positions](#)

[Receipt Printers](#)

[Public Library Vacation Time: Director vs. Staff](#)

Continuing Education Opportunities

(The following include items posted to the [CE News](#) section of the RAILS website and other RAILS CE events.)

[Raising the Bar on Performance Management June 18](#)

[Website Data Analysis June 18](#)

[Build a User-Friendly Library Website. July 30, August 6, August 13](#)

For more Continuing Education opportunities, see the [Library Learning calendar](#).

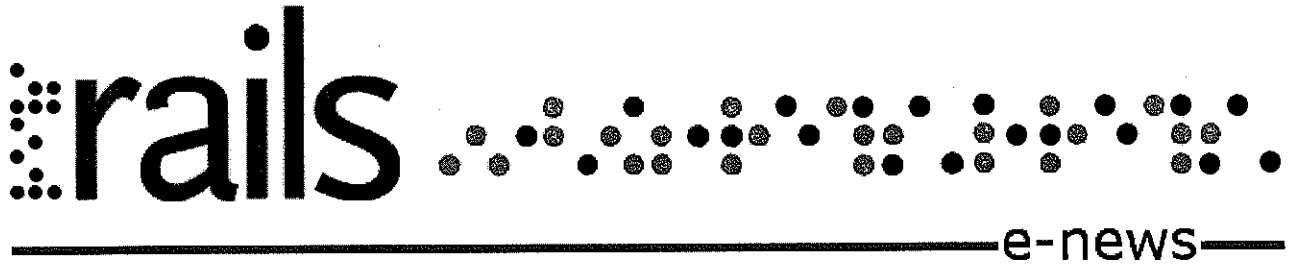
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News from the Reaching Across Illinois Library System.



RAILS Board Election Results

Congratulations to the winners of the RAILS Board Election. Dane Ward (Illinois State University, Normal) was elected to the Academic Library Seat. Dave Barry (Bartlett Public Library District), Sarah Keister Armstrong (Fremont Public Library District, Mundelein), Kathy Parker (Tinley Park Public Library), and Kerry Pearson (Arlington Heights Memorial Library), were elected to the Public Library Trustee Seats. Mary Jo Matousek, (Meridian Middle School, Buffalo Grove), was elected to the School Library Seat.

Thanks to all the candidates who ran for election and all the RAILS members who voted! Special thanks to the RAILS Board Nominating Committee: Alan Davidson, Chair, Princeton Public Library trustee and RAILS Board President Emeritus; Dennis Danowski, Director, Macomb Public Library District; Beverly Hughes, Director, DeVry University's Addison Campus Library; Anne Kozak, Director, Thomas Ford Memorial Library (Western Springs); and Erin Wyatt, Learning Center Director, Highland Middle School Library (Libertyville SD #70).

Be Among the First to Hear About RAILS' FY2015 Plans on June 4

What does RAILS plan on doing to help your library in FY2015? Attend the RAILS Member Update on Wednesday, June 4, from 9:30 - 11:30 a.m. to find out! Executive Director Dee Brennan and RAILS staff will talk briefly about plans for: furthering support for RAILS' four shared online catalogs and other RAILS-area consortia, member engagement, expanding RAILS' cooperative purchasing program, eRead Illinois, digitization, delivery, continuing education and consulting, and more. Illinois State Library staff will also discuss potential digitization grants for libraries in FY2015 and the recent statewide delivery advisory committee report. There will be plenty of time for member feedback and questions on all of these topics.

Dee will host the meeting from the Galesburg Public Library. Members are invited to attend in Galesburg, at a variety of other videoconference locations, or via streaming. (If you are viewing via online streaming, you may submit questions and comments to feedback@railslibraries.info at any time during the update session.) To view the meeting [agenda](#), videoconference locations, streaming instructions, and to register, see: www.librarylearning.info/events/?eventID=17091.

Overlay Project Working Group Meeting

The next meeting of the [Overlay Project Working Group](#) will be Monday, June 2, at 10 a.m., at the RAILS Burr Ridge service center and via conference call. Main topics of the meeting will be a review of proposals for an organizational consultant and review of a draft survey to

May 29, 2014

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Upcoming Meetings

[June 4 RAILS Member Update](#)
[June 5 RAILS Networking Meeting with Dee Brennan](#)
[June 23 RAILS Member Advisory Group](#)
[All board and committee meetings](#)

Upcoming RAILS CE

[June 5 Management Association Informational Session](#)
[June 10 Management Association Informational Session](#)
[June 18 Website Data Analysis](#)
[June 18 Performance](#)

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[Subscribe](#)[Share ▾](#)[Past Issues](#)[Translate ▾](#)[RSS](#)[/2014-06-02.](#)**RAILS Member Networking Meeting in East Dubuque**

RAILS member networking meetings offer an opportunity to hear the latest RAILS news and to network with colleagues. Executive Director Dee Brennan will be at the East Dubuque District Library on Thursday, June 5, to talk with RAILS members. To attend in East Dubuque, register at: www.librarylearning.info/events/?eventID=17570. More networking group meetings are being planned and will be announced soon.

Learn More About RAILS Partnership with Management Association

Is your library looking for help with increasingly complex human resources (HR) issues? The Management Association, located in Downers Grove, has many years of experience providing practical HR advice to public libraries statewide. Association representatives will provide two information sessions to outline available services for RAILS libraries and to discuss a partnership with RAILS that will include HR workshops and webinars for RAILS members at no cost, as well as discounted membership rates for public libraries with annual operating budgets under \$250,000.

Sessions will be held in-person at the below locations and also broadcast via videoconference at a number of locations. Visit L2 to view additional videoconference locations and to register.

Thursday, June 5, at 2 p.m., RAILS Burr Ridge service center
Tuesday, June 10, at 1 p.m., RAILS East Peoria service center

Website Data Analysis Webinar Rescheduled for June 18

The May 28 webinar on website data analysis is being rescheduled for Wednesday, June 18 at 1:30 p.m. "Advantages of Website Data Analysis" will show you how to use web analytics to the best advantage. Group viewing locations are being arranged and will be announced soon. For more information, when available, see: www.librarylearning.info/events/?eventID=17752.

Raising the Bar on Performance Management June 18

Would you like to know how to provide staff with constructive feedback during performance reviews? Lynn Hoffman, Deputy Director at the Naperville Public Library, will explain how a more holistic performance management approach can help set your staff and your library up for success. "Raising the Bar on Performance Management" will be broadcast via Fuze on Wednesday, June 18, from 9:30 - 10:45 a.m. and will be available for RAILS members to view on their work or home computer at no charge. For more information, viewing instructions, and registration, see: www.librarylearning.info/events/?eventID=17701. Note that you must be logged into L2 in order to view this information.

All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by 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

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have any questions, please contact Veronda Pitchford at veronda.pitchford@railslibraries.info.

Deadline for OTFL Scholarship Opportunity Approaches

Forty scholarships will be awarded for attending "[On the Front Lines](#)" (OTFL), a conference sponsored by the Illinois State Library. OTFL will be held at the University of Illinois Springfield on August 4 - 6. Apply for the scholarship at www.surveymonkey.com/s/otfl2014. **The scholarship application deadline is Friday, May 30, 2014.** For registration, see: www.librarylearning.info/events/?eventID=16074. Register for the conference by July 18, 2014.

Deadline for Digitization Survey is May 30

The Illinois State Library (ISL) is interested in learning the extent of the statewide need for digitization of library materials. ISL has created a short survey to assess possible needs and to get a better idea of the collections located in the state and their value. To complete and submit the survey, see www.surveymonkey.com/s/3YJYS7K. The survey will be available until Friday, May 30, 2014. For questions concerning this survey, contact Sandra Fritz at sfritz@ilsos.net or 217.558.2064.

Special Offers for Academic and Public Libraries

Through a unique partnership among consortia across the U.S. spearheaded by [LYRISIS](#), RAILS academic and public libraries can take advantage of deeply discounted prices on the National Geographic Virtual Library and Smithsonian Collections Online through Monday, June 16, 2014 (subscription access begins July 1). This offer is also open to IHLS and Chicago Library system members. For more information, see www.railslibraries.info/members/resources/lyrasis or contact Sherry Sullivan at sherry.sullivan@lyrasis.org or 800.999.8558, x2927.

RAILS Library Director News

Laura Long will be the Director of the East Moline Public Library, effective June 9.

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.)

[Geneva Public Library District Board Selects New Director](#)

[El Paso Library's Expansion](#)

[Peoria Public Library Friends Win Award](#)

[NASA Exhibit at LaSalle Public Library](#)

[Schaumburg Township District Library on the Ellen DeGeneres Show](#)

[Park Ridge Alderman Suggests Library District](#)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FINANCIAL POLICY

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Suggested changes in wording are in sections 950.1-3 and 970.2

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920	Investment of Funds
930	Budgeting of Funds
940	Accounting
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970	Insurance

FINANCIAL POLICY

900 - It is the policy of the library to be soundly financed at all times; to insure adequately against all risks anticipated, to the extent possible; to protect the residents' investment through adequate controls; to undertake financing at least cost to the district; and to explain the costs and benefits of the library in the simplest financial terms possible.

The library's financial affairs encompass six principal areas: sources of revenue, investment of funds, budgeting, accounting, expenditures, and insurance. The responsibility of the Finance Committee is to present recommendations to the board for its approval regarding the development, installation, and operation of plans, practices, and policies in these five principal areas.

910 Sources of Revenue

910.1 Tax Levy

The board shall levy taxes sufficient to establish, maintain and support high quality library services and facilities. Special assessments shall be considered from time to time as deemed necessary. (75/ILCS 16/35-5, 16/35-25)

910.2 Borrowing Funds

910.2-1 Buildings and Equipment

As authorized by statute, the trustees may borrow money and execute a mortgage to purchase a site or building; to construct, remodel, or repair or improve a new or existing building or for the purchase of any equipment or materials as is provided in the library's building plan. (75 ILCS 16/40-5, 16/40-25)

910.2-2 Tax Anticipation Warrants

When there is insufficient money in the general fund to defray the necessary expenses of the district and the Working Cash Fund has been depleted, the Board may issue tax anticipation warrants. (75 ILCS 16/30-105)

910.2-3 Issuance of Bonds

With the approval of the majority of voters at a regular election, the Board may issue bonds to purchase a site or building, or to construct, remodel, repair, or improve a new or existing building. (75 ILCS 16/40-10, 16/40-15)

910.3 Donations of Money or Property

The Indian Prairie Public Library is grateful for gifts of money, personal property, stocks, bonds and real estate. (See also #1100 Gifts).

FINANCIAL POLICY

910.3-1 All restricted donations, except commemorative book donations, are subject to the recommendation of the Library Director and the approval of the Library Board of Trustees.

Any person or persons desiring to make donations of money, personal property, or real estate for the benefit of a library may vest title to the donation in the board of library trustees of the district receiving the donation. The money or property shall be held and controlled by the trustees when accepted according to the terms of the deed, gift, legacy, or bequest of the donation. The board shall be held and considered to be a special trustee of the donated property (75 ILCS 16/30-75).

910.3-2 Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution.

910.3-3 Disbursements of donated funds shall be processed in the same manner as other library disbursements consistent with Governmental Accounting & Financial Reporting Principles.

910.4 Sale or Disposition of Property

The Board may sell or dispose of real or personal property no longer useful for library purposes. (75 ILCS 16/30-55.32)

910.5 General Operating Receipts

The library receives money through miscellaneous operating sources including fines, fees, gifts, non-resident card fees, lost library materials, etc. The Board shall provide a schedule of fines and fees for library materials and special services. (75 ILCS 16/30-55.60, 16/30-55.65)

910.6 Grants

Grant funding shall be aggressively sought for services, programs, and library facilities providing that grant objectives are compatible with the library's philosophy and Long Range Plan of Service. Other organizations may seek grant funding on behalf of the Indian Prairie Public Library upon formal approval of the Library Board of Trustees.

920 Investment of Funds

920.1 General Policy: It is the policy of the Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library while conforming to all federal, state and local statutes governing the investment of public funds.

920.2 Scope: This policy applies to all funds governed by the Board of Library Trustees.

920.3 Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

FINANCIAL POLICY

- 920.4 Delegation of Authority: Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees. The responsibility for investment transactions and for the establishment of internal controls and written procedures may be delegated to the Library Director.
- 920.5 Objectives: In selecting financial institutions and investment instruments to be used, the following objectives should be considered in the priority listed:
- 920.5-1 Legality-conformance with federal, state and other legal requirements
- 920.5-1-1 Investments will be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions including SAIF or the FDIC. Deposit accounts in banks or savings and loan institutions must be collateralized at not less than 100%. Pledged collateral will be witnessed by a written agreement and held by the district or in safekeeping by an independent third party institution in the name of the Library. Acceptable securities for collateral in order of preference: Obligations of the U.S. Government, Treasury Bills, Certificates of Indebtedness, Notes, and Bonds; Obligations of U.S. Government Agencies; Obligations of various states.
- 920.5-1-2 Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the Illinois Funds Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.
- 920.5-2 Safety-Protection of Investment Principal. (See also 920.5-1-1 and 920.5-1-2.)
- 920.5-2-1 All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety.
- 920.5-2-2 The Library is required to keep receipts and a written record of all transactions.
- 920.5-3 Liquidity-Maintenance of sufficient liquidity to meet operating requirements. The library's investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements that may be reasonably anticipated in any fund.
- 920.5-4 Yield-Return on Investment: Attainment of market rates of return.
- 920.5-5 Diversity of Investments: The library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

FINANCIAL POLICY

- 920.5-6 Maximum Maturities: To the extent possible the district shall attempt to match its investments with anticipated cash flow requirements.
- 920.5-7 Simplicity of Management: The time required by library administrative staff to manage investments shall be kept to a minimum.
- 920.5-8 Local Considerations
- 920.5-8-1 Whenever possible, the district will maintain operating and investment accounts in local financial institutions.
 - 920.5-8-2 Current statements of condition for each financial institution named as depository will be maintained for review. The refusal of any institution to provide such data may serve as sufficient cause for the withdrawal of district funds.
- 920.6 Ethics and Conflicts of Interest: Trustees and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.
- 920.7 Operational Procedures/Internal Control:
- 920.7-1 Investments are perused each month noting when the investments are maturing and what the cash needs are within each fund.
 - 920.7-2 The Director and the Administrative Office Coordinator shall discuss the cash needs within the respective funds and determine investment or reinvestment in accordance to the highest rates and terms available at that time.
 - 920.7-2-1 As permitted by law, the district may pool the cash of various funds to maximize earnings. Investment income will be allocated to the various funds based upon their respective participation.
 - 920.7-3 Investments that comply with this policy will be executed by the signatories between regularly scheduled Board meetings. Action so taken will be presented to the Board for approval at the next regularly scheduled Board meeting.
 - 920.7-4 The Director executes the trades as approved by the Board of Trustees.
 - 920.7-5 No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to the Library.
 - 920.7-6 Bank confirmations are to be received on all investment transactions and all transfers between funds.

FINANCIAL POLICY

920.7-7 Receipts shall be deposited in an approved financial institution within two working days (Monday-Friday) of receipt. When deposits are not needed for immediate disbursement, they shall be invested within two working days at prevailing rates or better. (30 ILCS 225/1)

920.8 Authorized Financial Dealers and Institutions

920.8-1 Investments will be made with financial institutions who meet the requirements set in this policy.

920.8-2 Should it become necessary to use an investment advisor or money manager, the Treasurer shall establish a policy regarding their selection. The Library Board of Trustees must authorize such policy.

920.9 Reporting

920.9-1 The Treasurer shall provide a monthly investment report for the Board of Trustees. The report should be in a format suitable for review by the general public.

920.9-2 Information about investment vehicles will be presented as it is provided by financial institutions.

920.10 Investment Policy Adoption: The investment policy shall be adopted by the Board of Trustees and reviewed annually or as needed. The Board of Trustees must approve modifications.

930 Budgeting of Funds

930.1 The Director shall prepare an annual projection of revenue, a working budget, a budget and appropriations ordinance, and a tax levy ordinance for review by the Finance Committee.

930.2 The Finance Committee will submit these documents to the board for approval. (75 ILCS 15/4-15, 15/3)

930.3 The Director and Treasurer shall establish a calendar and establish procedures to fulfill all legal requirements of the budget process.

930.4 The Director and Finance Committee shall monitor the budgets and recommend necessary revisions for board approval.

930.5 The Building and Grounds Committee shall recommend a Replacement Schedule for fixed assets and facility maintenance costing \$3,000 or more. Anticipated expenditures will be included in the annual budgets.

FINANCIAL POLICY

940 Accounting

- 940.1 The fiscal year shall be July 1st through June 30th. (75 ILCS 15/3-7)
- 940.2 The library maintains fund accounting. Each fund is considered a separate entity. (75 ILCS 15/3-6)
- 940.3 Transactions are recorded in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.
- 940.4 The Director is responsible for internal controls which shall be documented in a Financial Procedures Manual and reviewed by the Finance Committee on an annual basis.
- 940.5 An annual audit shall be conducted by a C.P.A. (75 ILCS 15/4-10)

950 Expenditures

950.1 Purchases

- 950.1-1 The procurement of library materials, services, and equipment is the responsibility of the Director who is authorized to enter into contracts for such purchases on behalf of the district subject to the other provisions within this section.
- 950.1-2 No prior board approval is required for purchases of goods or services of \$3,000 or less, for which there is authority in the approved budget.
- 950.1-3 For purchases of at least \$1,000 three quotes shall be secured whenever possible. In some cases this may not be possible depending on the product.
- 950.1-4 Where purchase is required by law to be on the basis of competitive bids the purchase will be made on the basis of the lowest bid or quotation received from a responsible supplier whose product or service meets the bid or quotation specifications and whose record of service indicates a satisfactory contract or order performance. Further, the Board reserves the right to reject any or all bids. (75 ILCS 15/5-9)
- 950.1-5 In the event purchases are made through the joint purchasing program of the Department of General Services, State of Illinois, or other inter-governmental cooperative purchasing activity, which activity awards its purchases on the basis of competitive bids or quotations, the above requirements are waived.
- 950.1-6 Bids or quotations are not required for the following purchases:
Salaries and wages of employees
Library materials
Goods or services which are economically procurable from only one source
Professional, technical, or artistic skill services
Maintenance or service contracts for equipment where the work will be best

FINANCIAL POLICY

- 950.1-7 In the event that a purchase is deemed to be required by an emergency, as determined by the available officers of the board, a purchase may be made on the basis of a single quotation on such basis as is deemed prudent by available officers of the board in response to the emergency.
- 950.1-8 All advertisements for bids shall be published in a newspaper of general circulation in the Indian Prairie district. Bid notices shall be published at least once at least fourteen days prior to the time set for bid opening.
- 950.1-9 The purchase of any single item of furniture, equipment or materials costing \$5,000 or more will be treated as a capital item purchase. The Library Director is responsible for maintaining an inventory of such items which shall be recorded as fixed assets for GASB 34.
- 950.1-10 Whenever practical, the library will purchase supplies and paper products made of recycled materials as well as item which may be recycled as long as the additional expense does not exceed 10% of the cost of a comparable non-recycled item.
- 950.1-11 Credit card purchases using the Library's credit card
 - 950.1-11-1 The following staff are authorized to make credit card purchases using an Indian Prairie Public Library credit card issued in the employee's name: Director, Assistant Director, Administrative Assistant, Technical Services Department Head, Youth Services Department Head. The Library Director may give permission for a card to be used by another employee for phone purchases. The Board of Trustees and/or the Library Director may revoke a library credit card at any time.
 - 950.1-11-2 The Library credit card may be used to purchase items such as supplies, materials, food for library events and programs, equipment and travel expenses, provided that the purchases have been authorized in advance by the Library Director.
 - 950.1-11-3 Purchases may be made in person, online or by telephone.
 - 950.1-11-4 Employees may not charge personal expenses to the Library's account.
 - 950.1-11-5 Employees must notify the credit card company and the Administrative Office Coordinator immediately upon loss of a credit card.

FINANCIAL POLICY

950.2 Disbursements

950.2-1 Disbursements are contingent upon available budget appropriations or amendments. (75 ILCS 15/4-15, 4-16)

950.2-2 Disbursements are subject to the following limitations:

950.2-2-1 Payments from Petty Cash may not exceed \$50.00 and must be authorized by the Director, Assistant Director, or Department Head.

950.2-2-2 Payments for goods or services greater than \$50.00 and up to \$300.00 must be authorized by the Director. Payments may be made from the Minor Expenditure Checking Account (MEA). Checks require one of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, or Library Director.

950.2-2-3 Disbursements other than payroll, of more than \$300.00 must be authorized by the Director and require two of the following check signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-4 Payroll checks require two of the following signatures: Board President, Board Vice-President, Board Treasurer, Board Secretary, Library Director.

950.2-2-5 Donations From the Library to Organizations or Individuals

Because Indian Prairie Public Library is tax-supported, library funds and/or services may not be donated to support or fund other organizations or individuals. The library may, however, participate in community organizations or activities to promote library services.

950.2-2-6 No payments, including those for credit card charges, may be made by telephone.

950.2-3 Suitable documentation and controls shall be provided for all expenditures, and in their absence, the Board shall be apprised of the reason for an expenditure and formal board approval obtained.

950.2-3-1 All expenditures, including wire transfer payments, must be documented in monthly reports to the Board of Trustees.

950.2-3-2 A written record itemizing all credit card expenditures must be provided

with the list of bills for approval.

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FINANCIAL POLICY

- 950.2-4 The Director shall present a monthly financial report and list of bills for approval to the board. One Trustee, as assigned on a rotating schedule, will review the bills, checks, and documentation before each board meeting.
- 950.2-5 Bills will be paid promptly to avoid interest and late fee charges and to comply with the Local Government Prompt Payment Act. (75 ILCS 16/30-55.12)
- 950.2-6 The district shall publish an annual statement of receipts and disbursements. (30 ILCS 15/1, 15/2, 15/2.1, 15/3, 15/3a, 15/4, 15/4a, 15/5, 15/6)

960 Conflict of Interest

No Board member shall be interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract, work or business of the library, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No Board member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the library, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the library.

970 Insurance

- 970.1 The Board, the staff and the physical plant shall be protected in the best possible way against all known and foreseeable risks relative to the existence and operation of a public library. The Director and Board shall review insurance coverage and bonding periodically to assure appropriate protection. (75 ILCS 15/4-10)
- 970.2 ~~The Treasurer shall be bonded for an amount based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year. (75 ILCS 16/30-45)~~ The library shall annually purchase a bond as set by law.

Adopted 12/21/88, Rev. 4/19/89, 5/17/89, 2/20/91, 3/11/92, 8/16/00, 1/21/04, 12/21/05 (eff. 12/27/05), complete review & revision approved 6/20/07, Rev. 6/17/09, 5/18/11

Capital Expenditures FY2014/15

1. The HVAC technician has stated for a few years that the chiller will need to be replaced. Laura has gotten one quote of \$84,000.00. She will get at least two more quotes. It makes sense to go ahead and take care of this in this fiscal year. Once she gets the quotes the board would make a motion to spend the dollars.
2. Furniture in the Teen area needs to be updated. When the renovation was completed we purchased furniture from Ikea and West Elm on the premise that it's good to replace that furniture every few years to give the area a fresh look. The renovation did not include lounge furniture for the middle grade children and we would like to provide that for their space. I am estimating \$10,000.00 for furniture. The selection of furniture would be done in conjunction with the Building and Grounds Committee and approved by the board.

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated June 10 2014

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projected

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues							
Taxes	2,978,979	3,050,486	3,145,886	3,268,539	3,310,248	3,396,453	3,464,382
taxes for bonds	487,947	491,989	479,159	244,459			
Intergovernmental	90,676	43,613	50,872	53,161	43,500	42,000	42,000
Fees, Fines, Rentals	184,722	191,212	183,706	179,300	170,600	175,043	178,544
Interest	38,013	28,683	56,433	30,000	34,226	35,029	33,952
Miscellaneous	3,625	1,577	2,808	150	1,000	1,000	1,000
Collection Agency Fee		357	391	400	300	300	300
Donations and gifts	2,533	1,810	4,101	2,050	2,000	2,000	2,000
Total Revenues	3,786,495	3,809,727	3,923,356	3,778,058	3,561,874	3,651,825	3,722,177
			-58,445				
Expenditures							
Personnel	2,270,869	2,298,583	2,339,644	2,459,934	2,532,928	2,608,916	2,687,183
Materials	459,066	485,493	472,108	481,030	483,675	488,512	493,397
Building	222,710	233,205	258,230	236,700	237,100	241,842	246,679
Automation	106,148	125,319	121,412	111,936	123,800	125,038	126,288
Operations	35,474	36,574	33,216	37,650	35,150	35,326	35,502
Contractual Service	19,224	25,560	26,330	23,700	23,100	23,216	23,332
Insurance	20,098	20,046	14,810	16,458	16,199	16,685	17,186
Public Information	48,266	53,580	52,787	60,085	61,085	61,390	61,697
Contingency	54,456	31,529	11,580	33,372	16,711		
Debt Service	467,933	476,886	479,821	461,597			
Capital Projects	1,291,231	29,847	4,610		94,000		
Total Expenditures	4,995,475	3,816,622	3,814,548	3,922,462	3,623,748	3,600,924	3,691,264
Transfer from Funds				226,590	94,000		
Excess revenues over (under) expenditures	-1,208,980	-6,895	50,363	82,186	32,126	50,901	30,913
District Fund Balance July 1	2,678,022	1,469,976	1,463,081	1,513,444	1,369,040	1,307,166	1,353,067
District Fund Balance June 30*	1,469,976	1,463,081	1,513,444	1,369,040	1,401,166	1,358,067	1,383,980
less Fund Balance for Cash Flow (25% of expenditures)	809,078	827,472	832,529	865,216	882,437	900,231	922,816
equals Fund Balance for Special Reserves and Projects	660,898	635,609	680,915	503,824	518,729	457,836	461,164
Potential Capital Projects					84,000	5000	
					chiller	pump	
					10,000		
					YS furniture		

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
3,533,670	3,604,343	3,676,430	3,749,959	3,824,958	3,901,457	3,979,486	4,059,076
42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
182,114	185,757	189,472	193,261	197,127	201,069	205,090	209,192
34,600	34,888	34,156	33,347	28,178	25,759	19,125	14,885
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,795,684	3,870,288	3,945,358	4,021,866	4,095,562	4,173,585	4,249,001	4,328,453
2,767,799	2,850,833	2,936,358	3,024,448	3,115,182	3,208,637	3,304,897	3,404,043
498,331	503,314	508,347	513,431	518,565	523,751	528,988	534,278
251,612	256,645	261,778	267,013	272,353	277,800	283,356	289,024
127,551	128,827	130,115	131,416	132,730	134,058	135,398	136,752
35,680	35,858	36,038	36,218	36,399	36,581	36,764	36,948
23,448	23,565	23,683	23,802	23,921	24,040	24,161	24,281
17,701	18,232	18,779	19,342	19,923	20,520	21,136	21,770
62,006	62,316	62,627	62,941	63,255	63,572	63,889	64,209
3,784,128	3,879,590	3,977,725	4,078,611	4,182,328	4,288,959	4,398,589	4,511,305
11,555	-9,302	-32,367	-56,745	-86,766	-115,375	-149,588	-182,852
1,383,980	1,375,535	1,366,233	1,183,866	1,117,121	880,355	744,981	595,392
1,395,535	1,366,233	1,333,866	1,127,121	1,030,355	764,981	595,392	412,540
946,032	969,898	994,431	1,019,653	1,045,582	1,072,240	1,099,647	1,127,826
449,503	396,336	339,435	107,469	-15,227	-307,259	-504,255	-715,286
20,000		150,000	10,000	150,000	20,000		670,000
servers		brick/masonry	circulating pumps	parking lot	servers		boiler, generator building refurbishment

<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,140,257	4,223,062	4,307,524	4,393,674	4,481,548	
42,000	42,000	42,000	42,000	42,000	
213,376	217,644	221,997	226,436	230,965	
10,313	0	0	0	0	
1,000	1,000	1,000	1,000	1,000	
300	300	300	300	300	
2,000	2,000	2,000	2,000	2,000	
<hr/> 4,409,247	<hr/> 4,486,006	<hr/> 4,574,820	<hr/> 4,665,411	<hr/> 4,757,813	
3,506,165	3,611,350	3,719,690	3,831,281	3,946,219	3
539,621	545,017	550,467	555,972	561,532	1
294,804	300,700	306,714	312,848	319,105	2
138,120	139,501	140,896	142,305	143,728	1
37,132	37,318	37,505	37,692	37,881	0.5
24,403	24,525	24,647	24,771	24,894	0.5
22,423	23,096	23,789	24,502	25,238	3
64,530	64,853	65,177	65,503	65,830	0.5
<hr/> 4,627,198	<hr/> 4,746,359	<hr/> 4,868,885	<hr/> 4,994,874	<hr/> 5,124,427	
-217,951	-260,353	-294,065	-329,463	-366,614	
-257,460	-490,411	-750,764	-1,064,829	-1,394,292	
<hr/> -475,411	<hr/> -750,764	<hr/> -1,044,829	<hr/> -1,394,292	<hr/> -1,760,907	
1,156,799	1,186,590	1,217,221	1,248,719	1,281,107	
<hr/> -1,632,210	<hr/> -1,937,354	<hr/> -2,262,050	<hr/> -2,643,011	<hr/> -3,042,014	
15,000		20,000		12,000	
HVAC bearings		servers		humidifier	

Proposed FY14/15 Budget Memo

Revenue

The revenue sheet shows what was budgeted last year, what we've received through May and what I'm projecting for 2014/15

Property tax money is based on what DuPage and Cook Counties tell me we will be receiving. I used the amount listed by DuPage which is the lesser amount. If we get more money it will be added to our reserves.

Non-current property taxes are monies that were not collected in a previous tax year.

The Per Capita Grant money comes through a state grant.

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

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

Miscellaneous is selling things like earbuds, zip drives, and other types of computer paraphernalia. Collection Agency fee is money we get if a patron gets sent to the collection agency for not returning materials.

Operating

Personnel:

The salary line is increased by 375%, this provides a 1.25% COL to staff and an opportunity for them to earn 1 – 3% merit increase on their anniversary date. It also reflects a salary adjustment to a few positions based on evaluation of their job duties.

The medical/life insurance went down because our rate for 2014 went down by 1% and we have sufficient reserves to cover the deductible. This lower cost does include a 10% increase in premium rates for 2015.

Our IMRF (pension) is based on salaries but the rate was lowered from 14% to 12.9%.

FICA is, of course, based on salaries.

Workers' Compensation and the Unemployment Insurance are based on salary. Our rate for unemployment went down so I kept that line the same.

Staff Development is higher because the Illinois Library Association Conference is in Springfield and American Library Association winter meetings are in Chicago.

Materials:

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

In periodicals we are dropping a few expensive business titles because the information is online but we are putting more money into the online magazines.

Adult audio books continue to be popular and we are increasing downloadable audio books a bit but we are reducing youth music.

For multi-media Youth Services staff will be developing more kits for early literacy.

Building:

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

Water/sewer was adjusted for the new pricing in Darien. The other utilities are based on three years usage. We have a contract for electric and are going to look for a contract for gas.

Building maintenance repairs cover the building and include painting.

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

Operations:

The supplies – office covers office-type supplies used by all the departments. We are using more printer paper in circulation and we're seeing more use of our public printers and copiers. This year patron card supplies went down because we purchased a large quantity this past year. Non-payment reimbursement is when we are billed by a library for their item that our patron lost. (We collect that money from the patron and it goes into the "lost materials" line in revenue.) Admin staff travel covers the errands run by Stacy, Maria and Mike. Organizational membership includes the chambers, the Management Association and ILA. Bank fees cover credit card fees and we pay \$20.00 per month for a bank to process the staff paycheck direct deposits.

Automation:

Increase printing by the public and staff has resulted in the need for more toner.

Equipment includes replacement of laptops for teens and adults, purchasing a Mac laptop for adults, a digital kiosk to promote digital content, replacement of some staff computers and replacement of public computers in the Youth Services Department.

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

The library's SWAN fees are set by SWAN based on a formula of a base fee, number of circulations and number of items in the database.

Contractual Services:

These are fairly self-explanatory. I like to keep money in a general professional services line in case we need to hire a consultant. This coming year it may be for the strategic planning process. Our legal fees are negligible each year, particularly so since we joined the Management Association last year and can use their attorneys to answer personnel questions.

Insurance:

The bonding insurance went down because a new law states that we can get a crime bond rather than a treasurer's bond which is less expensive.

Public Information:

This area is pretty straight forward. The special events line covers the programs we offer.

Indian Prairie Public Library District
Consolidated Revenue Report for May 2014

74

Percent of Year: 91.67	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS	Revenue FY2014/15
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	3,267,668.53	101.00%	3,235,315.00	-32,353.53	3,310,248.00
41110 · Bond Property Taxes	244,458.82	51.59%	473,860.00	229,401.18	0.00
41150 · Non-current Property Taxes	921.50	307.17%	300.00	-621.50	1,000.00
43100 · Interest-Tax Levy	101.25	0.00%	0.00	-101.25	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	3,513,150.10	94.71%	3,709,475.00	196,324.90	3,311,248.00
INTERGOVERNMENTAL					
42100 · Back to Books Grant	1,000.00	0.00%	0.00	-1,000.00	0.00
42200 · Per Capita Grant	53,161.25	126.57%	42,000.00	-11,161.25	43,500.00
42300 · LIMRICC	0.00	0.00%	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	54,161.25	128.96%	42,000.00	-12,161.25	43,500.00
INTEREST					
43200 · Interest -Checking	27.85	27.85%	100.00	72.15	0.00
43500 · Interest - Investment	586.85	58.69%	1,000.00	413.15	500.00
TOTAL INTEREST	614.70	55.88%	1,100.00	485.30	500.00
DESK MONIES					
45100 · Copier	4,649.21	103.32%	4,500.00	-149.21	4,800.00
45120 · Computer Copies	11,009.87	110.10%	10,000.00	-1,009.87	12,000.00
45200 · Fines/Fees	49,619.77	87.05%	57,000.00	7,380.23	54,000.00
45250 · Gifts/Donations	2,050.00	102.50%	2,000.00	-50.00	2,000.00
45300 · Lost Materials	13,400.26	121.82%	11,000.00	-2,400.26	12,000.00
45350 · Non-Resident Fees	77,864.51	91.61%	85,000.00	7,135.49	75,000.00
45400 · DVD Fines	11,487.91	127.64%	9,000.00	-2,487.91	10,000.00
45450 · Book Rental	2,221.40	105.78%	2,100.00	-121.40	2,200.00
45550 · Meeting Room Rental	250.00	125.00%	200.00	-50.00	200.00
45600 · ILL Fees	376.90	75.38%	500.00	123.10	400.00
TOTAL DESK MONIES	172,929.83	95.38%	181,300.00	8,370.17	172,600.00
OTHER INCOME					
46700 · Miscellaneous	142.67	8.92%	1,600.00	1,457.33	1,000.00
46800 · Collection Agency Fee	400.00	0.00%	0.00	-400.00	300.00
* 49000 · Operating Transfer In	226,590.00	0.00%	0.00	-226,590.00	
TOTAL OTHER INCOME	227,132.67	0.00%	1,600.00	-225,532.67	1,300.00
GRAND TOTAL	3,967,988.55	100.83%	3,935,475.00	-32,513.55	3,529,148.00

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

2014/2015 Operating Budget - Expenditures

75

	2013/14	2014/15	
<u>Personnel</u>			
Salaries	1,974,041	2,048,067	3.75% increase in salary line, includes 1.25% COL, 1-3% merit adjustment of a few staff salaries based on evaluation of job duties
Benefits - Med/Life Ins	114,500	107,000	rate was -1%, does include 10% increase for 2015
Employee Asst	2,500	2,500	
Benefits - IMRF	187,083	184,577	IMRF rate went down
Benefits - FICA	146,389	153,484	
Staff development	18,400	20,000	ALA in Chicago
Board development	1,500	1,500	
Worker's compensation	11,021	11,300	
Unemployment insurance	4,500	4,500	while salary amount is up the rate went down
Total Personnel	2,459,934	2,532,928	
<u>Materials</u>			
Books	249,175	244,675	\$5,000 less in business reference
Periodicals	36,150	32,050	less business periodicals
Audio	50,050	49,750	reduction in audio youth music
Video	55,200	57,700	adding money for streaming
Multi-Media/ESL	2,000	3,500	adding money for kits for kids
Electronic ref. resources	61,955	64,000	added databases
Software-Games	3,500	7,000	would to like double collection size
Processing supplies	23,000	25,000	
Total Materials	481,030	483,675	
<u>Building</u>			
Cleaning service	65,000	69,000	
Water/Sewer	4,200	6,600	adjusted for increase in pricing
Gas	12,000	13,000	based on 3 year usage
Electric	60,000	54,000	based on 3 year usage
Telephone	11,000	9,000	based on 3 year usage
Maintenance supplies	16,000	16,000	
Bldg maintenance/repairs	43,000	43,000	
Security system	1,500	1,500	
Property maintenance	21,000	22,000	
Garbage disposal	3,000	3,000	
Total Building	236,700	237,100	
<u>Operations</u>			
Supplies - office	13,000	13,700	increase in printer paper in Circ
Photocopy supplies	4,500	5,000	
Patron card supplies	4,500	1,000	do not need to purchase library cards
Postage	7,000	7,000	
Non-payment reimburse	3,500	3,500	
Admin staff travel	650	650	
Organizational membership	1,800	1,800	
Bank fees	2,700	2,500	
Total Operations	37,650	35,150	

Automation

Printer toner	9,500	12,700
Automation - prof services	5,000	5,000
Purchase of equipment	17,970	22,100
Automation equipment maint.	1,500	2,000
Software	21,148	23,250
SWAN maintenance	50,518	52,400
Telecommunicatons	6,300	6,350
Total Automation	111,936	123,800

higher use by patrons and staff

includes replacements of laptops plus Mac Laptop for adults

small increase in a variety of software products

Contractual Services

General prof. services	7,000	8,000
Legal	3,500	3,500
Audit	3,000	3,000
Credit bureau	1,500	1,500
Equipment-maint/repairs	1,000	1,500
Equipment - maint contracts	5,000	2,000
Equipment - photocopier	2,200	3,500
Bond Registrar	500	100
Total Contractual Services	23,700	23,100

consulting services for strategic plan

fewer contracts

increase in use

Insurance

Multi peril - physical & liability	8,841	8,416
Bonding	2,100	1,350
Officers/directors	2,984	3,150
Umbrella liability	3,283	3,283
Total Insurance	17,208	16,199

Public Information

Marketing supplies	2,500	2,500
Advertising	3,000	3,000
Newsletter	22,685	22,685
eNewsletter	1,500	1,500
Informational printing	4,000	5,000
Legal notices	1,200	1,200
Special events	25,200	25,200
Total Public Information	60,085	61,085

Total Expenditures 3,428,243 3,513,037

Total Operating Revenue 3,461,615 3,529,148

Contingency 33,372 16,111

Operating Budget 2014/2015 Overview

<u>Expenditures</u>		<u>% of Operating</u>	<u>Revenue</u>		<u>% of Revenue</u>
Personnel	\$2,532,928.00	71.77%	Property Taxes	\$3,310,248.00	93.80%
Materials	\$483,675.00	13.71%	Non-Current Property Taxes	\$1,000.00	0.03%
Building	\$237,100.00	6.72%	Tax Levy Interest	\$0.00	0.00%
Operations	\$35,150.00	1.00%	State Grant	\$43,500.00	1.23%
Automation	\$123,800.00	3.51%	Interest	\$500.00	0.01%
Contractual	\$23,100.00	0.65%	Desk Monies	\$172,600.00	4.89%
Insurance	\$16,199.00	0.46%	Misc	\$1,300.00	0.04%
Public Information/Programs	\$61,085.00	1.73%			
Contingency	\$16,111.00	0.46%			
Total operating budget	\$3,529,148.00		Total	3,529,148.00	

2014/2015 Salary Schedule

Attached to this memo are:

1. The current salary schedule.
2. The proposed new salary schedule.
 - There is a 1.25% increase to the minimum salaries.
 - All the "assistant" positions have had their title changed to "associate".
 - The single position, Administrative Technical Assistant, in grade III has been removed since we no longer have that position. Thus the position in grade IV moved to grade III, the positions in grade V moved to grade IV and positions in grade VI moved to grade V.
 - What was formerly called the Technology Assistant is now called the Technology/Digital Services Associate and has been moved up a grade to the new grade V. This is based on an examination of the duties of the position which was reorganized last year.
 - A new grade VI has been created for the Senior Circulation Supervisor also based an examination of the duties of the position.
3. A comparison with other libraries of certain positions and their minimum starting pay. The column on the far right shows where IPPL is ranked in each comparison. The board has generally felt IPPL should be in the mid-range

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2013-2014
EFFECTIVE 7/14/13

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

INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2014-2015
EFFECTIVE 7/1/14

1.25% increase

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Page Youth Services Page Substitute ILL Page	8.88	13.32
Grade II Youth Services Page Summer Youth Services Associate	9.39	14.08
Grade III Technical Services Associate	11.26	16.79
Grade IV Computer/Magazine Associate Circulation Services Associate Graphic Designer/ Media Services Assoc. Technical Services Associate II Building Services Associate Substitute Bookkeeper Security Monitor	12.76	19.15
Grade V Administrative Associate Youth Services Associate Readers Advisory Associate Technology Instructor Technology/Digital Services Associate Circulation Supervisor Technical Services Supervisor	14.48	21.72
Grade VI Senior Circulation Supervisor	16.43	24.64
Grade VII Reference Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Public Information Coordinator Substitute Librarian	21.56 42,042	32.34 63,063
Grade VIII Senior Youth Services Librarian Senior Reference Librarian	24.36 47,502	36.54 71,253
Grade IX Department Head	27.53 53,683	41.29 80,515
Grade X Assistant Director	31.10 60,645	46.67 91,006
Grade XI Library Director	To be set by Board	

Proposal - increase starting salaries by 1.25%
 FY2014/2015

	IPPL current	1.25% increase	Downers	Woodridge	Tinley Park	Orland	Hinsdale	
asst director	59,912	60,661.09	58,949		73,707	62,069	60,600	3 out of 5
dept head	53,019	53,681.68	54,620	53,282	60,555	52,358	50,500	4 out of 6
senior librarian	46,913	47,499.91		45,814		44,148		3 out of 3
librarian	41,517	42,036.02	43,368	39,393	45,092	37,226	40,400	4 out of 6
marketing	41,517	42,036.02	46,820	53,282	45,092	47,541	40,400	2 out of 5
office coord	41,517	42,036.02	33,384	45,814	54,887	62,069	40,400	3 out of 5
admin assistant	14,3016	14,48		17,37	16,14	11,45		2 out of 4
tech serv superv	14,3016	14,48	14,88	14,94				1 out of 3
senior circ superv		16,43		20,20	16,14	16,09	17,61	3 out of 5
circ supervisor	14,30	14,48	14,88	17,37		13,57	13,65	3 out of 5
AS/Y5 assoc	14,30	14,48	14,88	18,30	16,14	16,09	15,15	1 out of 6
circ assoc	12,60	12,76	11,26	12,35	12,02	11,45	10,5	6 out of 6
monitor	12,60	12,76	11,26					2 out of 2
custodian	12,60	12,76	11,26	11,85	13,26	9,65	15,15	4 out of 6
tech serv assoc I	12,60	12,76	9,78	10,52	12,02	11,45	13,65	5 out of 6
Comp desk assoc	12,60	12,76	12,26		12,02	11,45		3 out of 4
technology assoc		14,48	14,88			13,57		2 out of 3
tech serv assoc 2	11,12	11,26				9,65	10,5	3 out of 3
page	8,77	8,88	9,78	10,10	8,37	8,80	7,75	4 out of 6

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

Non-Resident Cards June 2014

Darien 100 cards 63 households

 Farmingdale 47 households out of 575 household have cards

 Water Tower Townhomes 2 households out of 147 households have cards

Burr Ridge 606 cards 406 households

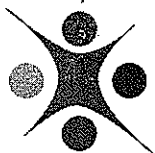
Downers Grove 136 cards

Indian Head Park 91 cards

Willow Springs 36 cards

Indian Prairie Public Library Property Tax Amounts Tax Year 2014 - DuPage County

Home Market Value	Assessed Value (1/3 of market value)	Exemption	=	Billing Valuation	X	Tax Rate	=	Cost for Library
\$150,000.00	\$50,000.00	\$6,000.00	=	\$44,000.00	X	0.001848	=	\$81.31
\$200,000.00	\$66,666.67	\$6,000.00	=	\$60,666.67	X	0.001848	=	\$112.11
\$300,000.00	\$100,000.00	\$6,000.00	=	\$94,000.00	X	0.001978	=	\$185.93
\$400,000.00	\$133,333.33	\$6,000.00	=	\$127,333.33	X	0.001978	=	\$251.87
\$500,000.00	\$166,666.67	\$6,000.00	=	\$160,666.67	X	0.001978	=	\$317.80
\$600,000.00	\$200,000.00	\$6,000.00	=	\$194,000.00	X	0.001978	=	\$383.73
\$700,000.00	\$233,333.33	\$6,000.00	=	\$227,333.33	X	0.001978	=	\$449.67
\$800,000.00	\$266,666.67	\$6,000.00	=	\$260,666.67	X	0.001978	=	\$515.60
\$900,000.00	\$300,000.00	\$6,000.00	=	\$294,000.00	X	0.001978	=	\$581.53
\$1,000,000.00	\$333,333.33	\$6,000.00	=	\$327,333.33	X	0.001978	=	\$647.47



May 27, 2014

Jamie Bukovac
Director
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561

RE: Proposal for Community Survey and Strategic Plan Facilitation

Dear Jamie:

Thanks so much for contacting us regarding the library's interest in a community survey and facilitation for the upcoming strategic plan.

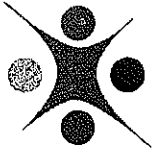
We offer the Indian Prairie Public Library (IPPL) deep experience in developing and analyzing public library surveys – we've completed over 40 studies for libraries. Every study is customized for the client's needs.

Attached is a proposal for the IPPL survey and facilitation for planning. We are flexible about the design and content of the survey and facilitations, and are willing to modify the proposal as needed.

We look forward to receiving your feedback on the proposal, and would be delighted to work with the library.

Sincerely,

Donna E. Fletcher



**Indian Prairie Public Library
Proposal for Community Survey and Facilitation
May 27, 2012**

A. Project Summary

The Indian Prairie Public Library is interested in conducting a community survey to inform its upcoming strategic plan. The survey will gather the community's opinions on current services, collections and facilities and its interest in future services, collections and facility improvements. The Library is also interested in the consultant facilitating discussions with the Planning Committee to develop direction of the strategic plan.

B. Community Survey

We recommend the library field an online survey available to the entire community. It will allow all households in the district to participate and will provide statistically valid data. An online survey can be completed in less time and will be less costly than a mail survey or phone survey.

The survey questionnaire should take no longer than 10 to 12 minutes to complete. Every survey we create includes customized questions to address the library's particular needs and interests. Areas for the questionnaire may include:

- Usage/non-usage of the library
- Frequency of visiting the library
- Reasons for not using the library
- Overall satisfaction with the library
- Usage of various library services
- Awareness and evaluation of 16-18 current library services
- Interest in/appeal of potential future library services and strategic initiatives
- Interest in/appeal of facility improvements/configuration (if desired)
- Demographics of survey respondents (e.g., gender, age, employment, education level, presence of children in household)

The survey will have robust sample size that will allow us to analyze the data by different demographic segments (e.g., library users, library non-users, families with younger and older children, seniors, frequent and infrequent library users).

An online survey allows all residents in the library district to participate in the study. A postcard would be sent to every household in the District encouraging them to complete the survey and providing the

link to the survey. Sending it to all District households (approximately 16,800) will demonstrate to the community that the library truly wants to hear from the entire community.

We recognize that some people prefer a paper questionnaire, and suggest the library offer paper copies at the library.

There is also an opportunity for library staff (and possibly volunteers) to visit off-site locations where non-users or infrequent users can be found (e.g., community centers, teen center, chamber of commerce, senior center, Head Start, preschools, day care centers, citizenship classes, GED classes, food banks, laundromats). The survey could be completed either on a library iPad or paper copy.

Typically, the length of time that the questionnaire is posted online is two to three weeks. The total time to create the questionnaire, field the study and analyze the findings is about 12 weeks.

The total completed questionnaires will be about 840-1,300 based on a return rate of 5%-8% for the online survey. An additional 100-200 completed questionnaires are possible if the library goes off-site to recruit participants.

A low cost alternative in survey methodology is Survey Monkey, the online data collection and data processing software that some libraries have used for surveys. We do not recommend use of Survey Monkey. It is somewhat limited in questionnaire formatting and is severely limited in data processing capacity. For example, no statistical testing is possible, no averages can be computed for visit frequency and no summary measures are available such as total percentages, net responses and summary tables. Survey Monkey is suitable only for very simple surveys and generally is not used by professional survey firms.

C. Publicity

Creating awareness of the survey helps ensure a good response rate, and also provides good PR for the library. We will provide suggestions and ideas to build awareness of the survey.

D. Survey Deliverables

The consultant will:

- Provide a detailed timetable for the survey
- Meet with the Board and/or the Planning Committee to determine areas for the survey questionnaire. Handle the programming and hosting of the questionnaire
- Provide suggestions for promoting the survey
- Provide a questionnaire for duplication for off-site visits and patrons requesting a paper questionnaire
- Prepare a detailed written report on the findings of the survey, as well as specific implications and recommendations for future services and facilities.
- Present the learning to the Indian Prairie Board of Trustees and Planning Committee
- Provide digital files of the report and tabulations

E. Follow-up Phone Interviews (Optional)

It's often very helpful to conduct follow-up interviews among residents who completed the survey. For example, the library might want a more in-depth understanding of why residents want specific improvements to the current facility. This information can be very valuable in creating support in the community for a library building project.

We have found individual phone interviews to be an excellent tool. They are convenient for everyone (no need to leave home or work to participate) and require a short time commitment (10-15 minutes). We can include a question in the survey that asks if the respondent would be willing to participate in a short phone interview to further express his or her opinions about the library and its future. We will select respondents based on their responses to the survey. In addition to understanding their viewpoints about improving the library building, we could learn why some specific services receive high or low evaluations and why some new services are of particular interest. We recommend conducting 15 interviews with a mix of patrons and non-patrons.

Our services include creating guidelines and a spreadsheet for the library to use to recruit respondents, interviewing the respondents and preparing a written report of the findings.

F. Facilitation of the Strategic Plan

We have facilitated a number of strategic plans. Typically, the sessions are 2-4 hours each.

Session 1 would focus on knowledge to inform the plan:

- Learning from the community survey and interviews
- Reviewing other learning/statistics that the library collects
- Best practices (library staff could conduct best practice research through internet searches and literature reviews of innovative libraries and share them with the Planning Committee)
- Discussion of strategic initiatives

Session 2 would focus on identifying the direction for the strategic plan:

- Selection of strategic initiatives
- Identifying priorities for the plan

If you have interest in other topics, we can certainly incorporate them in these sessions.

G. Consultants Credentials

Overview

Founded in 1991, Donna E. Fletcher Consulting, Inc. (DEFCI) provides market research and strategic planning for libraries as well as private sector clients. The firm offers deep experience in research and facilitation techniques that ground strategic planning.

- Community surveys
- Patron surveys
- Online surveys
- Focus groups
- Telephone and in-person interviews

All projects are designed to bring insight to specific questions and issues, and to develop actionable recommendations.

DEFCI partners with Research in Marketing, Inc. (RIM) a well-regarded quantitative research firm founded in 1970 and located in Winnetka, IL. RIM subcontracts with DEFCI and provides consultation on survey design, the sampling plan and the questionnaire.

Our Approach

We believe:

- In working collaboratively with clients to understand the true objectives of a project, and what questions must be answered by the research.
- That each client has unique needs, so each project and report must be custom designed to meet those needs. There's no "one size fits all" approach.
- That, when appropriate, key questions in projects address specific decisions clients must make, especially decisions involving spending and requisite revenue collection.
- That we're in the business of providing insight and understanding, and helping clients interpret the results. We don't just collect the data.
- That flexibility and a sense of humor help projects succeed.

Library Projects

We have worked for a range of public libraries primarily in Illinois and on the east coast, and completed over 40 studies. Many of these libraries retained us for studies to inform the strategic planning process and for facilitation services to develop the plan.

*Algonquin Area Public Library District, Algonquin, IL
 Arlington Heights Public Library, Arlington Heights, IL
 Cary Area Public Library, Cary, IL
 Crown Point Community Library, Crown Point, IN
 Crystal Lake Library, Crystal Lake, IL
 *Ela Public Library District, Lake Zurich, IL
 *Elkhart Public Library, Elkhart, IN
 Forest Park Public Library, Forest Park, IL
 Fountaindale District Library, Bolingbrook, IL

Fox River Valley Public Library District, East Dundee, IL
 *Fremont District Library, Mundelein, IL
 Gold Coast Library, Glen Head, NY
 Grayslake Public Library, Grayslake, IL
 *Helen Matthes Library, Effingham, IL
 *Huntley Area District Library, Huntley, IL
 *Highland Park Public Library, Highland Park, IL
 *Indian Trails Library, Wheeling, IL
 *Lincolnwood Public Library, Lincolnwood, IL
 LaGrange Park Library, LaGrange Park, IL
 Newburgh Free Library, Newburgh, NY
 *Palos Park Public Library, Palos Park, IL
 Reading Public Library, Reading, MA
 *Richardson Public Library, Richardson, TX
 Shepherdstown Library, Shepherdstown, WV
 *Southwest Public Libraries, Grove City, OH
 *St. Charles Public Library, St. Charles, IL
 *Vernon Area Public Library, Lincolnshire, IL
 Warren-Newport Library, Gurnee, IL
 *Wilmette Public Library, Wilmette, IL

*Engaged us for more than one study.

About Donna Fletcher

She launched her career at Leo Burnett Advertising (now part of Publicis) in 1977 guiding marketing strategy and advertising development for Fortune 100 clients such as Kellogg's, Pillsbury, and Procter and Gamble.

In 1991, she established Donna E. Fletcher Consulting, Inc. to provide market research and strategy consulting to for-profit and not-for-profit entities. The goal for all projects is to uncover insights and provide actionable strategies to improve clients' positions in the marketplace.

Representative corporate clients include Leo Burnett, DDB, Takeda, Unilever, cars.com, British Petroleum and Walt Disney. In the public sector, Donna has worked with numerous public libraries as well as the UIC Medical Center and the Illinois Department of Health.

As an independent consultant, Donna has facilitated and analyzed hundreds of research studies (focus groups, individual interviews, surveys) among a wide variety of consumers, professionals and community leaders.

Donna is currently serving as a Highland Park (IL) Public Library trustee. She was also a trustee from 2000-2006, including two years as board president. Among her roles was leading the strategic planning process, preparing the strategic plan, advocating for the library in City Council meetings and ensuring that the library was meeting Illinois library standards.

Donna has presented marketing research workshops for the American Library Association, Public Library Association, Illinois Library Association, Ohio Library Council, Special Libraries Association – Illinois and several library systems in Illinois and New York. Most recently, she delivered the “Elusive Library Non-User” program to standing room only crowds at the 2013 American Library Association and Illinois Library Association conferences.

She currently co-chairs the Illinois Library Association Marketing Committee and is actively involved in the Soon to Be Famous Illinois Author Project sponsored by the Illinois Library Association and Reaching Across Illinois Library System, and supported by the American Library Association Digital Content Working Group, the Public Library Association and the Heartland Library System.

Donna graduated cum laude from Dartmouth College, majoring in art history.

About RIM, Inc.

Research in Marketing, Inc. (RIM) is a survey research firm founded in 1970 in Chicago and now located in Winnetka, Illinois.

The two principals of the firm, Ruth Campbell and Larry Hammond, have each designed and directed hundreds of quantitative studies divided into three broad segments – large and medium size corporations, industry associations and communities.

RIM prides itself on providing the survey expertise and service that meet the highest standards of research practice. Over the years, RIM’s record for client satisfaction has been outstanding.

Ruth Campbell has an MBA from the University of Chicago, and Larry Hammond graduated from Northwestern University.

Research in Marketing, Inc. recently published the *Library Survey Tutorial* (www.librarysurveytutorial.com), a comprehensive guide to designing surveys and writing questionnaires for public libraries.

H. References

We have provided market research services for several dozen public libraries in the last seven years. The majority of these projects also included facilitating the development of the strategic plan. Below are references for several projects.

Lincolnwood Public Library District, Lincolnwood, IL – Strategic Plan Development, Community Engagement Focus Groups, Patron Interviews, Board Input session, Community Survey, Planning Committee Facilitation, Preparing the Plan Document

Contact: Su Bochenski, Director
Telephone: 847-677-5277

Wilmette Public Library, Wilmette, IL- Strategic Plan Development, Community Survey, Stakeholder Focus Groups, Planning Committee Facilitation, Preparing the Plan Document

Contact: Ellen Clark, Director
Telephone: 847-256-6924

Vernon Area Public Library District – Community Survey, Stakeholder Focus Groups, Planning Committee Facilitation, Preparation of the Plan Document

Contact: Cynthia Fuerst, Director
Telephone: 224-543-1448

LaGrange Park Public Library, La Grange, IL – Community Survey and Service Recommendations for Strategic Planning

Contact: Dixie Conkis, Director
Telephone: 708-352-0100 x170

Fremont Public Library District, Mundelein, IL – Strategic Plan Development, Community Survey, Stakeholder Focus Groups, Planning Committee Meeting Facilitation, All-Staff Meeting Facilitation, Preparation of Plan Document, Evaluation of Plan

Contact: Scott Davis, Director
Telephone: 847-918-3240

Southwest Public Libraries, Grove City Ohio – Research for Strategic Planning: Stakeholder Focus Group, Patron interviews, Community Survey, Recommendations for Strategic Plan Direction

Contact: Mark Shaw, Director
Telephone: 614-875-6716 x119

I. Budget

Provided below are the fees for the online survey, follow-up telephone interviews and strategic plan facilitation.

Online Survey	\$14,000
Note: Does not include printing and postage for postcards	
Follow-up Telephone Interviews (15)-Optional	\$1,750
Facilitation Sessions for Strategic Plan	\$1,000 per session

Not included are expenses for traveling to the IPPL. Mileage will be billed at the IRS reimbursement rate, which is currently \$ 0.56/mile.

We will invoice the library for 50% of total survey fees upon acceptance of the proposal. This amount is exclusive of options and expenses (e.g., printing, postage and mileage). An additional 25% will be due upon completion of data collection. The final 25% will be due upon delivery of the final report. The follow-up interviews, facilitation sessions and expenses will be invoiced as they occur.

I. Next Steps

We welcome the opportunity to work with the Indian Prairie Public Library, and are open to modifying the proposal as necessary.

Read and accepted this ____ day of _____ 2014.

Donna E. Fletcher Consulting, Inc

Indian Prairie Public Library

By *Donna E Fletcher*

By _____

Donna E. Fletcher
Its President

Jamie Bukovac

Donna recommends mailing a postcard to each residence inviting them to fill out the survey. Cost would be additional \$2,164.00

Strategic Direction Setting Proposal

For

Indian Prairie Public Library

From

Wiseman Consulting and Training, Inc.

Dan Wiseman Managing Partner

133 W. Palatine Rd. #202

Palatine Il 60067

Home Office

847-221-5197

Cell 847-902-9034

Fax 847-221-5198

connect1947@att.net

www.wisemanconsulting.com

Wiseman Consulting and Training Inc's Approach to Strategic Direction Setting

Our approach has been honed through working with hundreds of libraries and communities over the last 15 years. As a result we have adopted a new approach that focuses not on the production of a detailed planning document but a shared commitment to creating a sustainable and motivating sense of direction for your library. It is a process that should connect you with your community. We do only for you what you cannot do for yourself. The approach is anchored on five key elements:

1. We use an appreciative inquiry based methodology that stresses assets and strengths not problems or issues. We strongly encourage libraries to review their current mission, vision, and core values during this process. In recent years we have been using an innovative technique called scenario planning to bring fresh thinking into the process of determining priorities and goals. This is usually deployed during the strategic direction retreat.
2. Secondly, we use a high involvement strategy that stresses energetic sessions with the community, library staff, board and key community leaders. People are committed to what they help create.
3. We use a layered and targeted data collection methodology that balances hard statistical data with rich contextual data. We partner with leading data collection organizations with successful track records for helping libraries understand their community. We also use the Balanced Score Card approach to document results and processes from both an internal and external view.
4. We believe a key outcome is the selection of core service priorities and supporting organizational goals with specific actionable items. This should be communicated in a format that is easily understood by staff and community. When possible we believe this document should be created largely by the staff. However we also create draft statements to use in implementation planning. This process enhances the ownership and relevancy of the document. A more detailed planning document is created by the library staff departments after the direction setting document is adopted. This keeps the process from bogging down in details as well as holding down the costs.
5. We believe that implementation planning is a critical part of the process to ensure that the direction process results in action and momentum. Staff needs to play a critical role in examining the library's organization design, policies, and measures of success. We support a scoreboard methodology that allows for the tracking of key direction priorities and projects by the staff, board, and community.

In addition, we passionately believe in community based planning processes. We use a variety of approaches to establishing your priorities including some of the methods in the most recent PLA *Planning for Results Process* (Streamlined Version) in a flexible way to define excellence locally and to tailor the method to your specific needs. Our specialty is gathering community data with innovative methods ranging from townhall meetings and search conferences to focus groups, and community

design teams. We also when appropriate use the Institute of Museum and Library Services **21st Century Library Skills** model and other tools.

We measure the success of our planning projects in several ways. The most dramatic is when they can lead to the passing of referendums or the focused implementation of new products and services resulting from the plan. Another way we measure success is the confidence level of the stakeholders that the plan reflects their views and dreams. We measure this with the outcome measures listed in the plan itself or special surveys we create. Some other typical ways to measure success are to meet periodically with the staff and board to see what has been implemented and the impact on patron satisfaction and library results. We often use the Balanced Scorecard approach to document critical measures from an internal and external perspective as well as results and process.

Wiseman Consulting and Training

Statement of Qualifications:

Sharon B. Wiseman and Dan Wiseman are the principals of the firm. Sharon has more than 30 years of experience in libraries. That experience includes formerly being the director of Staff and Organization Development for the Chicago Public Library, the HR director at Arlington Heights, a branch library director and associate library manager, Associate Director of the Indiana State Library for Library Development, and 10 years experience as a library consultant primarily. Sharon is currently the Assistant Deputy Director of the Gail Borden Public Library District in the Elgin, IL. Dan Wiseman is the managing partner for the firm. He brings 30+ years of experience in organizational change consulting including work with more than 100 libraries and non-profit organizations. Dan is currently the Chairperson of Palatine Public Library District Foundation as well as a former member of the Illinois Library Association's Best Practices and Conference Planning committees. He has designed statewide leadership projects for Indiana Librarians, served on the faculty of the Institute of School and Public Librarians (Illinois State Library) as well as frequently presenting at library workshops across the Midwest. Sharon and Dan have been instructors at the Dominican University Graduate School of Library and Information Sciences for more than 12 years. Sharon and Dan have both been trained in the PLA *New Planning for Results*, *Managing for Results*, and *Staffing for Results* processes. Some of the almost 50 libraries for which we have developed plans include: Alton IL, Peoria IL, Zion-Benton IL, Quincy IL, Warsaw IN, Byron, Niles IL, Angola IN, South Bend IN, Lombard IL, Eureka IL, Carmel IN, Champaign IL Batavia IL, L, Fondulac Twp. IL, Brookfield IL, LaGrange IL, Westfield IN, Evansville IN, Gail Borden Public Library (Elgin IL) and Kokomo IN.

Our Community Analysis Partner:

CIVICTechnologies: This outstanding organization has a significant track record in helping libraries understand their community’s demographics and trends. Contact information: Marc Futterman at www.civicttechnologies.com, maf@civicttechnologies.com. Area libraries they have consulted with include Arlington Heights, Mt. Prospect, Joliet, Park Ridge, Gail Borden (Elgin) and Skokie.

Key Project Deliverables by WCT:

1. A flexible planning process consistent with the updated Public Library Association’s *Planning for Results* methodology and other successful processes
2. Facilitation of all Library Direction Setting sessions in a way that is instructive, efficient, creative, energetic, and focused
3. Coaching on an as needed basis for library leaders and board members on the process, implementation and logistics
4. A report on the key themes and issues from community focus groups and other data collection methods
5. Detailed data analysis reports on community trends and survey feedback results
6. Feedback and assistance on writing the final planning document or writing a draft direction statement
7. Consultation on communicating and implementing the agreed upon statement of direction
8. We have limited expertise in the areas of financial planning and complex technologies
9. Others services as agreed upon

Key Planning Process Outcomes:

1. Clarity on the community’s needs and vision though the use of layered data gathering
2. Identification of community needs the library is capable of meeting or supporting
3. Identification of 4-6 library service responses or priorities that meet the community’s key needs and goals
4. Begin the building of agreement in the community of the need for changes in the library’s collection, services, policies, technology, funding, staffing and facilities
5. Creation of a strategic direction document that has a high degrees of acceptance and credibility with the board, library leaders/staff, and the community

6. Creation of an implementation strategy to insure that the direction setting process has momentum and action elements
7. Creation of a communication strategy to insure that all stakeholders understand the direction the library is taking

Logistics

- **Billing:** We will bill monthly for all work performed in that time frame. Only approved work tasks will be billed. The general rate for all work performed by WCT is \$1400 a day. The billing rate is negotiable based on your individual situation. Work is billed in half day increments on a monthly basis. Subcontractors such as CivicTechnologies will be included in our billing.
- **Communication:** The board and director will be regularly updated on the progress. No communication will be made by WCT to non-library groups unless authorized by the Board or Director.
- **Consultant's Role:** Dan Wiseman will be a project manager. Sharon Wiseman and other consultants who will be present or engaged will be discussed with the Library Director. The agreement may be mutually modified at any time with two weeks' notice. The library will be responsible for the printing of project materials and WCT will provide camera ready originals of project materials. Our role is to provide data, facilitation and guidance on the development of the plan. We will consult or write the actual plan in a way that is cost effective for the library. The library is to designate a point of contact for project communication and to manage the logistics and deliverables of the project.

Option Number One

The Strategic Tune-Up

Goals for the Strategic Tune-up process

1. Gather a limited amount of critical and accessible data about the current set of organizational realities (performance metrics, existing plans, budget data, staffing levels, product/services inventory, staffing levels, customer data etc.). This data should be available in existing reports or documents that can be found with a limited amount of searching.
2. Identify the most critical environment factors requiring attention
3. Develop a list of the most important short and mid-term priorities (4-6 maximum) that are critical for the organization's success
4. Create a list of the 2-3 major projects, action items, or initiatives necessary to take action on the priorities. Identify implications for staff, technology, facilities, or products/services

5. Clarify accountability and metrics for the priorities (assign to teams?)
6. Create a communication and implementation plans to act on the priorities.
7. Create priority review processes to update the priorities, projects, activities, and initiatives.

Setting Direction Using Scenario Planning

When	What	How	Who
9:00	Stage setting	Overview, agenda, ground rules, expectations, warm-up exercise, review strategic direction focus question -what are the key priorities and projects that will make it possible for the library to have sustained success over the next 3-5 years?	Leaders and Facilitator
9:20	Review of data collected	Demographic data Focus group data Town hall data Action: Determine implications for the library	Small groups
10:05	Scanning the environment	Brainstorm the driving, restraining and interesting aspects or trends in our library profession and global environment.	Facilitator
	Working Break		ALL
10:45	Understanding our environment	Which trends are the most important? Which are the most uncertain? Use this information with the preliminary scenario grid formed from the key forces exercise done during the staff meeting and follow-up emails.	Whole group
11:00	Flesh out scenarios	Form into 3 teams: 1.Funding/community relevance, 2.Funding/visionary leadership-staff quality, and 3.Funding/library as destination place. Teams work independently to write the story of each scenario-who are the players, what takes place, what are the critical roles being playing, what are the strategies being used, how are resources allocated, what are the most important decisions to be made? How is uncertainty handled? What are the markers for this scenario? Focus on worst case, best case, and most likely scenarios.	Small groups (3)
12:00	Lunch	Return to teams when finished with lunch.	ALL

1:00	Scenarios drafting	Draft the scenario and post key elements on flip chart.	Teams
1:30	Report out scenarios	Listen to each other and for common strategies, concepts, and priorities that work regardless of scenario.	Facilitator
2:00	Robust strategies and priorities	Vote on 4-6 key priorities that will determine success regardless of how the forces play out.	Small groups
2:30	Goals and projects for each priority	Brainstorm the key activities, projects, and goals for each priority. Where is staff-input critical? What task teams are needed?	Small groups
3:30	Wrap up and next steps	Determine who will write up retreat results. Communicate results, review, and prep for board report. Schedule follow-up meetings. Debrief day (plus/delta)	ALL,
4:00	Adjourn	Drive home safely and contentedly	

Option Number Two

Comprehensive Direction Setting Work Plan

Date	Outcome	Process	Resources
June	Create Direction Setting Work Plan	Determine scope of project, budget, and consultant role, levels of involvement, depth of data collection, staff involvement, and key steps. Create logistics team and staff work groups.	0.5 days onsite
June	Collect Community Data	Library staff gathers community demographics data and internal library performance metrics (collection, circulation, budget, programming etc.)	Staff assembles data
July	Collect Staff and Board opinions	Conduct focus groups/interviews with staff and board Review current data previously gathered	1.0 days
July	Conduct Targeted Community Focus Groups	Conduct 4-5 community focus groups on key segments. Do interviews with leaders if necessary	1.0 days
August	Create Key Data Findings Report	Draft report and discuss with library leaders and board.	0.5 day offsite and 0.5 onsite

		Determine key community needs and implications for library.	
August	Determine Priorities, Review Mission, and Set Goals, Objectives.	Facilitate all day session of library leaders and board to review all data, library's mission/vision/values, create priorities, and determine key goals, objectives, and measures.	1.0 days onsite
August	Draft Strategic Direction Statement	Consultant reviews retreat data and creates initial document	0.5 offsite
September	Create Implementation Plans using Staff Work Teams. Finalize Direction Statement	Meet with staff work teams for one joint session to review draft plan, priorities and goals (2 hours. Next day facilitate individual sessions with planning teams (Policy, Technology, Space, Community and Services). Team continues to meet to refine topical plans. Staff finalizes Direction Statement and present to board for approval	Optional 1.5 days Services. Additional service: Consultant creates final Strategic Direction Statement. (1.0 days offsite)
October	Staff day	Have library leaders, board, and planning teams present their finding to staff for their input and understanding. Have department meetings to discuss projects and activities.	Optional 1.0 day
September 2015	Annual direction review	Refresh the statement, celebrate successes, review priorities, outcomes and determine future goals and objectives.	Optional 1.0 days

Investment required

1. Consulting services for Option 1: 1.0 days @ \$1500/day = **\$1500**
Optional services (writing plan, meeting facilitation, data collection \$1400/day.)
2. Consulting services Option 2: 5.0 days at \$1,400 day = \$7000
3. Mileage @ \$.56/mile.

Does not include any type of survey

Technology of Participation (TOP)

I've included a proposal for facilitating a strategic planning session that was given to SWAN when I was on the board so you could see what this process is like. They also conducted two half day focus groups with member libraries and we used that data in the board's planning session. They do not do surveys. The SWAN Board did feel the process worked well for the SWAN organization.

Technology of Participation (ToP)®

Description of Strategic Planning Sessions with SWAN

Dennis Jennings and Judy Weddle of the Technology of Participation (ToP) Network will provide facilitation of Strategic Planning with System Wide Automated Network (SWAN). The Strategic Planning Sessions will provide an opportunity for SWAN to identify your shared Strategic Directions for growth and long term viability as you make your transition as an interconnected organization. (See accompanying strategic planning process overview and agenda.)

The format is highly participatory and interactive. In each of the session participants will have an opportunity to generate your individual ideas; you will work together in small teams to share and develop your ideas further; and you will have time to form your consensus. Everyone's ideas will be reflected in the outcome of each session. All the sessions will be documented and each participant will receive a copy of the document from the Strategic Planning Session as a guide for future monitoring of the implementation.

PARTICIPANTS: Board and Staff with options for additional Member involvement

LOCATION: In an uninterrupted conference room environment with sufficient, comfortable seating and table space for the number of participants plus large, unobstructed wall spaces on which to share and process the data from the group. Meeting space needs to be available for set up on the afternoon before session and secure during evenings of planning if held in a hotel or conference facility.

TIME FRAME: A Two -Day Strategic Planning Session, which results in Assessing Your Current and Future Environment, Projecting a 3-Year Practical Vision for SWAN, Identifying Underlying Contradictions, Developing Strategic Directions for Coming 3 Years and Focused Implementation for Year One. Dates to be decided.

FACILITATION: The ToP Network will provide a team of two facilitators. Dennis Jennings and Judy Weddle will provide the facilitation services. We will design agenda and focus of the Strategic Planning in conversation with you. We will facilitate the 2-Day Session, organize input from participants and coordinate the post-work documentation with staff support from your organization.

RESPONSIBILITIES OF SWAN: SWAN is responsible to provide facility and catering arrangements for the sessions. Material needs: Flipcharts and easels, a person to assist with onsite documentation support and access to on site copying if needed.

Fees:

Design, Preparation and Facilitation of Two -Day Strategic Planning Session \$ 6800.00
and Coordination of Documentation

The entire strategic planning process can be done by Board and Staff

OR

If you desire to have additional member involvement beyond Board and Staff

Option 1: You can add up to 9 additional representative members to be involved in the Two Strategic Planning Process with the Board and Staff at no additional fee.

Option 2: If you desire to have even more substantial member involvement, you may schedule separate facilitated half-day meetings with representative groups of members to gather their input and direction (held prior to the 2-Day Strategic Planning Session.)

Fee for separate half day facilitated meetings with representative groups of members to gather their input and direction prior to Two-Day Strategic Plan
Each group a maximum of 30 participants per meeting. Per meeting fee \$850.00

Expenses:

Materials @ \$ 50.00

Roundtrip mileage from office to meeting site for all trips related to set up and delivery of sessions @ current state rate per mile

Documentation may be done by SWAN or by Facilitators. If facilitators do the documentation, the fee will be:

Two Day Strategic Plan	\$ 250.00
Member Input Meetings	\$ 50.00 per session

Payment will be invoiced upon completion of Strategic Planning Session.

Technology of Participation (ToP)® Facilitation Services

Technology of Participation (ToP)® Facilitation Approach recognizes that the style of leadership today is changing. There is an undeniable trend toward group participation and involvement in problem solving, planning and decision-making. People expect to be asked to participate; and organizations of all kinds are responding to structural changes that require increasing collaboration and teamwork.

Understanding group processes and mastering the skills required by this participatory culture are now essentials of effective leadership. Any individual who plays a leadership role in a group needs the capacity to enable the group to maximize its own potential for effective decision-making and practical implementation of results.

Who is the Technology of Participation (ToP) Network?

The ToP Network is a unique group of facilitation, training and research associates providing effective participatory skills to thousands of people across the United States and in thirty other nations. With our twenty years of international experience, the ToP Network continues to be on the leading edge of change in designing, delivering and training people to use simple, yet highly productive group leadership processes. In the United States, the *Technology of Participation (ToP)®* programs and methods are used by hundreds of for-profit and not-for-profit, educational, government agencies, professional associations and local communities.

Across the country the ToP Network has associates, who deliver our programs and services.

What is the Technology of Participation (ToP)®?

The Technology of Participation (ToP)® is a unique method of facilitation that helps groups think, talk together, plan effectively and take needed actions.

The Technology of Participation (ToP)® provides an effective approach that will:

Enhance Individual and Team Results by

- Building a sense of ownership and commitment
- Aligning ideas and input
- Moving ideas into action

Improve Organizational Effectiveness by

- Creating unity and cooperation
- Establishing new levels of trust and teamwork
- Improving communication

Produce Exemplary Service Performance by

- Channeling the inherent insight and wisdom of individuals and groups
- Using adaptable, flexible decision-making methods that save time and money
- Ensuring real participation at all levels

Using the Technology of Participation (ToP)® Facilitation Approach, you will:

- Capture the power of diversity and harvest it for a shared vision
- Focus group energy by utilizing individual insight
- Build commitment by using a process that assures effective action
- Minimize polarization and conflict

The Technology of Participation (ToP)® provides:

An Exceptionally Qualified Facilitation Team: Each facilitation team brings a wealth of both upfront facilitation experience coming from work with large and small businesses, not-for-profits, community agencies, governmental and educational institutions and neighborhoods. The facilitators provide an interdisciplinary and multicultural approach to organizational and community change and development. (ToP)® Facilitation is available in the US in both English and Spanish.

The ToP Network also trains individuals and organizations in this participatory facilitation approach.

**Dennis F. Jennings, Certified ToP Facilitator
Technology of Participation (ToP)® Network
4750 North Sheridan Road
Chicago, IL 60640
Tel 773/769-9266
dennisjennings1@gmail.com**

Dennis Jennings is a professional facilitator and trainer with the Technology of Participation (ToP)® Network in Chicago, IL, which provides facilitation and training services with organizations and communities in the Midwest and across the United States. The ToP Network is a partner with The Institute of Cultural Affairs (ICA-USA) and The Institute of Cultural Affairs International (ICAI).

Dennis designs and delivers programs in Strategic Planning and Implementation, Mission Development, Public Participation and Team Development. Dennis is a lead instructor of the Technology of Participation (ToP)® Facilitation Training Series. He is also a Mentor Trainer who coaches other ToP® facilitators and trainers.

Dennis has extensive experience facilitating with government, not for profit, educational and business organizations. He is particularly experienced in designing and delivering Strategic Planning and Implementation with board, staff and stakeholders related to these organizations. Dennis has also facilitated Public Involvement Processes to gather relevant input from stakeholders to inform future planning for programs and services.

As a trainer Dennis serves as a local registrar and delivers public and in house training in the unique participatory facilitation approaches of the ToP Training Series. He is experienced in designing processes to fit organizational situations.

Dennis also is an instructor of the Mastery of Technology of Participation (MToP), an advanced year-long program for those who wish to incorporate ToP Facilitation Approaches into their profession or practice.

Dennis has also served on the national task force that developed Competency and Skill Criteria for ToP® Facilitators. He is a Certified ToP Facilitator and Assessor in the Technology of Participation (ToP)® Approach.

Dennis previously served in these capacities on the staff of The Institute of Cultural Affairs (ICA). He currently an independent facilitator/trainer affiliated with the Technology of Participation (ToP)® Network.

During his service with the ICA he served as a Regional Coordinator, where he coordinated Town Meetings with citizen organizations in local communities and statewide events in the southern and southwestern United States.

Internationally Dennis has served as Site Co-director with the ICA in rural western India, focusing on local community planning and leadership development.

In his early career Dennis served as a counselor and administrator of vocational training with the developmentally disabled.

Dennis is a graduate of Eastern Illinois University with a Bachelor of Science Degree in Education. Additionally he has done post-graduate work in Education. He also holds a Master of Divinity Degree from Garret Theological Seminary in Evanston, IL.

Representative Clients Served**Health Sector**

Chicago Department of Public Health HIV AIDS Public Policy and Planning Division

HIV Chicago Area Planning Council and CDPH STD/HIV/AIDS Prevention Staff

Cook County Department of Public Health

Indiana University Department of Family Medicine

Ohio Domestic Violence Network

Virginia Department of Health, Commonwealth of Virginia, District Representatives

Private Sector

Equity Residential

Harley-Davidson Financial Services

Farm Credit Service of America

Eli Lilly and Company

Education Sector

Office of Quality Improvement University of Wisconsin-Madison

Chicago Public Schools High School Demonstration Project

Chicago Public Schools Problem Solving Facilitators

University of Illinois Extension

Government Sector

Strategic Planning and Implementation with multiple municipalities, recreational park districts and local government organizations. This is a representative list

Village of Woodridge

Village of Clarendon Hills

Lindenhurst Park District

Intergovernmental Risk Management Agency (IRMA)

Non Profit Sector

AARP

Council for a Parliament of World Religions

Mary Crane Center Early Childhood Development

Rogers Park Inter Religious Partners Community Development

International Non Governmental Organization

The International Union Against Tuberculosis and Lung Disease

Dennis currently is a consultant with The International Union Against Tuberculosis and Lung Disease where he facilitates Strategic Planning and provides training in facilitation services and strategic planning with health professionals and managers of non-governmental, governmental and private agencies who focus on lung health in poor and middle income countries.

Public Participation

Evanston IL Lakefront Visioning Process Focus Groups City of Evanston Parks, Forest & Recreation Department

Sub contracted by Hitchcock Design Group – Architectural and Landscape Design Firm who value this participatory approach.

Illinois Department of Transportation Eastern Bypass Community Advisory Group
Sub contracted by H. W. Lochner with whom we work in collaboration

City of Cedar Rapids, Iowa Neighborhood Planning Process

Judith L. Weddle, Certified ToP Facilitator

4750 North Sheridan Rd.

Chicago, IL 60640

773-769-9266

weddlehope@aol.com

Judy Weddle is a professional facilitator and trainer with the Technology of Participation (ToP) Network in Chicago, Illinois, which provides facilitation and training services with organizations and communities in the Midwest, across the United States and around the world. The ToP Network is a partner with the Institute of Cultural Affairs (ICA-USA) and the Institute of Cultural Affairs International (ICAI).

Judy designs and delivers programs and training in Group Facilitation Techniques, Strategic Planning and Implementation, Mediation and Conciliation, as well as Leadership and Team Development. Judy is a lead instructor for the Technology of Participation (ToP)® Training Series and a Mentor Trainer who coaches other ToP facilitators and trainers. She also adapts and creates curriculum focused on participatory processes.

Judy has extensive experience facilitating and training with government, not-for-profit, educational and business organizations. She is particularly experienced in designing and delivering Strategic Planning events for government as well as training and facilitation events for educators, corporate groups, community planning events and leadership programs.

Judy has been affiliated with The Institute of Cultural Affairs-USA (ICA) for 12 years, first as a Technology of Participation (ToP) Trainer while a sole proprietor working with state departments in Oregon, then as an ICA staff member in Chicago. Currently she has returned to private practice as a sole proprietor in Chicago.

Judy has affiliations with other organizations including the International Association of Facilitators and International Consultants and Associates. Judy is also affiliated with a trained cadre of facilitators focused on Leadership Development Training with Management Services for Health (MSH). This work includes international assignments assisting emerging leaders from developing countries to develop their personal management capacities while addressing targeted health issues in their respective community or village.

Judy currently is a consultant with The International Union Against Tuberculosis and Lung Disease where she facilitates strategic planning and provides training in facilitation services and strategic planning with health professionals and managers of non-governmental, governmental and private agencies who focus on lung health in poor and middle income countries.

Judy is a seasoned educator having had a 20 year career teaching public health education at the elementary, secondary, community college and university levels. She also served in middle management as the Salem-Keizer School District Alcohol, Drug and Tobacco Prevention Education Specialist where her work focused on curriculum development and prevention program management.

Judy understands communities and has a strong volunteer history and has held leadership and board governing positions in several organizations including the Oregon Association for the Advancement of Health Education, the Oregon Nordic Club, Neighbor to Neighbor Program, Salem-Keizer Youth Drug Alcohol Awareness, and Salem-Keizer Together Program. She volunteered extensively in the Neighbor-to-Neighbor project both as a mediator and mediation trainer. She currently contributes time to the local advocacy and numerous environmental volunteer projects in Chicago.

She is a recipient of several education and public relations awards including a National Public Relations Award of Honor and Oregon Teacher of the Year recognition from the Oregon School Boards Association.

Judy is a graduate of Western Oregon State University with a Bachelor of Science Degree in Education. Additionally, she earned a Master's Degree in Health Education from Oregon State University. Post-graduate education continues through various educational, private organizations and corporations and The Institute of Cultural Affairs.

Judy is a Certified ToP Facilitator (CTF) and ToP Mentor Trainer (MT), a certified teacher and a member of ICA-International.

Representative Clients Served

Health Sector

Chicago Department of Public Health HIV AIDS Public Policy and Planning Division

HIV Chicago Area Planning Council and CDPH STD/HIV/AIDS Prevention Staff

Cook County Department of Public Health

Oregon Office of Alcohol and Drugs

Marion County Health Department

Indiana University Department of Family Medicine

Virginia Department of Health, Commonwealth of Virginia, District Representatives

International Union Against Tuberculosis and Lung Disease

Private Sector

Farm Credit Services of America

Art Institute of Chicago

Eli Lilly and Company

H.W. Lochner Engineering

World Bank

Education Sector

Office of Quality Improvement University of Wisconsin-Madison

Chicago Public Schools-Problem Solving Facilitators

Oregon State University Extension Office

Government Sector

Illinois Department of Transportation - Context Sensitive Solutions Public Participation

Oregon State Department of Business and Consumer Services

Oregon Employment Department

City of Cedar Rapids IA - Neighborhood Planning Process

Village of Clarendon Hills

Non Profit Sector

American Association of Retired Persons

Action for Children

Deborah's Place

Housing Opportunities for Women - Chicago

Library Strategies

I contacted them the day before the packet went out so I do not have their proposal. I've attached a brief description of their organization from their website. I'll have their proposal for the board meeting. Their process for data gathering is to invite the community in for full day brainstorming. They do not do surveys. The cost is around \$6,000.00 plus travel costs. They work only with public libraries.



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Library Strategies Consulting Group / About Library Strategies

ABOUT LIBRARY STRATEGIES

Library Strategies is an innovative venture, created in 2006, in response to requests from libraries and library organizations across the country. The Friends created Library Strategies to share *their* knowledge – and also to learn from other libraries and library organizations – with the ultimate goal of contributing to the ever-changing library world.

Library Strategies recruited the “best and the brightest” library leaders and other experts to work with our clients – library directors, foundation directors, technology experts, staffing consultants and others who know about the day-to-day workings and challenges of the library world.

Our consultants work on all sizes of projects, from large projects – helping Romanian libraries create advocacy programs and develop Friends groups...to small projects – creating a library foundation in a small town in rural Kansas.

Our consultants take the time to get to know our clients and their unique needs, and we follow up with them after their projects are complete to make sure that they are successful in meeting their goals.

Library Strategies is always working to develop new models and tools to deliver results that are realistic, actionable and cost-effective.

Contact us anytime to discuss your project needs and learn how Library Strategies can help you improve your library.

[View the LSCG Committee.](#)

LSCG E-NEWS

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library strategies testimonials

“We are so grateful to Library Strategies for getting our Foundation off to a great start!”

-Carol Brey-Casiano, El Paso Public Library
(Currently an Information Resource Officer with the US State Department)
Next quote »

ABOUT US

The Friends of the Saint Paul Public Library is a nonprofit, community membership organization dedicated to supporting the Saint Paul Public Library.

LIBRARY STRATEGIES

Library Strategies Consulting Group provides a broad range of high quality services to libraries and library support organizations. Our services are practical, affordable and tailored to your unique needs.

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RECENT NEWS

the friends to host 3rd annual minnesota crossword tournament

state winners announced in annual student writing contest

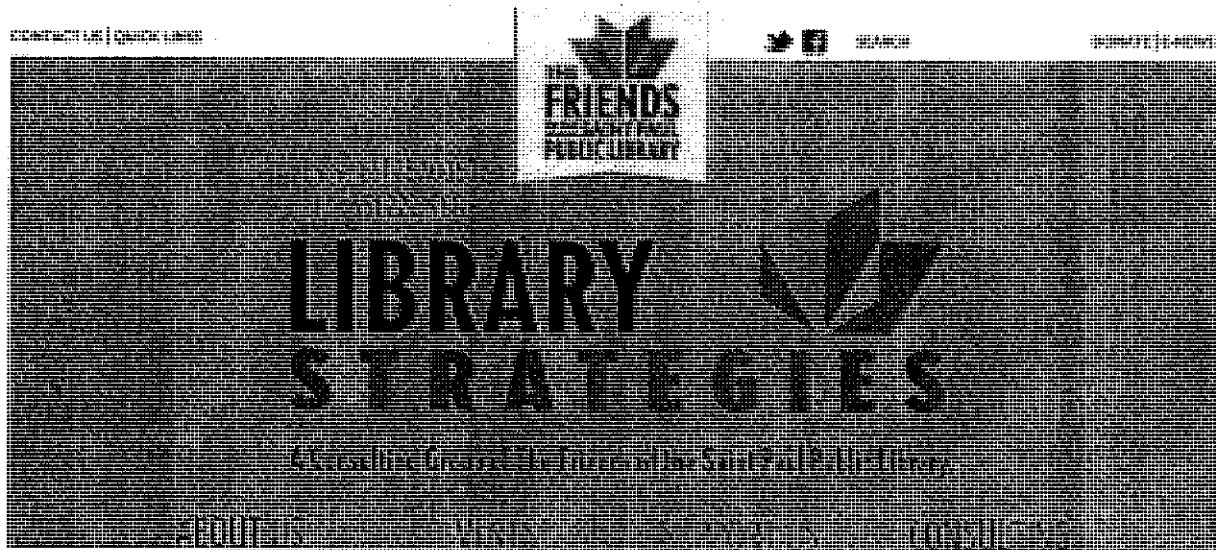
the friends achieve coveted 4-star rating for third consecutive year

winners of the 26th annual minnesota book awards announced

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One minute is all it takes to stay up-to-date on the latest news including the Minnesota Book Awards, can't-miss author events, book and theater discussions, music performances, library advocacy, and more.

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Library Strategies Consulting Group / Tools and Resources / Rapid Results Planning™

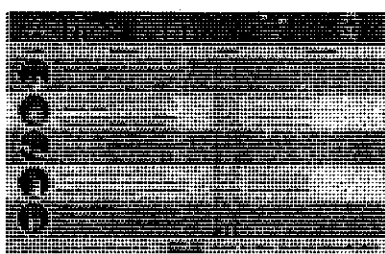
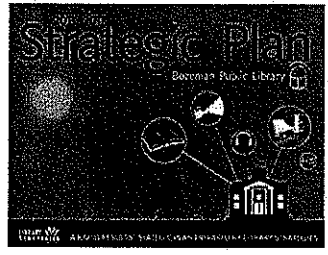
RAPID RESULTS PLANNING™

There's no place in today's busy library world for strategic planning processes with huge investments of time and money, resulting in plans that can easily end up on the shelf gathering dust.

Rapid Results Planning™ is a focused, energetic and synergistic planning process *driven* by community stakeholders. The result is a visionary, actionable strategic plan created by individuals who know your community best – *and* an operational plan drafted by library staff.

A Rapid Results Planning™ process can be completed in three to four months and costs considerably less than more traditional planning processes. To learn more about why Rapid Results Planning™ should be your library's next process, contact Library Strategies.

Click below to see examples of Rapid Results Planning™ strategic plans and dashboards.



LSCG E-NEWS

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library strategies testimonials

"Working with Sue and Peter from Library Strategies is not only at the top of my retreat experiences, but it is #1. Their vast practical knowledge of Library functioning, combined with the focus on action plans gave our group an enormous edge up in citing the advantages of merging with the Friends and achieving well thought out goals."

-Polly Keegan
(President, St. Helena Library Foundation)
Next quote »

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RECENT NEWS

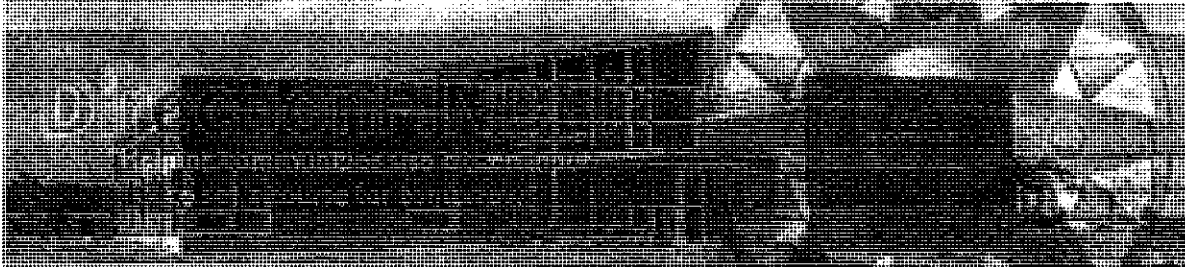
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ETC Institute

The library representative, Ron Vine, and I connected by phone on Friday so he is sending me a proposal for the meeting. I've included a page from their website. Ron worked with the Plainfield Park District on their strategic plan process when Marianne worked at the park district. Marianne said they were very pleased with the work done by Ron and ETC. Ron has also worked with public libraries including recently the Eagle Valley Colorado system which serves three towns. He has a very strong background in working for governmental units and consulting with them, particularly in strategic planning. For the Plainfield Park District he spent two days talking with the board, staff, focus groups and stakeholders, prepared the survey sent it to 600 randomly selected residents, did the data analysis and then came back to review all the data with the board and determine strategic direction. The cost was \$27,000.00

"...helping organizations make better decisions since 1982."

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Welcome to ETC Institute

ETC Institute is one of the nation's leading community-based market research firms. We help corporate, governmental, and non-profit organizations gather and interpret data from the general public and special interest groups about a wide range of issues.

DATA COLLECTION



Our data collection activities (i.e., interviewing and data entry) are consolidated in-house to achieve economies of scale that allow us to provide our clients with affordable pricing. Research design and

analysis activities are conducted by five divisions within our company: transportation, parks and recreation, customer loyalty, employee research, and political polling. Senior professionals with practical experience in these disciplines lead each division.

CLIENT SATISFACTION IS NUMBER ONE

ETC recently conducted a survey of more than 150 clients. One hundred percent (100%) of the respondents indicated they were either "Very Satisfied" or "Satisfied" with the services provided by ETC Institute. Below is a quote from one of our many satisfied customers:

We were very pleased with the professional way ETC interacted and communicated with us. They did what they said they would do, when they said they would do it. We got exactly what we were promised. Sometimes with these things you don't get that

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Some of Our Clients:



ETC QUICK FACTS

Fact One

Fact Two

Fact Three

OUR ADDRESS

ETC Institute
725 W. Frontier Circle
Olathe, KS
66061

Phone: 913.829.1215

Fax: 913.829.1591

Kids & Teens

"I can't even tell you how wonderful you are! Jane was so kind to help my son!"

A little girl had the May Library Card sign-up bag on her shoulder, chock full of books and she said to her parent, "I can't wait to show my cousin what I got today! I got books!"

A new patron to the library came up to the desk and said, "This library is so beautiful. I didn't think that any library could compare to Western Springs but...wow. This is a hidden gem."

Circulation

Patron stopped by to tell us that "Literacy of DuPage said we were the best library in the country!"

When I couldn't notarize a real estate transaction the patron said, "I still think you are the best library around, no I really mean it"

Downers Grove patron said that we have the best collection of dvds .

Patron said, "I like it better when you stamped the due date in all of my books".

"I could never survive without the library. I just love it!" said a patron.

Patron was very impressed by the water color of the library building hanging over the cash register.

We had our youngest library patron today come in for his first library card, 9 weeks old. Never too young to start reading!

"You guys have everything here. I love this library" said a patron at checkout when she was borrowing a digital image converter.

"You people are such big helps" said a patron when I packed her rolling bag and carried it around the desk to her.

Preschool teacher was thrilled to find out that we have a "Things That Go" section.

Adult & Computer Help Desk

"You all are so nice and helpful at Darien library, I do appreciate all your help." From patron who requested some books and dvds.

A patron came to the "Ask Us" desk. She was rather frustrated and concerned that she could not get a notary for a real estate transaction. Her bank wouldn't do it and we could not provide a notary since she needed a bonded notary. Shirley J and Mimi R were on the "Ask Us" desk. Both said "We can help." One looked up a list of notaries and the other called several on the list. The second call was successful. The patron said "I can't believe you are doing this." One ref. librarian said "We don't want you driving all over to find what you need. This is easier and faster." The other librarian said "We do this all the time." The lady talked to the notary arranged a meeting and left happy. Her last words were "Thank you so much for saving me all this time and trouble. I still can't believe you did all that." MR

Patron complained that our wireless was too slow and was frustrating to download or access web pages. He asked for a list of nearby libraries so he could use their Wi-Fi instead. I apologized for the inconvenience and provided him with the map he requested. JP

"I preferred when you had "Collectibles" listed on the signs in non-fiction. I knew right where to go for the stamp catalogs." MS

"Thank you very much for your help, without your help I could not have done this." CL

Technology

Administration

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401 Plainfield Road | Darien, Illinois 60561-4207

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June 17, 2014

Dear Chris,

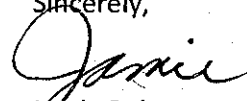
Attached is a copy of the Amazon order for the digital media equipment. The original proposal had requested \$1,100.00. This totals \$1,112.41 but \$1,100.00 is fine. The check should be made out to the Indian Prairie Library and sent to my attention. Our fiscal year ends June 30 so we need the check dated for June but its ok if we receive it after June 30.

Currently we have 8 teens in the process of being trained on the equipment and 8 seniors have registered. We have sent flyers to the various senior groups as well as other organizations in the community and, of course, are publicizing it in various ways in the library and the community. We invite the Rotary members to be interviewees! Just contact Stacy at stacyp@ippl.info.

The equipment is set up in a digital media lab we created for the summer. Not only will it be used for the Memory Drive project, we will be using it for other projects in the Kids & Teens Department. If members of the Rotary would like to stop by and "get a tour", just let me know.

Again, thank you to the Rotary for the donation. We're very grateful for the Rotary's participation on our two projects this year. We look forward to visiting in September to share our experiences with the Memory Drive project as well as Pages for All Ages.

Sincerely,


Jamie Bukovac
Director

Jamie Bukovac

From: jenn@chicagostudioworks.com
Sent: Wednesday, June 18, 2014 3:55 PM
To: Jamie Bukovac
Subject: IPPL link

Hey Jamie,

I was editing my FB album and accidentally deleted the link to the picture and article of me working on the painting.

Would you send that to me again?

I am getting so excited to work on the painting now. It is becoming an interactive experience. It starts with the children and then the adults talk too. They want to know what the painting is going to be and what things are. And I ask them, what they think and I just love the ideas they are coming up with. Thank you again for coming up with this idea. This is some landmark fun for me. I usually work in solitude and while I tell people I'm going to give them a painting in the next year, no-one has actually seen me working on it until its done. After so long they are probably thinking, if they remember what I said, yeah, sure you are. And then they are all sorts of happy when I give it to them. But this... I'm having a blast!!

Have a good day. And I'll be at the library on Friday. I should have the wall of canvas up by the weekend. Once those get started I'm thinking I'll be coming to the library more often. Though I am interested in challenging myself with this two or two plus hour twice a week goal, I'll probably be there more often. It is already getting harder and harder to leave it. I may start coming earlier.

Thanks again,

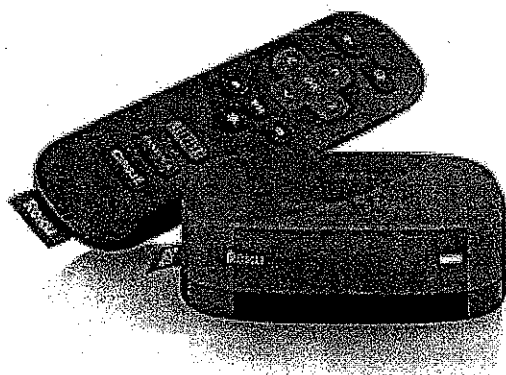
Jenn

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You are at: americanlibrariesmagazine.org » Libraries Stream toward Roku Lending

Libraries Stream toward Roku Lending

Posted Monday, June 16, 2014 - 16:09
By Beverly Goldberg



It's been two years since the Ephrata (Pa.) Public Library began lending Roku devices—digital video players that people plug into their televisions so they can view on a larger screen digitized programming that is archived online, such as the content of PBS.org, and on other streaming platforms like Netflix. The lending program has proved wildly popular, Technical Services Manager Laura Brandt tells *American Libraries*, even as DVD circulation continues to mushroom. "It's really been positive," Brandt says, noting that on any given week, all four of the library's Rokus are on loan. Patrons must have broadband internet access at home to receive the programming on their televisions.

The service came out of a brainstorming

conversation between Brandt and Ephrata Director Penny Talbert. Brandt says, "We were talking about how we love our Rokus, and it just came up. 'Why aren't we circulating these?'" Roku partners with more than 1,000 providers, many of whom provide free, ad-supported programming on its app-based channels. Subscription platforms such as Amazon Prime also stream through Roku.

Since Ephrata led the way, at least five other libraries have followed suit, in Kent, New York; Bitterroot, Montana; Hingham, Massachusetts; Liverpool, New York; Darien, Illinois; and Sandusky, Ohio. Some, such as Bitterroot, Indian Prairie, and Sandusky, offer only free online channels, which limits the libraries' costs per unit to about \$75 (includes the purchase of the Roku TV box, the remote, a coaxial cable, an HDMI cable, and a carrying case). Ephrata opted to add a separate Netflix subscription to each device as well, keeping meticulous records of individual device accounts, emails, and passwords— a practice that Brandt strongly recommends in order to disable overdue Rokus. Brandt says the library is in compliance with Netflix's terms of service since it is promoting Roku checkout. "It's not like we're advertising 'Check out a Netflix subscription.'"

Customized fare

A grant from the local Randolph J. and Estelle M. Dom Foundation enabled Sandusky Library to buy 12 Rokus this year. They have proved so popular that the library plans to buy another 12. "The Roku is giving us an opportunity to not only expose our patrons to new and emerging technologies but also to help supplement our physical collection by

giving them access and a discovery tool to content that they may not have found on their own," says Samantha Chada, director of communications and technology at Sandusky.

Chada tells AL patrons will soon have unique content to enjoy: The Sandusky Library channel is under development. "Maybe we can team up with the local hospital," Chada says, to tune the waiting-room TV to the library channel. The library is also weighing how to lend hotspots—essentially, internet access—to patrons who lack broadband at home.

Indian Prairie Public Library in Darien, Illinois, uses its six Rokus in an entirely different manner, restricting its offerings to select DVD titles that the library already owns. Ann Stovall, technology and technical services department head, says that she got the idea while cataloging DVDs and noticing that some movies had a cloud-based, or "ultraviolet" license code redeemable for a digitized copy. Double-checking the capacity of Roku's channels, she found that subscription-based Vudu stored DVD owners' ultraviolet movie files on its server at no charge.

The technical services department now keeps an eye out for redeemable ultraviolet codes to increase the library's 78-title cloud-based collection for Roku borrowers.

However a library goes about offering content through Roku, the program seems destined to grow; Chada, for one, is awaiting the rollout of OverDrive's and hoopla's announced Roku channels for distribution of the streaming e-content they offer subscribing libraries. (Indieflix is already available to library clients, thanks to its



partnership with Recorded Books.)

“Some might say we’re putting the cart before the horse,” Chada says. “I’m saying we’re just being prepared for an easy transition because that’s the way things are going.”

Issue: June 2014

Category: Professional Development

Controlled Vocabulary:

Adult library services

Collection Development

Collection Management

Digital content

Electronic Resources

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Transforming Libraries

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ALA Items Vocabulary:

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Strategic Plan Consultants

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PLAN PROCESS)

ETC – stakeholder interview, survey, facilitation of strategic plan session

Meet with staff, board, 6 stakeholder interviews, survey, final report presented and strategic planning workshop
\$24,000

Library Strategies – facilitation including community, they write and create final product, optional survey, optional implementation plan

Rapid Results Planning Process to create strategic plan includes pre-planning with planning committee, day-long session with community members, draft of plan, final plan written, designed and formatted plan provided
\$9,450

Online community survey (Survey Monkey) \$2,250

Implementation plan development with staff \$3,605

Technology of Participation - facilitation only

Half day meeting with community members \$900.00

Two-day strategic planning session and documentation \$7,050 plus expenses

Total \$7,950

Donna E. Fletcher Consulting – survey and facilitation of strategic plan development

Online Survey \$17,639

Two strategic plan sessions (2-4 hours each) \$2,000 plus expenses

15 optional follow-up telephone interviews \$1,750

Wiseman Consulting and Training, Inc. – facilitation, staff, board and community focus groups, assistance with writing document

Scenario Planning process for facilitation of one-day strategic planning session \$1,500 plus expenses

Comprehensive Direction Setting Work Plan includes focus groups with staff and board, 4-5 community focus groups, facilitation of all-day session, create initial document \$7,000 plus expenses

Optional meet with staff work teams to review draft, facilitate individual session with staff planning teams to set priorities and goals \$2,100 plus expenses



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PLAN PROCESS)

Resumes

Guiding Principles

ETC Institute has been helping local governments gain input by using local community surveys as a guiding force for setting community priorities, strategic planning, and improving organizational effectiveness for more than two decades. Our ability to help organizations succeed is based on an approach that adheres to three fundamental principles:

- ***Strategic Value:*** In order for survey research to serve as a powerful tool for decision-making, community leaders must see value in the results. Our approach is designed to ensure that the information gathered meets the informational needs of decision-makers in order to encourage community leaders to use the survey data as part of their decision-making process. If the survey results have strategic value, they will inherently become part of the process for setting short- and long-term priorities for the Indian Prairie Public Library District.
- ***Continuity:*** Our approach will involve a review of the goals and objectives of the Indian Prairie Public Library District City to ensure the research is designed to support these goals and objectives. For example, a review of the City of Dallas strategic plan by ETC Institute led to the creation of a series of questions that now link the City's annual citizen survey with the City's strategic plan.
- ***Performance Measurement:*** Since the results of the survey will be used to help guide Indian Prairie Public Library District decisions, the survey instruments and data analysis methodology will be designed in a manner that generates objective performance measurements. The surveys will be designed to provide objective feedback for the Indian Prairie Public Library District so that decision-makers can understand the needs of residents. ETC Institute will work with the Indian Prairie Public Library District to refine existing and/or develop new performance indices that allow Indian Prairie Public Library District leaders to objectively assess the change in their performance over time.



Scope of Services for Statistically Valid Survey

In order to accomplish the objectives for this project, ETC Institute will conduct the following tasks.

Task 1: Project Kick-off and Preparing the Survey Instrument

Task 1.1: Project Kick-off. ETC Institute will meet with staff and officials of the Indian Prairie Public Library District staff and officials to review project goals, timelines, sampling, SWOT discussion, main issues to address in the survey relating to the strategic plan, etc. This can occur at one meeting of separate workshops/focus groups can be held with the Board of Trustees and library staff.

Task 1.1a. Optional: ETC Institute can expand this task by holding a up to six (6) 45 minute one-on one stakeholder interviews with leaders of the public and private sectors whose opinions have a major impact on current services and the future of the public library. These meetings would be facilitated by Ron Vine with stakeholders chosen by the Indian Prairie Public Library District. Feedback from individual stakeholder interviews will be confidential. A short (3-5 page) executive summary of what was learned collectively from the stakeholders meetings will be prepared. As an alternative up to two (2) focus groups can be held in substitution for an equal number of stakeholder interviews.

Task 1.2: Design Survey Instrument. ETC Institute will work in partnership with the Indian Prairie Public Library District staff to develop the survey instrument. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the Indian Prairie Public Library District for testing. The survey will be up to 6 pages in length (allowing for 24-32 questions, many with multiple components) and take 10-12 minutes to administer by phone.

Task 1.3: Design Sampling Plan. ETC Institute will prepare a sampling plan that will ensure the completion of at least 400 surveys within the Indian Prairie Public Library District. The overall results for 400 completed surveys will have a precision of at least +/-5% at the 95% level of confidence.

Task 1.3a: Optional. ETC Institute will prepare a sampling plan that will ensure the completion of at least 600 surveys within the Indian Prairie Public Library District. The overall results for 600 completed surveys will have a precision of at least +/-4% at the 95% level of confidence. The chief advantage of the larger sampling is to develop cross-tabular results, i.e. by gender, race/ethnicity, income, education, location, etc. with a lower margin of error than the sampling of 400 residents.

Task 1.3b: Optional. ETC Institute will prepare a sampling plan that will ensure the completion of at least 800 surveys within Indian Prairie Library District. The overall results for 600 completed surveys will have a precision of at least +/-3.5% at the 95% level of confidence. The chief advantage of the larger sampling is to develop cross-tabular results, i.e. by gender, race/ethnicity, income, education, location, etc. with the lowest margin of error of the three samplings.



ETC Institute would recommend either the 600 or 800 sampling options as the most desirable for the library.

Task 1.4: Survey Methodology. ETC Institute will administer by mail, phone, and web all with in-house staff. ETC Institute recommends administering the survey by a combination of mail/phone/ and web.

Task 1.5: Conduct Pilot Test. Once the draft survey is developed ETC Institute will test the survey with at least 20 residents before the survey is administered. Any problems or issues that are identified will be reported to the Indian Prairie Public Library District, and corrective action will be recommended and taken as appropriate.

Task 2: Administering the Survey Instrument and Analysis

Task 2.1: Mailing of Surveys. Based on the 400 household sampling, ETC Institute will design the sample so that a mail survey is first sent out by first class mail to a random sample of approximately 2,000 residents of the Indian Prairie Library District, a representative sampling of households in the regional areas, and including a metered return envelope to ETC Institute. The mail survey will also contain a message in the cover letter to non-English speaking households, i.e. Spanish, that will provide a 1-800 phone number to call to have the survey administered over the phone in that language and the web address to those who want to take the survey by the web.

ETC Institute will mail out up 3,000 surveys for the sampling of 600 resident households or 4,000 surveys for the sampling of 800 resident households.

Task 2.2: Web Survey. ETC Institute will develop a web version of the survey for those who want to take the survey over the web.

Task 2.3: Electronic Message to Those Receiving the Survey. Two days prior to receiving the mailed survey, each resident household receiving a survey will receive an electronic voice message, informing them about the survey and encouraging them to complete the survey.

Task 2.4: Initiate phone calling. Approximately 10 days after the surveys are mailed out, extensive phone follow-up is conducted either to encourage completion of the mailed survey or to administer the survey by phone.

]This approach allows us to target specific demographic groups that may not have responded to the mailed survey to ensure that the demographic distribution of the sample closely compares to the actual composition of the community, by factors such as age, race, ethnicity, income, etc. It also allows us to reach specific targets for completed surveys in each of the regional areas.



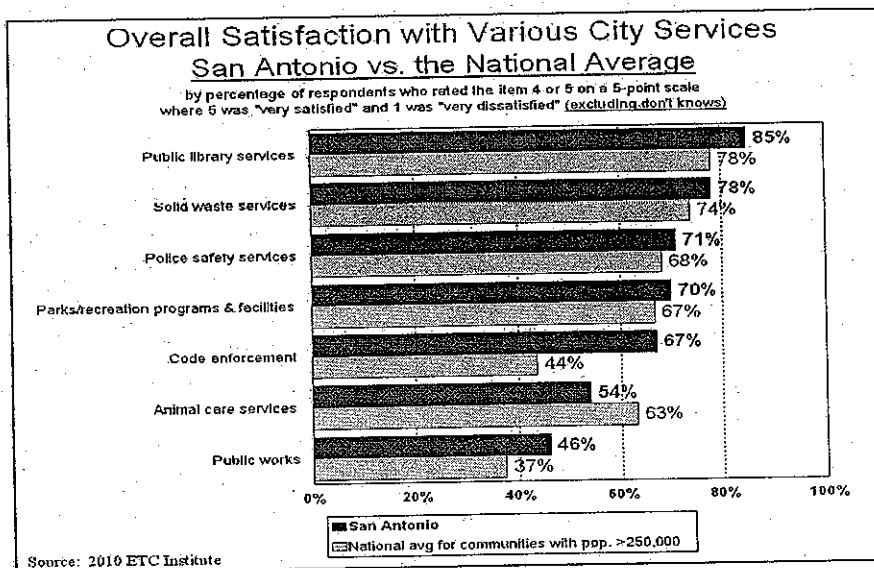
Last, it allows ETC Institute to check and compare survey responses for both mail and phone to additionally check on the accuracy of the survey. ETC Institute will additionally use “weighting” as a statistical process in the analysis for further refinement of census comparisons in order to ensure that the sample is representative.

Task 2.5: Ensuring Representation for Non-English Speaking Populations. ETC Institute has administered surveys in many communities across the United States where a high percentage of the population does not speak English as a first language. As a result, we are sensitive to the importance of ensuring that non-English populations are properly represented in the survey.

ETC Institute Quality Controls. ETC Institute has an ongoing quality control and quality assurance program in all surveys. The program is designed to give clients “error free” results, and all employees at ETC Institute are directly involved in the program. Dr. Elaine Tatham and Ron Vine, Project Manager directly manage the Quality Control program.

Task 2.6: Analyze Data. Following the completion of the survey, ETC Institute will perform data entry, editing, and verification of the survey responses for each survey. In addition to performing cross-tabulations, the following optional analysis tools can be performed.

- **Task 2.6-A: Benchmarking Analysis-Normative Comparisons (Optional).** ETC Institute maintains national and regional benchmarking data for Library Services. Comparisons will be made for the Indian Prairie Public Library District with other national providers. An example of a benchmark is shown below.





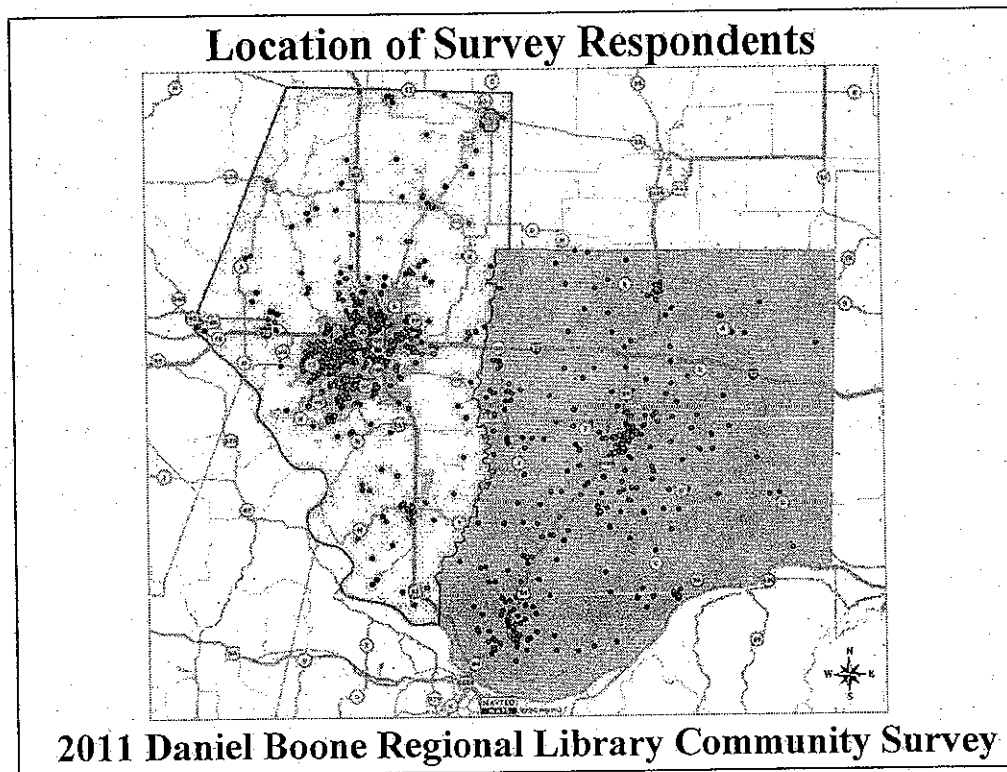
- **Task 2.6-B. Importance-Satisfaction Priorities Analysis (Optional)** The Importance-Satisfaction rating is based on the concept that public agencies will maximize overall customer satisfaction by emphasizing improvements in those areas where the level of satisfaction is relatively low and the perceived importance of the service is relatively high. ETC Institute will develop an Importance-Satisfaction Matrix to display the perceived importance of core services against the perceived quality of service delivery. The two axes on the matrix will represent **Satisfaction** and relative **Importance**.

ETC Institute currently provides this analysis for dozens of governmental organizations. The I-S (Importance-Satisfaction) matrix allows public officials to analyze the survey data as described below.

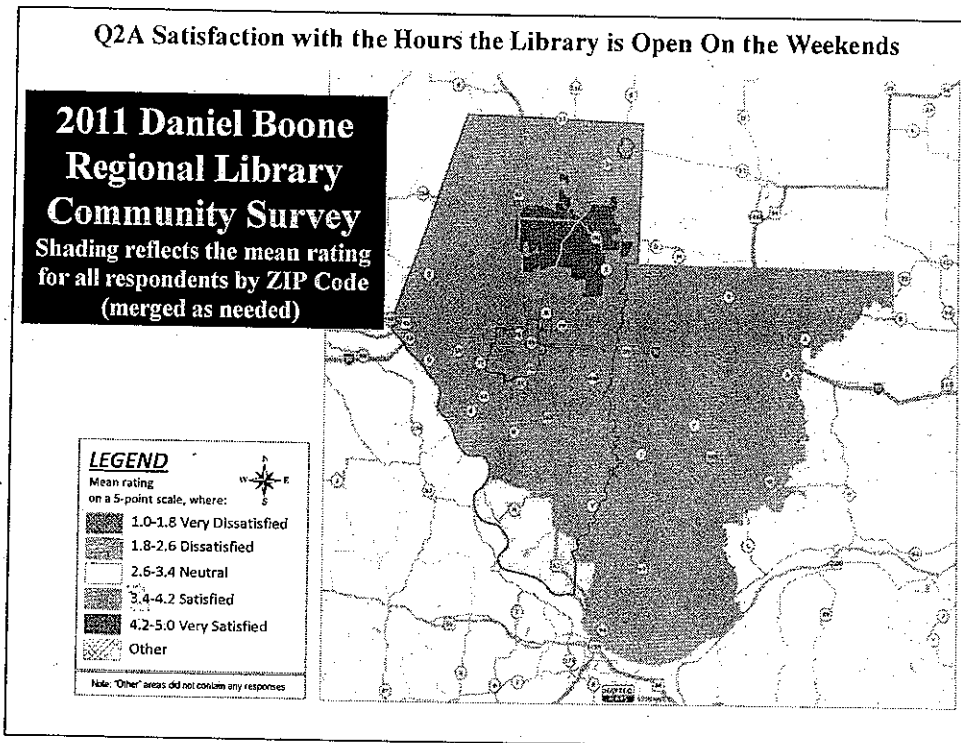
- X ***Continued Emphasis (above average importance and above average satisfaction):*** This area shows where the agency is meeting customer expectations. Items in this area have a significant impact on the customer's overall level of satisfaction. The agency should maintain (or slightly increase) emphasis on items in this area.
- X ***Exceeding Expectations (below average importance and above average satisfaction):*** This area shows where the agency is performing significantly better than customers expect the organization to perform. Items in this area do not significantly impact the customer's overall level of satisfaction. The agency should maintain (or slightly decrease) emphasis on items in this area.
- X ***Opportunities for Improvement (above average importance and below average satisfaction):*** This area shows where the agency is not performing as well as residents expect the agency to perform. This area has a significant impact on customer satisfaction. The agency should DEFINITELY increase emphasis on items in this area.
- X ***Less Important (below average importance and below average satisfaction):*** This area shows where the agency is not performing well relative to the agency's performance in other areas; however, this area is generally considered to be less important to residents. This area does not significantly impact the customer's overall level of satisfaction because the items rated are less important to residents. The agency should maintain current levels of emphasis on items in this area.

- **Task 2.6C. GIS Mapping (Optional Service).** ETC Institute will prepare maps that show the results of specific questions on the survey. ETC Institute staff has successfully geocoded survey results for dozens of market research projects in the past three years.

Our GIS team will bring highly developed and current skills in automated information collection, data cleanup and manipulation, state-of-the-art geocoding, and database development to this assignment. Our planners and technicians routinely support transportation planning, customer satisfaction analysis, parks and recreation planning and other planning and modeling efforts around the country. The map below shows the physical distribution of respondents from a survey conducted for the Daniel Boone Regional Library in 2011. The dots show the location of respondents based upon geocoded latitude and longitude coordinates of their home address.



GIS maps not only provide our clients with a visual representation of the areas of the City that are surveyed, but they also show areas where residents have the greatest and least amount of satisfaction with various services. The map below shows levels of satisfaction with the hours that libraries are open in the Daniel Boone Regional Public Library. Areas in blue identify areas with high levels of satisfaction. Areas in yellow identify areas with lower levels of satisfaction.



Task 3: Final Report and Presentation

Task 3.1: Development of Final Report. ETC Institute will provide a final report. At a minimum, the final report will include the following:

- an executive summary that includes a description of the survey methodology
- descriptive statistics for each survey question, including key demographic characteristics
- GIS maps and shape files that show key results on maps of the Indian Prairie Public Library District (Optional)
- results of the analysis tools including the I-S Analysis and Benchmarking Analysis (Optional)
- copy of the survey instrument.
- a copy of the database in SPSS or Microsoft Excel

Task 3.2: Survey Presentation. Ron Vine, Senior Vice-President with ETC Institute will make a presentation of findings to the Indian Prairie Public Library District Board and staff, as part of a strategic planning workshop.



Project Schedule for the Citizen Survey

ETC Institute's research plan has been designed to complete this project in a 12-14 week window as described below.

Month 1

- Initial meeting Library officials to discuss survey goals & objectives relating to the Strategic Plan
- Stakeholder interviews (optional)
- ETC Institute provides the Library with a draft survey
- Library officials review the content of the draft survey and provide feedback to ETC Institute
- ETC Institute provides the Library with the final sampling plan specifications
- ETC Institute revises the survey based on input from Library officials
- ETC Institute conducts a pretest of the survey
- Results of the pretest are reported to the Library and discussed
- ETC Institute revises the survey as necessary
- Library approves the survey instrument

Month 2

- Surveys printed
- Web-site finalized
- Phone message alert to those receiving the survey
- Surveys mailed
- Press releases issued
- Data collection begins
- Phone calling begins.

Month 3

- Draft report submitted
- Discuss changes to draft report

Month 4

- Final Report delivered
- On site visit to conduct formal presentations and conduct strategic planning workshop.

The Players & Their Roles

Rapid Results Planning starts with creation of a Planning Team comprised of six to eight individuals who know the library well (Library Director, Board members, Friends and Foundation Board members, other individuals with a vested interest in the Library).

The role of the Planning Team will be to:

- Provide information about the community, the Library and other background information to inform the planning process.
- Identify individuals who represent stakeholder groups in the Darien/Willowbrook area. These individuals will represent area businesses, nonprofits, schools, senior centers, and other organizations or stakeholder groups that the Library currently serves or has the potential to serve. This stakeholder group will also include local political decision makers such as the mayor, city council, county and/ or township board members.
- In partnership with Library Strategies the Planning Team will invite this group of stakeholders to participate in a day-long retreat.

Library Strategies consultants will:

- Design and facilitate the planning process, including meetings with the Planning Team and the RRP retreat and draft the strategic plan.

The RRP Planning Process

Rapid Results Planning is designed to involve stakeholders who have a vested interest in your organization. For IPPL, this would include library staff and representatives (stakeholders, funders, patrons) from the combined district and community.

The process is highly effective and efficient. Most RRP processes can be completed in a short time period and cost considerably less than more traditional planning processes.

RRP creates a synergy among stakeholders who engage in the planning process. This collaborative process yields new ideas and direction and increases "buy-in" and support for the final strategic plan as well as a sense of "ownership" that the strategic plan is truly a plan established specifically for the library.

Next, retreat participants will identify key focus areas for planning. These might include technology, collections, staffing patterns, communications, resource sharing...and other areas relevant to the operations and growth of the library.

The outcome of the retreat is an actionable vision and the framework for what IPPL needs to be – and do – to deliver 21st century services to its patrons. At the completion of the retreat, participants will have established goals for IPPL and identified strategies for reaching these goals.

Step 3 – Drafting and Finalizing the Strategic Plan

Following the retreat, Library Strategy consultants distills the input from the retreat discussion and information gathering and presents a draft Strategic Plan to the Planning Team for input and revision. (An example of a strategic plan recently completed was developed for SELCO/SELS accompanies this proposal). Library Strategies consultants work with the Planning Team to finalize the strategic plan, which is usually done with one or two meetings (often by phone or Skype) and follow-up e-mails, until the final text based plan is completed and approved.

After approval or acceptance of the strategic plan, Library Strategies provides a designed and formatted version of the plan to be used on the library's website and in promotion and public discussion. Additionally, Library Strategies provides a simple, one page formatted dashboard that the Board and Director can use to regularly track progress on the plan.

Optional Steps

As part of the planning process, many libraries choose additional services to enhance or deepen the strategic planning process. Outlined below are two services which Library Strategies would be please to provide, these services for optional steps include: an on-line community survey and a staff implementation plan. Cost for the options services are outlined in the budget section.

On-Line Community Survey

Creating, conducting, analyzing and reporting an on-line community survey is one optional service that can inform the process. An on-line survey is relatively easy to implement and is cost-effective (as opposed to more comprehensive mail or phone