

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting**  
**June 17, 2015 – 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, 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 a welcoming environment and state-of-the-art services, 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 20, 2015   | Pg. 4  |  |
| 2. Treasurer's Report   | Pg. 7  |  |
| 3. Action on Bill/Additional Bills  | Pg. 11 |  |
| 4. Ordinance #2015-2 Ascertaining the Prevailing Wage   | Pg. 16 |  |
| 5. Ordinance #2015-3 Establishing Regular Meeting Dates   | Pg. 26 |  |
| 6. Resolution #2015-C Approving Terms and Conditions of the Interlocal Agreement Between Region 4 Education Service Center of The Cooperative Purchasing Network and Indian Prairie Public Library District | Pg. 27 |  |
| 7. Minutes of Finance Committee May 27, 2015  | Pg. 31 |  |

- F. Items Deleted from Omnibus Consent Agenda

- G. Library Director's Report Pg. 32 Information

- H. Department Reports Information

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|--------------------------------------|--------|--|
| 1. Assistant Director                | Pg. 35 |  |
| 2. Marketing                         | Pg. 38 |  |
| 3. Adult                             | Pg. 44 |  |
| 4. Circulation                       | Pg. 46 |  |
| 5. Technology and Technical Services | Pg. 47 |  |
| 6. Youth                             | Pg. 49 |  |

- I. Staff Report  
None
  
- J. Reports
  - 1. WB/BR Chamber of Commerce Meeting (none)
  - 2. Darien Chamber of Commerce (none)
  - 3. RAILS Pg. 56 Information
  - 4. Building and Grounds (none)
  - 5. Finance Committee (Krupicka) under New Business
  - 6. Plan/Annexation Committee (none)
  - 7. Policy Committee (none)
  
- K. Unfinished Business
  - 1. Trustee Interviews Pg. 62 Discussion
  - 2. Trustee Appointment Action
  
- L. New Business
  - 1. Proposed Change to Financial Policy Pg. 65-74 Action
  - 2. Financial Forecast Pg. 75-81 Information
  - 3. Operating Budget 2015/2016 Pg. 82-85 Action
  - 4. Proposed 2015/2016 Salary Range Pg. 86-89 Action
  - 5. Cost Proposal to Renovate Administration Copier Room to Create Group Study Room Pg. 90 Action
  - 6. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit Appointment

M. Scheduled Meetings  
None

N. Community Events

O. Library Events

Introduction to Computers and Internet	6/17/2015	10:00 AM
Little Hands Art	6/17/2015	10:30 AM
S.T.E.M. Buddies	6/17/2015	1:00 PM
ComEd Smart Meters	6/17/2015	7:00 PM
Book Buddies	6/18/2015	10:30 AM
Unplugged Coding for Kids	6/18/2015	2:00 PM
Jamberry Fest with Pick Farms	6/18/2015	6:30 PM
Robotics 101	6/19/2015	2:00 PM
League of Legends - 5v5 Tournament	6/19/2015	5:00 PM
ESL Conversation Group	6/20/2015	10:00 AM
The Sound	6/20/2015	5:30 PM
Coding Boot Camp	6/22/2015	2:00 PM
Current Events Group	6/22/2015	7:00 PM
Book Buddies	6/23/2015	10:30 AM
Chess Club	6/23/2015	2:00 PM
DIYT's - Stencil Printing	6/23/2015	4:00 PM
Summer Party Ideas: 4th Wednesdays	6/24/2015	1:00 PM

S.T.E.M. Buddies	6/24/2015	1:00 PM
Readers Advisory Drop-In	6/24/2015	1:00 PM
GenLit (for 20-30somethings): Seconds by Bryan Lee O'Malley	6/24/2015	6:30 PM
Book Buddies	6/25/2015	10:30 AM
Genealogy Group	6/25/2015	1:00 PM
Tech Talk: Gadgets, Gizmos, and More	6/25/2015	6:00 PM
Merry Math Madness	6/25/2015	6:30 PM
Resume Workshop	6/25/2015	7:00 PM
Minecraft Club	6/26/2015	2:00 PM
3D Printers for Beginners	6/27/2015	12:00 PM
The Great Pizza Battle of 2015	6/27/2015	1:00 PM
Coding Boot Camp	6/29/2015	2:00 PM
Adult Chess Group	6/29/2015	6:00 PM
Book Buddies	6/30/2015	10:30 AM
Chess Club	6/30/2015	2:00 PM
DIYT's - Cork Wallets	6/30/2015	4:00 PM
iPad 101	6/30/2015	6:00 PM
Little Hands Art	7/1/2015	10:30 AM
S.T.E.M. Buddies	7/1/2015	1:00 PM
The Eastland Disaster	7/1/2015	7:00 PM
Book Buddies	7/2/2015	10:30 AM
Lawn Twister	7/2/2015	6:30 PM
Coding Boot Camp	7/6/2015	2:00 PM
Adult Chess Group	7/6/2015	6:00 PM
Book Buddies	7/7/2015	10:30 AM
Chess Club	7/7/2015	2:00 PM
DIYT's - Light Up Your Clothes	7/7/2015	4:00 PM
S.T.E.M. Buddies	7/8/2015	1:00 PM
Sports Drop-in	7/8/2015	2:30 PM
Cutting the Cable Cord	7/8/2015	7:00 PM
Book Buddies	7/9/2015	10:30 AM
Introduction to Your Mac	7/9/2015	2:00 PM
Tie Dye on the Lawn	7/9/2015	6:30 PM
Preschool Movie Days	7/10/2015	10:30 AM
Robotics (102)	7/10/2015	2:00 PM
Inside the Box: Strategy Board Game Night	7/10/2015	6:30 PM
Coding Boot Camp	7/13/2015	2:00 PM
Adult Chess Group	7/13/2015	6:00 PM
Current Events Group	7/13/2015	7:00 PM
Book Buddies	7/14/2015	10:30 AM
Chess Club	7/14/2015	2:00 PM
DIYT's - So Fresh and So Fizz Fizz	7/14/2015	4:00 PM
Facebook	7/14/2015	6:00 PM

P. Adjournment

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of May 20, 2015

**Board of Trustees Regular Meeting  
May 20, 2015 – 7 p.m.**

A. Trustee Oaths of Office – Wlosinski administered the Oath of Office to Donald Damon, Beena Deshmukh, Marian Krupicka, Diane Ruscitti and Victoria Suriano. Julia Lacayo won re-election to the Board but was not in attendance tonight. She took the Oath of Office on May 15.

B. Roll Call

President Suriano called the meeting to order at 7:07 p.m. Secretary Deshmukh called the roll.  
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Diane Ruscitti, Victoria Suriano  
Absent: Julia Lacayo  
Staff Present: Laura Birmingham, Maria Wlosinski, Natalie Williams  
Others: none

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

C. Election of Officers - The Nominating Committee presented the following slate for officers. President, Victoria Suriano; Vice-President, Donald Damon; Treasurer, Marian Krupicka; Secretary, Beena Deshmukh. Damon moved, Deshmukh seconded to approve the slate as presented. Motion carried unanimously.

D. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich people's 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 a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

E. Public Comment – none

At this point Natalie Williams gave her staff report (Item K). She left at 7:40 p.m. and the Board continued with Communications and Announcements.

F. Communications and Announcements

1. McDonnell to Bukovac re: AARP Tax Assistance
2. Stricker to Bukovac re: Burr Ridge Realtors Lunch
3. Lavender to Bukovac re: Enroll DuPage
4. Skog to Sheehan re: SWAN Migration Training Programs
5. RAILS *Short Takes for Trustees*

G. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 15, 2015
2. Treasurer's Report

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3. Action on Bill/Additional Bills
  4. Nominating Committee Minutes, May 1, 2015  
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Deshmukh seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

H. Items Deleted from Omnibus Consent Agenda - none

I. Library Director's Report

With respect to the Strategic Plan, the work plan will be ready for the July Board Meeting.

J. Department Reports

Krupicka suggested that the Friends of the Library and the Library Foundation be listed in the Neighbors of Darien magazine under the charitable organization section.

K. Staff Report

Natalie Williams, Youth Services Department Head, spoke to the Board about summer reading and The Wouldshop. The theme for this year's summer reading challenge is Home Made Readers. We are reminding families that learning begins at home. We want to encourage everyone in the family to read. The challenge will begin June 13 and end August 8. As kids sign up they will get "A Reader Lives Here" yard sign. Letters and promotional materials went out to the schools. This year we are awarding our new reading trophy to the school with the highest percentage of readers who complete the challenge. The winning school will get to display the trophy throughout the school year. Williams highlighted the various family events and programs for little kids and mid-kids. There will be plenty for the teens to do as well with DIY programs and new technology classes. The Digital Media Lab will be open all summer with website building courses offered. We branded our makerspace, The Wouldshop, and it continues to develop and grow. Weekly activities and homemade projects will be offered. We continue to explore ways to expand The Wouldshop as well as ways to sustain the supplies that are needed for the various projects. We are working on putting kits together that can be checked out (i.e. gardening kits, science kits). The Gift of Carl sponsored our gardening kits and they are almost ready for circulation. Ruscitti suggested we try to partner with stores in the area who may be interested in donating supplies. Krupicka suggested we put a chalk board in the space letting patrons know what supplies are needed and Suriano suggested we email the list to the Board. The question was raised as to whether we could trademark/copyright (Creative Commons License) The Wouldshop name. Williams demonstrated a national website that was created by ALA called "the programming librarian. They asked Williams for submissions. She submitted three program models which are now featured on their website (Hacking Electronics, The Wouldshop, Local Author Fair). Lastly, Williams is participating in a technology and leadership development program. Her group's topic is creating a way for public libraries to share/swap resources (materials and staff).

L. Reports

1. Darien Committee for Intergovernmental Coordination – Krupicka reported that they met on May 5. She spoke to the committee about the library's summer reading program. The next Town Hall Meeting will be on September 24 where each entity will have a booth. There will be a State of the City and a presentation with questions/answers. The committee's next meeting is August 4.
2. Chamber Reports – Ryan's report is in the packet.
3. RAILS - backup is in the packet.
4. Building and Grounds Committee (none)
5. Finance Committee (none)

- 6. Plan/Annexation Committee (none)
- 7. Policy Committee (none)

M. Unfinished Business

- 1. Trustee Appointment – Suriano said that three residents are interested in the open Trustee position. One lives in Burr Ridge, one lives in Willowbrook and one lives in Darien. Discussion included the population of the three communities the library serves as well as where each of the current Trustees live. They felt that representation on the Board is underserved by Willowbrook. Suriano said the three interested residents will be invited to attend the June Board Meeting for an interview.
- 2. 2015 – 2018 Strategic Plan – Birmingham said that the priorities were reworded and the goals and strategies have been listed under each priority. Bukovac is working with the department heads on the actions and timeline. Damon moved, Krupicka seconded to approve the Strategic Plan 2015-2018 as presented. Motion carried unanimously.

N. New Business

- 1. Resolution #2015-A Transfer \$30,000.00 from the Corporate Fund to the Building and Maintenance Fund for Payment for the Chiller – Ruscitti moved, Deshmukh seconded to approve Resolution #2015-A Transfer \$30,000.00 from the Corporate Fund to the Building and Maintenance Fund for Payment for the Chiller. Motion carried unanimously.

O. Committee Meetings

- 1. A Finance Committee Meeting is scheduled for May 27 at 6:30 p.m.

P. Community Events

Q. Library Events

R. Adjournment

At 8:15 p.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary

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INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2015

Balance on hand as of April, 2015.....	2,275,741.82
Cash Receipts for May.....	37,605.62
Cash Disbursements for May.....	278,698.60
Cash on hand as May 31, 2015.....	2,034,648.84

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.024%

General.....	112,960.54
Special Reserve.....	20,954.23
Working Cash.....	315.06
Bond.....	7,452.01
Children's Endowment.....	2,886.43
Endowment.....	11,173.04
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking

General.....	43,351.60
Hinsdale Bank & Trust - Checking.....	6,245.57

JP Morgan Chase - Savings - Rate .03%

General.....	264,995.64
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2015.....	2,034,648.84

FUND BALANCES AS OF 05/31/2015

Corporate Fund.....	1,266,064.99
Building & Maintenance Fund.....	63,688.92
I.M.R.F. Fund.....	6,983.61
Liability Fund.....	4,295.80
Social Security Fund.....	5,823.12
Special Reserve Fund.....	22,078.13
Working Cash Fund.....	397,122.25
Bond Fund.....	84,818.00
Deferred Property Taxes.....	102,169.19
Current Liabilites.....	81,604.83
Grand Total All Funds.....	2,034,648.84

**Indian Prairie Public Library District**  
**Consolidated Revenue Report for May 2015**

Percent of Year: 91.67

	RECEIVED MAY 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	23,889.88	3,299,820.79	99.69%	3,310,248.00	10,427.21
41150 · Non-current Property Taxes	0.00	199.66	19.97%	1,000.00	800.34
43100 · Interest-Tax Levy	0.00	64.05	0.00%	0.00	-64.05
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>23,889.88</b>	<b>3,300,084.50</b>	<b>99.66%</b>	<b>3,311,248.00</b>	<b>11,163.50</b>
<b>INTERGOVERNMENTAL</b>					
42100 · Book Bundles Grant	0.00	2,000.00	0.00%	0.00	-2,000.00
42200 · Per Capita Grant	0.00	53,161.25	122.21%	43,500.00	-9,661.25
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>55,161.25</b>	<b>126.81%</b>	<b>43,500.00</b>	<b>-11,661.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	11.45	292.04	58.41%	500.00	207.96
<b>TOTAL INTEREST</b>	<b>11.45</b>	<b>292.04</b>	<b>58.41%</b>	<b>500.00</b>	<b>207.96</b>
<b>DESK MONIES</b>					
45100 · Copier	461.10	4,545.86	94.71%	4,800.00	254.14
45120 · Computer Copies	989.25	10,842.53	90.35%	12,000.00	1,157.47
45200 · Fines/Fees	3,222.15	46,244.02	85.64%	54,000.00	7,755.98
45250 · Gifts/Donations	320.00	1,634.10	81.71%	2,000.00	365.90
45300 · Lost Materials	895.97	12,380.77	103.17%	12,000.00	-380.77
45350 · Non-Resident Fees	6,312.62	76,638.29	102.18%	75,000.00	-1,638.29
45400 · DVD Fines	317.30	7,477.75	74.78%	10,000.00	2,522.25
45450 · Book Rental	21.25	1,476.34	67.11%	2,200.00	723.66
45550 · Meeting Room Rental	50.00	450.00	225.00%	200.00	-250.00
45600 · ILL Fees	20.00	1,174.08	293.52%	400.00	-774.08
45650 · 3D Printing	106.23	558.85	0.00%	0.00	-558.85
<b>TOTAL DESK MONIES</b>	<b>12,715.87</b>	<b>163,422.59</b>	<b>94.68%</b>	<b>172,600.00</b>	<b>9,177.41</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	10.00	1,191.86	119.19%	1,000.00	-191.86
46800 · Collection Agency Fee	20.00	260.00	86.67%	300.00	40.00
* 49000 · Operating Transfer In	0.00	12,500.00	0.00%	0.00	-12,500.00
<b>TOTAL OTHER INCOME</b>	<b>30.00</b>	<b>13,951.86</b>	<b>0.00%</b>	<b>1,300.00</b>	<b>-151.86</b>
<b>GRAND TOTAL</b>	<b>36,647.20</b>	<b>3,532,912.24</b>	<b>100.11%</b>	<b>3,529,148.00</b>	<b>8,735.76</b>

\* Operating Transfer In reflects transfer from Building Fund Reserves.



## Indian Prairie Public Library District Consolidated Expenditures Report for May 2015

Percent of Year: 91.67

	May 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	157,026.23	1,772,740.55	86.56%	2,048,067.00	275,326.45	2,109,500.00	84.04%
61310 · Benefits - Medical / Life Ins.	8,684.73	86,128.68	82.36%	107,000.00	18,871.32	132,000.00	66.76%
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 · Benefits - IMRF	14,083.88	165,697.64	89.77%	184,577.00	18,879.36	188,200.00	86.04%
61340 · Benefits - FICA	11,874.65	135,041.95	87.98%	153,484.00	18,442.05	156,200.00	86.45%
61400 · Staff Development	3,433.37	18,700.08	93.50%	20,000.00	1,299.92	25,000.00	74.80%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	375.00	478.51	31.90%	1,500.00	1,021.49	3,000.00	15.95%
61710 · Workers Compensation	0.00	10,403.00	92.06%	11,300.00	897.00	15,000.00	69.35%
61720 · Unemployment Insurance	235.69	3,638.22	80.85%	4,500.00	861.78	7,000.00	51.97%
<b>TOTAL PERSONNEL</b>	<b>195,713.55</b>	<b>2,197,328.63</b>	<b>86.75%</b>	<b>2,532,928.00</b>	<b>335,599.37</b>	<b>2,639,500.00</b>	<b>83.25%</b>
<b>MATERIALS</b>							
62100 · Books	26,672.05	214,116.04	87.51%	244,675.00	30,558.96	250,000.00	85.65%
62200 · Periodicals	222.92	25,277.56	78.87%	32,050.00	6,772.44	35,000.00	72.22%
62300 · Audio	2,781.27	38,359.49	77.11%	49,750.00	11,390.51	52,000.00	73.77%
62400 · Video	5,346.44	51,519.15	89.29%	57,700.00	6,180.85	60,000.00	85.87%
62500 · Multi-Media	678.03	4,117.71	117.65%	3,500.00	-617.71	4,000.00	102.94%
62600 · Electronic Reference Resources	1,387.72	59,824.63	84.26%	71,000.00	11,175.37	75,000.00	79.77%
62800 · Processing Supplies	4,115.71	20,304.07	81.22%	25,000.00	4,695.93	30,000.00	67.68%
<b>TOTAL MATERIALS</b>	<b>41,204.14</b>	<b>413,518.65</b>	<b>85.50%</b>	<b>483,675.00</b>	<b>70,156.35</b>	<b>506,000.00</b>	<b>81.72%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,285.30	36,267.80	52.56%	69,000.00	32,732.20	75,000.00	48.36%
63300 · Utilities (1-8-11 · Gas)	1,939.62	15,867.38	122.06%	13,000.00	-2,867.38	30,000.00	52.89%
63300 · Utilities (1-8-12 · Electric)	4,121.68	49,560.21	91.78%	54,000.00	4,439.79	98,000.00	50.57%
63300 · Utilities (1-8-13 · Telephone)	496.75	6,625.74	73.62%	9,000.00	2,374.26	30,000.00	22.09%
63300 · Utilities (1-8-14 · Water/Sewer)	602.41	6,434.51	97.49%	6,600.00	165.49	25,000.00	25.74%
63300 · Utilities (1-8-15 · Garbage Disposal)	0.00	2,406.08	80.20%	3,000.00	593.92	13,000.00	18.51%
63400 · Maintenance Supplies	1,402.44	16,043.50	100.27%	16,000.00	-43.50	20,000.00	80.22%
63500 · Security System Monitoring	50.00	943.37	62.89%	1,500.00	556.63	4,000.00	23.58%
63600 · Property Maintenance	5,667.00	26,274.81	119.43%	22,000.00	-4,274.81	30,000.00	87.58%
63800 · Building Maintenance/Repairs	3,057.89	42,092.51	97.89%	43,000.00	907.49	55,000.00	76.53%
<b>TOTAL BUILDING</b>	<b>22,623.09</b>	<b>202,515.91</b>	<b>85.41%</b>	<b>237,100.00</b>	<b>34,584.09</b>	<b>380,000.00</b>	<b>53.29%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,449.38	13,951.67	101.84%	13,700.00	-251.67	16,000.00	87.20%
64300 · Photocopy Supplies	315.47	3,996.39	79.93%	5,000.00	1,003.61	6,000.00	66.61%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	8.33	3,460.90	49.44%	7,000.00	3,539.10	15,000.00	23.07%
64600 · Non-Payment Reimbursement	398.65	1,323.10	37.80%	3,500.00	2,176.90	6,000.00	22.05%
64700 · Travel	54.06	498.95	76.76%	650.00	151.05	1,000.00	49.90%
64800 · Organizational Memberships	920.00	1,589.00	88.28%	1,800.00	211.00	2,200.00	72.23%
64900 · Bank Fees	174.51	2,331.21	93.25%	2,500.00	168.79	3,000.00	77.71%
<b>TOTAL OPERATION</b>	<b>3,320.40</b>	<b>27,151.22</b>	<b>77.24%</b>	<b>35,150.00</b>	<b>7,998.78</b>	<b>50,700.00</b>	<b>53.55%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	318.63	6,495.95	108.27%	6,000.00	-495.95	8,000.00	81.20%
65150 · Supplies-Staff Toner	265.78	6,040.82	90.16%	6,700.00	6,700.00	8,000.00	75.51%
65200 · Automation-Prof Services	0.00	2,627.50	52.55%	5,000.00	2,372.50	10,000.00	26.28%
65300 · Purchase of Equipment	3,362.95	20,300.70	91.86%	22,100.00	1,799.30	28,000.00	78.08%
65400 · Automation Equip Mnt/Repair	0.00	1,764.01	88.20%	2,000.00	235.99	4,000.00	44.10%
65500 · Software	99.88	18,072.15	77.73%	23,250.00	5,177.85	27,000.00	66.93%
65600 · SWAN	0.00	52,992.00	101.13%	52,400.00	-592.00	55,000.00	96.35%
65700 · Telecommunications	536.20	5,861.28	92.30%	6,350.00	488.72	8,000.00	73.27%
<b>TOTAL AUTOMATION</b>	<b>4,583.44</b>	<b>114,154.41</b>	<b>92.21%</b>	<b>123,800.00</b>	<b>15,688.41</b>	<b>146,000.00</b>	<b>78.19%</b>

## Indian Prairie Public Library District Consolidated Expenditures Report for May 2015

Percent of Year: 91.67

	May 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	987.50	15,730.82	108.49%	14,500.00	-1,230.82	36,000.00	43.70%
66200 · Credit Bureau	-20.00	717.25	47.82%	1,500.00	782.75	2,000.00	35.86%
66300 · Equipment-Maintenance Repair	0.00	3,978.60	56.84%	7,000.00	3,021.40	9,500.00	41.88%
66900 · Fees - Bond Registrar	60.00	132.00	132.00%	100.00	-32.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,027.50</b>	<b>20,558.67</b>	<b>89.00%</b>	<b>23,100.00</b>	<b>2,541.33</b>	<b>47,500.00</b>	<b>43.28%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 · Bonding	0.00	1,380.00	102.22%	1,350.00	-30.00	1,500.00	92.00%
67300 · Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>15,921.00</b>	<b>98.28%</b>	<b>16,199.00</b>	<b>278.00</b>	<b>19,500.00</b>	<b>81.65%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	2,154.99	20,531.08	90.51%	22,685.00	2,153.92	25,800.00	79.58%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	2,000.00	67.20%
68210 · Marketing Advertising	201.00	1,342.25	44.74%	3,000.00	1,657.75	5,000.00	26.85%
68310 · Marketing Supplies	14.99	2,171.43	86.86%	2,500.00	328.57	4,000.00	54.29%
68410 · Marketing-Information Printing	95.00	1,775.28	35.51%	5,000.00	3,224.72	10,000.00	17.75%
68500 · Legal Notices	0.00	1,364.00	113.67%	1,200.00	-164.00	2,000.00	68.20%
68600 · Special Events	2,992.55	20,749.67	82.34%	25,200.00	4,450.33	40,000.00	51.87%
<b>TOTAL PUBLIC INFORMATION</b>	<b>5,458.53</b>	<b>49,277.71</b>	<b>80.67%</b>	<b>61,085.00</b>	<b>11,807.29</b>	<b>88,800.00</b>	<b>55.49%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	1,003.49	14,577.66	90.48%	16,111.00	1,533.34	50,000.00	29.16%
69920 · 3D Printer	96.00	788.22	0.00%	0.00	-788.22	0.00	0.00%
* 70000 · Operating Transfer Purchases	0.00	12,500.00	0.00%	0.00	-12,500.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>275,030.14</b>	<b>3,088,292.08</b>	<b>86.94%</b>	<b>3,529,148.00</b>	<b>466,896.74</b>	<b>4,028,000.00</b>	<b>76.17%</b>

\* Operating Transfer Purchases reflects purchases from Building Fund Reserves.

ACTION ON BILLS May 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46911 thru 47034	\$ 97,550.74
Chase Bank-Salaries for May	36153 thru 36179	\$ 7,679.01
Hinsdale Bank-Direct Deposits	& 19778 thru 19939	\$ 106,387.95

MONTH'S TOTAL: \$ 211,617.70

Indian Prairie Public Library District  
 Account QuickReport

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As of May 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	05/05/2015	46911	Bannerville USA, Inc.	60.00
Bill Pmt Check	05/05/2015	46912	Bukovac, Jamie	113.95
Bill Pmt Check	05/05/2015	46913	Clarendon Hills Public Library	525.00
Bill Pmt Check	05/05/2015	46914	Colonial Life	82.53
Bill Pmt Check	05/05/2015	46915	Home Depot	13.48
Bill Pmt Check	05/05/2015	46916	Kountz, Krista	10.55
Bill Pmt Check	05/05/2015	46917	Layman, Jez	36.01
Bill Pmt Check	05/05/2015	46918	Moody Bible Institute	89.98
Bill Pmt Check	05/05/2015	46919	NCPERS Group Life	64.00
Bill Pmt Check	05/05/2015	46920	Palmisano, Stacy.	23.73
Bill Pmt Check	05/05/2015	46921	Principal Life Insurance Company	820.00
Bill Pmt Check	05/05/2015	46922	Salo, Kathryn	160.34
Bill Pmt Check	05/05/2015	46923	VSP Vision	118.84
Bill Pmt Check	05/05/2015	46924	Wlosinski, Maria	14.96
Bill Pmt Check	05/07/2015	46925	A.N.S., Inc.	724.00
Bill Pmt Check	05/07/2015	46926	Alternative Energy Solutions, Ltd.	390.64
Bill Pmt Check	05/07/2015	46927	American Library Association	75.46
Bill Pmt Check	05/07/2015	46928	Baker & Taylor	5,458.53
Bill Pmt Check	05/07/2015	46929	Blackstone Audio, Inc.	266.97
Bill Pmt Check	05/07/2015	46930	Blooming Color, Inc.	55.00
Bill Pmt Check	05/07/2015	46931	Bukovac, Jamie	32.13
Bill Pmt Check	05/07/2015	46932	Case Lots Inc.	690.85
Bill Pmt Check	05/07/2015	46933	DAC	129.50
Bill Pmt Check	05/07/2015	46934	Findaway World, LLC	5.58
Bill Pmt Check	05/07/2015	46935	Gale/CENGAGE Learning	2,625.39
Bill Pmt Check	05/07/2015	46936	Garvey's Office Products	17.48
Bill Pmt Check	05/07/2015	46937	Graham Cracker Comics	150.85
Bill Pmt Check	05/07/2015	46938	Heritage House Florist	60.00
Bill Pmt Check	05/07/2015	46939	Illinois Library Association	375.00
Bill Pmt Check	05/07/2015	46940	JanWay Company USA, Inc.	210.53
Bill Pmt Check	05/07/2015	46941	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	05/07/2015	46942	Midwest Tape	697.76
Bill Pmt Check	05/07/2015	46943	OverDrive	221.99
Bill Pmt Check	05/07/2015	46944	Penguin Random House LLC	93.75
Bill Pmt Check	05/07/2015	46945	Peregrine, Stime, Newman, Ritzman & Br	877.50
Bill Pmt Check	05/07/2015	46946	Quality Books Inc.	160.90
Bill Pmt Check	05/07/2015	46947	Quill	496.93
Bill Pmt Check	05/07/2015	46948	Recorded Books, LLC	6.95
Bill Pmt Check	05/07/2015	46949	Rogers Vending	75.00
Bill Pmt Check	05/07/2015	46950	Runco	38.21
Bill Pmt Check	05/07/2015	46951	Sebert Landscaping	5,667.00
Bill Pmt Check	05/07/2015	46952	Suburban Door Check & Lock Service	124.00
Bill Pmt Check	05/07/2015	46953	Team One Repair, Inc.	721.00
Bill Pmt Check	05/07/2015	46954	Thomson Reuters West	58.94

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05/05/15  
Accrual Basis

### Indian Prairie Public Library District Account QuickReport As of May 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	05/07/2015	46955	ThyssenKrupp Elevator	2,055.00
Bill Pmt Check	05/07/2015	46956	Tumbleweed Press, Inc.	799.00
Bill Pmt Check	05/07/2015	46957	Venmill Industries	209.97
Liability Check	05/07/2015	46958	Adler & Associates	35.22
Liability Check	05/07/2015	46959	Nationwide Retirement	660.00
Liability Check	05/07/2015	46960	Vantagepoint	1,303.84
Bill Pmt Check	05/13/2015	46961	Current Technologies	2,688.00
Bill Pmt Check	05/14/2015	46962	Asimakopoulos, Jennifer	30.43
Bill Pmt Check	05/14/2015	46963	Baker & Taylor	9,793.07
Bill Pmt Check	05/14/2015	46964	Blackstone Audio, Inc.	446.95
Bill Pmt Check	05/14/2015	46965	Center Point Large Print	44.34
Bill Pmt Check	05/14/2015	46966	CNA Surety	60.00
Bill Pmt Check	05/14/2015	46967	Comcast	237.85
Bill Pmt Check	05/14/2015	46968	Constellation	4,121.68
Bill Pmt Check	05/14/2015	46969	Darien Police Department	50.00
Bill Pmt Check	05/14/2015	46970	DEMCO	149.45
Bill Pmt Check	05/14/2015	46971	Dzierzbicki, Monica	60.97
Bill Pmt Check	05/14/2015	46972	ELM USA, Inc.	2,830.00
Bill Pmt Check	05/14/2015	46973	Gale/CENGAGE Learning	640.57
Bill Pmt Check	05/14/2015	46974	Harrison, Sharon	30.00
Bill Pmt Check	05/14/2015	46975	Heritage House Florist	60.00
Bill Pmt Check	05/14/2015	46976	Ingram Library Services	8.38
Bill Pmt Check	05/14/2015	46977	JavaSmart USA LLC	114.77
Bill Pmt Check	05/14/2015	46978	Koziol, Nina	150.00
Bill Pmt Check	05/14/2015	46979	Kroeschell Service	488.25
Bill Pmt Check	05/14/2015	46980	Management Association	920.00
Bill Pmt Check	05/14/2015	46981	Midwest Tape	2,524.86
Bill Pmt Check	05/14/2015	46982	Neviol Inc.	4,390.00
Bill Pmt Check	05/14/2015	46983	OverDrive	5,000.00
Bill Pmt Check	05/14/2015	46984	Penguin Random House LLC	232.50
Bill Pmt Check	05/14/2015	46985	Speciality Mat Service	171.30
Bill Pmt Check	05/14/2015	46986	Wulf, Suzy	40.25
Bill Pmt Check	05/20/2015	46987	Art Excursions, Inc.	285.00
Bill Pmt Check	05/20/2015	46988	Áurico	110.00
Bill Pmt Check	05/20/2015	46989	Baker & Taylor	3,404.44
Bill Pmt Check	05/20/2015	46990	Birmingham, Laura	42.45
Bill Pmt Check	05/20/2015	46991	Call One	496.75
Bill Pmt Check	05/20/2015	46992	Case Lots Inc.	239.15
Bill Pmt Check	05/20/2015	46993	DEMCO	232.95
Bill Pmt Check	05/20/2015	46994	DuPage County Public Works	602.41
Bill Pmt Check	05/20/2015	46995	Edmonds Incorporated	240.77
Bill Pmt Check	05/20/2015	46996	Jensen, Shirley P	52.95
Bill Pmt Check	05/20/2015	46997	Layman, Jez	60.40
Bill Pmt Check	05/20/2015	46998	Lincoln National Life	111.60
Bill Pmt Check	05/20/2015	46999	Maleno, Christian	37.85

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05/05/15  
Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of May 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	05/20/2015	47000	Michalak, Ellen	134.00
Bill Pmt Check	05/20/2015	47001	Midwest Tape	721.41
Bill Pmt Check	05/20/2015	47002	Old Town School of Folk Music	400.00
Bill Pmt Check	05/20/2015	47003	OverDrive	467.42
Bill Pmt Check	05/20/2015	47004	Penguin Random House LLC	101.25
Bill Pmt Check	05/20/2015	47005	Quill	160.22
Bill Pmt Check	05/20/2015	47006	Recorded Books, LLC	404.60
Bill Pmt Check	05/20/2015	47007	Rivistas Subscription Services	159.22
Bill Pmt Check	05/20/2015	47008	Runco	277.26
Bill Pmt Check	05/20/2015	47009	Scharping, Ronald A.	150.00
Bill Pmt Check	05/20/2015	47010	Specialty Store Services	87.93
Bill Pmt Check	05/20/2015	47011	Thomson Reuters West	58.94
Bill Pmt Check	05/20/2015	47012	VISOgraphic	2,154.99
Bill Pmt Check	05/20/2015	47013	Wolper Information Services	63.70
Bill Pmt Check	05/21/2015	47014	Adler & Associates	35.22
Bill Pmt Check	05/21/2015	47015	Nationwide Retirement	660.00
Bill Pmt Check	05/21/2015	47016	Vantagepoint	1,303.84
Bill Pmt Check	05/27/2015	47017	Business Card	4,246.35
Bill Pmt Check	05/27/2015	47018	Alphagraphics	420.00
Bill Pmt Check	05/27/2015	47019	Baker & Taylor	1,709.63
Bill Pmt Check	05/27/2015	47020	Bank of America	3,141.62
Bill Pmt Check	05/27/2015	47021	BCBS	8,188.44
Bill Pmt Check	05/27/2015	47022	Blooming Color, Inc.	40.00
Bill Pmt Check	05/27/2015	47023	Clarendon Courier, Inc.	186.00
Bill Pmt Check	05/27/2015	47024	Kline, Cindy	26.80
Bill Pmt Check	05/27/2015	47025	Midwest Tape	689.11
Bill Pmt Check	05/27/2015	47026	OverDrive	249.88
Bill Pmt Check	05/27/2015	47027	Palmisano, Stacy.	21.85
Bill Pmt Check	05/27/2015	47028	Principal Life Insurance Company	410.00
Bill Pmt Check	05/27/2015	47029	RAILS	600.00
Bill Pmt Check	05/27/2015	47030	Roy, Nancy	35.14
Bill Pmt Check	05/27/2015	47031	The Professional Store Design	787.50
Bill Pmt Check	05/27/2015	47032	VSP Vision	118.84
Bill Pmt Check	05/27/2015	47033	Waddick, John	295.00
Bill Pmt Check	05/27/2015	47034	Wentworth, Sandy	125.00

Total 10121 - Checking JP Morgan Chase  
**TOTAL**

97,550.74
<b>97,550.74</b>

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

**May 2015**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	05/08/2015	19,552.52
ILDOR-State	Payroll taxes	05/08/2015	2,581.57
EFTPS-Federal	Payroll taxes	05/22/2015	19,285.78
ILDOR-State	Payroll taxes	05/22/2015	2,551.67
IMRF	Payroll Pension	05/29/2015	18,996.88
AT&T	Telecommunications	05/13/2015	298.35
Nicor	Gas	05/20/2015	1,939.62
DAC	Deposit to HRA	05/04/2015	1,700.00
US Bank	Credit Card Fee	05/04/2015	149.51
Hinsdale Bank	Fee-Direct Deposit	05/01/2015	25.00

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, 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Indian Prairie Public Library District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

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

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



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

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

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

PASSED this 17th day of June, 2015.

\_\_\_\_\_  
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 17, 2015, 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, 2015. A copy of said determination may be obtained from the Indian Prairie Public Library District or the Department of Labor.

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Beena Deshmukh, Secretary  
Indian Prairie Public Library District

# Du Page County Prevailing Wage for June 2015

(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		38.200	38.700	1.5	1.5	2.0	13.78	10.12	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		45.650	49.760	2.0	2.0	2.0	6.970	17.81	0.000	0.400
BRICK MASON		BLD		42.580	46.840	1.5	1.5	2.0	9.850	13.60	0.000	1.030
CARPENTER		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
CEMENT MASON		ALL		39.250	41.250	2.0	1.5	2.0	12.70	17.14	0.000	0.450
CERAMIC TILE FNSHER		BLD		35.810	0.000	1.5	1.5	2.0	10.55	8.440	0.000	0.710
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 EQMT OP		HWY		39.220	53.290	1.5	1.5	2.0	5.000	12.17	0.000	0.390
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR GRNDMAN		HWY		30.330	53.290	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR LINEMAN		HWY		46.950	53.290	1.5	1.5	2.0	5.000	14.56	0.000	0.470
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR TRK DRV		HWY		31.400	53.290	1.5	1.5	2.0	5.000	9.730	0.000	0.310
ELECTRICIAN		BLD		38.160	41.980	1.5	1.5	2.0	9.550	18.29	4.680	0.680
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR	NE	ALL		35.840	37.840	1.5	1.5	2.0	13.01	11.51	0.000	0.300
FENCE ERECTOR	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	18.81	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		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER	E	ALL		43.000	45.000	2.0	2.0	2.0	13.45	20.65	0.000	0.350
IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	18.81	0.000	0.400
LABORER		ALL		38.000	38.750	1.5	1.5	2.0	13.78	10.12	0.000	0.500
LATHER		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
MACHINIST		BLD		44.350	46.850	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS		ALL		31.400	32.970	1.5	1.5	2.0	9.850	13.10	0.000	0.600
MARBLE MASON		BLD		41.780	45.960	1.5	1.5	2.0	9.850	13.42	0.000	0.760
MATERIAL TESTER I		ALL		28.000	0.000	1.5	1.5	2.0	13.78	10.12	0.000	0.500
MATERIALS TESTER II		ALL		33.000	0.000	1.5	1.5	2.0	13.78	10.12	0.000	0.500
MILLWRIGHT		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
OPERATING ENGINEER		BLD 1		47.100	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD 2		45.800	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD 3		43.250	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD 4		41.500	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD 5		50.850	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD 6		48.100	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		BLD 7		50.100	51.100	2.0	2.0	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT		35.000	35.000	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 1		45.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 2		44.750	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 3		42.700	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 4		41.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 5		40.100	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 6		48.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 7		46.300	49.300	1.5	1.5	2.0	17.10	11.80	1.900	1.250
ORNAMNTL IRON WORKER E		ALL		43.900	46.400	2.0	2.0	2.0	13.36	17.24	0.000	0.650
ORNAMNTL IRON WORKER W		ALL		45.060	48.660	2.0	2.0	2.0	10.52	18.81	0.000	0.400
PAINTER		ALL		41.730	43.730	1.5	1.5	1.5	10.30	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
PILEDRIVER		ALL		43.350	45.350	1.5	1.5	2.0	13.29	13.75	0.000	0.630
PIPEFITTER		BLD		46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER		BLD		41.250	43.760	1.5	1.5	2.0	9.700	13.08	0.000	0.980
PLUMBER		BLD		46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER		BLD		40.100	43.100	1.5	1.5	2.0	8.280	10.54	0.000	0.530
SHEETMETAL WORKER		BLD		44.000	46.000	1.5	1.5	2.0	10.65	13.06	0.000	0.820

SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
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	10.52	18.81	0.000	0.400
STONE MASON	BLD	42.580	46.840	1.5	1.5	2.0	9.850	13.60	0.000	1.030
SURVEY WORKER	-> NOT IN EFFECT			ALL	37.000	37.750	1.5	1.5	2.0	12.97 9.930 0.000 0.500
TERRAZZO FINISHER	BLD	37.040	0.000	1.5	1.5	2.0	10.55	10.32	0.000	0.620
TERRAZZO MASON	BLD	40.880	43.880	1.5	1.5	2.0	10.55	11.63	0.000	0.820
TILE MASON	BLD	42.840	46.840	1.5	1.5	2.0	10.55	10.42	0.000	0.920
TRAFFIC SAFETY WRKR	HWY	32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
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	41.620	42.620	1.5	1.5	2.0	9.850	12.61	0.000	0.650

**Legend:** RG (Region)

TYP (Trade Type - All, Highway, Building, Floating, Oil &amp; Chip, Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F&gt;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 &amp; 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 engines); 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 75 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.

OPERATING ENGINEER - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

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 Turntrailers 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 Turntrailers 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 #2015-3

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, 2015 through June, 2016 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 15, 2015  
August 19, 2015  
September 16, 2015  
October 21, 2015  
November 18, 2015  
December 16, 2015  
January 20, 2016  
February 17, 2016  
March 16, 2016  
April 20, 2016  
May 18, 2016  
June 15, 2016

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

Passed and approved this 17<sup>th</sup> day of June, 2015.

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Victoria Suriano, President

ATTEST:

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Beena Deshmukh, Secretary

RESOLUTION #2015-C

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT IN DARIEN, ILLINOIS, APPROVING THE TERMS AND CONDITIONS OF THE INTERLOCAL AGREEMENT BETWEEN REGION 4 EDUCATION SERVICE CENTER, LEAD AGENCY FOR THE COOPERATIVE PURCHASING NETWORK (TCPN), PROVIDING FOR A COOPERATIVE PURCHASING PROGRAM FOR GOODS AND SERVICES; DESIGNATING JAMIE BUKOVAC, LIBRARY DIRECTOR, AS OFFICIAL REPRESENTATIVE OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT RELATING TO THE PROGRAM.

WHEREAS, the Board of Trustees of the Indian Prairie Public Library District has been presented a proposed Interlocal Agreement by and between the Region 4 Education Service Center, lead agency for The Cooperative Purchasing Network (TCPN), and the Indian Prairie Public Library District found to be acceptable and in the best interests of the Indian Prairie Public Library District and its citizens, are hereby in all things approved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DARIEN, ILLINOIS.

Section I. The terms and conditions of the agreement having been reviewed by the Board of Trustees of the Indian Prairie Public Library District and found to be acceptable and in the best interests of the Indian Prairie Public Library District and its citizens are hereby in all things approved.

Section II. The Library Director, Jamie Bukovac, of the Indian Prairie Public Library District under the direction of the Board of Trustees of the Indian Prairie Public Library District is hereby designated to act for the Indian Prairie Public Library District in all matters relating to The Cooperative Purchasing Network including the designation of specific contracts in which the Indian Prairie Public Library District desires to participate.

Section III. This resolution shall become effective from and after its passage.

DULY PASSED AND APPROVED THE 17<sup>TH</sup> DAY OF JUNE, 2015.

ATTEST:

(Authorized Signature)

\_\_\_\_\_

\_\_\_\_\_

(Title)

(Title)

# INTERLOCAL AGREEMENT Region 4 Education Service Center

## Contracting Parties

Indian Prairie Public Library District  
School District or Public Entity

DuPage  
County-District Number

Region 4 Education Service Center

101 - 950  
County-District Number

This agreement is effective June 17, 2015 and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This agreement may be terminated with or without cause by either party upon (60) days prior written notice, or may also be terminated for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

### **Statement of Services to be Performed:**

Authority for such services is granted under Government Code, Title 7, Chapter 791 Interlocal Cooperation Contracts, Subchapter B and Subchapter C, and Local Government Code, Title 8, Chapter 271, Subchapter F, Section 271.101 and Section 271.102. The purpose of this cooperative is to obtain substantial savings for member school districts and public entities through volume purchasing.

### **Role of the Purchasing Cooperative:**

1. Provide for the organizational and administrative structure of the program.
2. Provide staff time necessary for efficient operation of the program.
3. Receive quantity requests from entities and prepare appropriate tally of quantities.
4. Initiate and implement activities related to the bidding and vendors selection process.
5. Provide members with procedures for ordering, delivery, and billing.
6. Fully comply with all applicable state rules and regulations related to competitive procurement and cooperative purchasing in the State of Texas.

### **Role of the Member School District or Public Entity:**

1. Commitment to participate in the program as indicated by an authorized signature in the appropriate space below.
2. Designate a contact person for the cooperative.
3. Commit to purchase products and services that become part of the official products and services list when it is in the best interest of the member entity.
4. Prepare purchase orders issued to the appropriate vendor from the official award list provided by the Purchasing Cooperative.

- 5. Issue any and all contracts, purchase orders, or other applicable authorizations for purchase (Purchase Orders) made on behalf of TCPN vendors. This agreement, however, does not obligate Member to purchase any commodities and/or services under any TCPN contract.
- 6. Accept shipments of products ordered from vendors in accordance with standard purchasing procedures.
- 7. Pay vendors in a timely manner for all goods and services received.

**General Provisions**

- 1. The parties agree to comply fully with all applicable federal statutes, rules and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.
- 2. It is the sole responsibility of each Member Agency to follow their state procurement statutes as it pertains to cooperative purchasing, or joint power agreements, with in-state or out-of-state public agencies.
- 3. This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of Region 4 ESC are located, which is Harris County, Texas.
- 4. If any term(s) or provisions of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.
- 5. Before any party may resort to litigation, any claims, disputes or other matters in questions between the Parties to this Agreement shall be submitted to nonbinding mediation.
- 6. No party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees and agents as a result of this agreement being executed or the performance of the functions and obligations describe herein.
- 7. This Agreement incorporates all agreements, covenants and understandings between the parties concerning subject matter in the Agreement. No prior agreement of understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this agreement.
- 8. TCPN makes the contract available to the Member "as is" and is under no obligation to revise the terms, conditions, scope, prices, and/or any other requirements of the contract for the benefit of the Member.
- 9. Region 4 ESC may amend this Agreement, provided that written notice is given to the Member no less than 60 days prior to the date that the change will take effect.
- 10. All forms of written notice, under this agreement, shall be made by first class mail, postage prepaid and delivered to the parties of the agreement.
- 11. Member agrees to cooperate in compliance with any reasonable request for information and/or records made by the Cooperative. Breach of this provision may be grounds for termination after 10 days written notice to the Member.

**Authorization**

By execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

**School District or Public Entity**

**Region 4 Education Service Center**

By \_\_\_\_\_  
Authorized Signature

By \_\_\_\_\_  
Authorized Signature

Library Director  
Title

Region 4 ESC Chief Financial Officer  
Title

June 17, 2015  
Date

\_\_\_\_\_  
Date

Jamie Bukovac  
Contact Person

\_\_\_\_\_  
Telephone Number

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Indian Prairie Public Library District  
Finance Committee  
May 27, 2015 – 6:30 p.m.  
Minutes

Call to order: 6:32 p.m.

Present: Vicki Suriano, Don Damon, Marian Krupicka, Diane Ruscitti, Jamie Bukovac

Absent: None

The committee reviewed one proposed change to the financial policy to allow staff to use credit cards to pay invoices.

Bukovac reviewed the financial projections including projected capital expenses and their impact on the reserves. Bukovac created a second financial projection which shows the property taxes as being frozen. Bukovac also noted two potential capital expenses not listed on the financial projection. One is replacing the light bulbs with LED bulbs for energy savings which would have a positive impact on the library's operating budget. The other is to hire an architect to create a space plan to consider possible renovations in response to community requests and needs regarding the library space.

The committee discussed the salary schedule and looked at salary comparisons with other libraries. The salary schedule would increase by 1.25%. Staff would have the potential of receiving 1 – 3 % merit.

Bukovac reviewed the current revenue projections and the revenue and expenditures proposed for FY15/16. The committee discussed whether or not donations from the Foundation and the Friends should be included in the revenue lines and decided that the library should not do that but should provide a monthly report of their donations to the trustees.

The committee agreed that the Working Cash Fund Reserve monies and the Bond Fund Reserve monies should be transferred to the Operating Reserves Fund.

Adjourn: 8:32 p.m.

**Director's Report  
June 2015**

**Agenda**

**Omnibus Consent Agenda:**

In the omnibus is a resolution to join a purchasing cooperative. This cooperative provides pricing for well-regarded furniture brands.

**Unfinished Business:**

The Darien resident has decided to not interview for the open position but wanted to share that if, in the future, there are other opportunities he would be interested. Right now I am planning that Crystal Megaridis from Willowbrook and Anita Arora from Burr Ridge will be attending the June 17 board meeting for the interview process. Crystal has submitted her questionnaire and it is in the packet. The interview questions are also in the packet. The board will discuss the applicants and take action to appoint someone.

**New Business:**

There is just one proposed change in the Financial Policy under 950.1-11-2 which would allow the library to pay for invoices with a credit card. This has been suggested by Chase Bank where we have our checking account. The library would earn points with the credit card.

I've included a brief memo with the Financial Forecast.

The Operating Budget consists of an overview of the revenue and expenditures, a detailed revenue sheet, and details for expenditures.

The Salary Range information includes a chart comparing IPPL positions starting salaries with other libraries, the current salary range and the proposed salary range which is a 1.25% increase to the minimum salary and maximum salary levels.

We've discussed renovating the Administration Copier Room to be a public group study room by moving items in the copier room to the Administration Records Room. I've written a memo detailing the work being done on this project and the costs relative to adding the doors and providing furniture for the room.

The Board President will appoint a committee to review closed sessions minutes and complete the secretary's audit. This is done twice a year.

**SWAN**

Staff continue to discover various aspects of the new software that need to be adjusted to provide the best patron experience. This software works very differently from the previous software and thus processes and information we used before to manage the database have different impacts with the new software. SWAN has developed a User Experience committee and Technology Services Librarian Suzy Wulf is on the committee. One of the first changes which occurred recently is that instead of telling people they are "delinquent" when they owe a fine of any amount, the software will use the



word "alert". We've received a few suggestions from patrons about the catalog which Suzy will be bringing to the committee. Suzy is also in the process of developing an online and paper form to survey patrons about the catalog and ask for suggestions for improvement. One of the things we've learned is that there are certain aspects of the software that SWAN can easily change, certain aspects for which our vendor consultant can request a programming change and other aspects that have to go through an approval process with the vendor and vendor clients.

### Non-Resident Member Fee

The new fee beginning July 1 is \$192.00.

### Wouldshop

At last month's presentation about the Wouldshop trustees inquired about trademarking the name and logo. Research about trademarks states that we may use the "TM" symbol next to "Wouldshop" and claim it as trademark even though it hasn't been officially registered. (If it was registered we would use an "R".) Staff will begin doing this going forward.

### Community

Laura has written about various community opportunities this past month but I want to point out that Burr Ridge Village Manager Steve Stricker invited the library to participate in the realtors' event and, as Laura noted, made some great remarks about the library. He is very supportive of our efforts to integrate into the village.

### Promotion

As many libraries and commercial entities have done, we will be installing television screens around the library to use for promotional purposes. The TVs will be located in the teen area, next to the parents and teachers shelving, next to the adult new fiction, and in the lobby above the book return. The TV in the lobby will be a 50" screen and will be visible to people standing in line at the Checkout Desk as well as those returning items or leaving the library. We were able to see how this type of set up works – a TV not directly in back of the Checkout Desk – at the Downers Grove Library where their TV is set off to the side of the desk at the same approximate distance as ours will be. Theresa will be using Power point to create slides and post photos and we'll also be able to access YouTube videos. Happily we were able to purchase all the equipment through points earned on the library credit card - \$3,100.00!

### Staff

RAILS offered a workshop about supervising staff who provide customer service. Laura, Debbie Wordinger, Debbie Sheehan, Ann Stovall, Natalie Williams, Marianne Ryan, Nancy Roy and myself attended the workshop. The workshop was really oriented toward coaching for good performance and I'd like to use the information as a basis for a discussion with all supervisors. The speaker talked a lot about generating behavior change in an employee, how to set behavior goals, and how to foster empowerment but ensure good project management. She did talk about customer service and how staff may subtly change their level of service based on their perception of the patron's status or

ethnicity. She also talked about civility and the importance of precise communication between a supervisor and staff member.

Debbie W., Marianne and I attended a workshop on Community Engagement. Skokie Library talked about how they reorganized their library to create a community engagement department, how they've approached having conversations in the community and what their next steps are. Barrington Public Library created a position of Business Services Librarian who works with job seekers, professionals, and business owners. Forest Park Public Library recently created a Community Engagement Librarian position and she shared ideas for programming and activities out in the community. It was all very useful information as the department heads and I are working on the strategic work plan.

Yessenia Calleros has been hire as a Circulation Services Page at a salary of \$8.88/hour starting June 3. Computer Services Desk Associate Tom Tomaszewski will be moving and thus will be resigning effective June 30, 2015.

Jamie Bukovac, Director

## Assistant Director's Report June 2015

### Building:

I noted that in the May 29<sup>th</sup> *Darien Direct Connect*, Darien's electric supply rate with Constellation is 6.44 per kwh while our electric supply rate which we got through NIMEC (Northern Illinois Municipal Electric Collaborative) is 6.13 with Dynergy.

The chiller replacement project is complete! Overall, the week without HVAC was bearable. We had one very miserable humid day in the upper 80's and then some very cold weather down to the 40's and 50's. Both staff and patrons were great through the transition and the project went very smoothly. The new chiller is much quieter than the old one. Voris Mechanical is now working on the paperwork for the ComEd rebate.

Mike has begun preparations for the Duplicating Room move by taking down shelving in the Records Room. He will be painting and moving the cabinets from the Duplicating Room into the Records Room by the end of June.

### Friends of the Library:

Here is a recap of what the Friends gave to the library in FY14-15:

2014 SRC Prizes	1,018.76
2014 Sound t-shirts	330.00
Junction Gift Cards for patrons	350.00
Junction Grand Prize (Tablet) for patron	300.00
Lyric Opera Series	250.00
ReDiscover program (Trash or Treasure)	500.00
YOLO Staff Prize (FitBit)	150.00
2015 Movie License	1,260.00
"A Reader Lives Here!" Yard Signs	1,032.50
Write On Festival	50.00
Concerts	1,800.00
<i>American Balladeer</i>	\$400
<i>Dyed in the Wool</i>	\$500
<i>Bel Sonore</i>	\$400
<i>Opera Program</i>	\$500

**TOTAL \$7,041.26**

Going forward, I will include information regarding their donations in my monthly reports. We will also report on their donations regularly in the newsletter.

I am currently working on "job" descriptions for Friends Board positions and detailed descriptions of Friends' committees. Committees include fundraising, advocacy, Friends website development, program hospitality, membership, book sales and the Book Nook. Once the descriptions are completed and approved by the current Friends, a campaign to recruit new members will be underway. All of our current board members would like to step down so I will be getting the word out that we need people to fill all Friends Board positions. My vision for the Friends is that they continue to be a working group, but a more active one.

### **Community Outreach:**

Marianne and I attended a Realtor's Lunch hosted by the Village of Burr Ridge on Friday, May 30<sup>th</sup>. The library had a table in the hallway outside the banquet room. School, park, fire and police districts were also at tables in the hallway. 52 realtors attended. We offered a drawing for a Burr Ridge Center gift card to encourage realtors to stop by our table and give us their business card. (Marianne will be setting up an email list to thank them for coming and remind them and give them contact information if they have any questions.)

Overall, realtors were aware of the library. Many were members and raved about the quality of services and programs. I did have to explain the non-resident library card rate several times and many realtors realized that this was quite a bargain. In fact, when Steve Stricker, Village Manager, was giving his presentation he mentioned the "buy a card" program and called it the "best kept secret" because it is a lot less than most would be paying in taxes.

The event was well organized and worth our attendance. Steve Strickler mentioned that they would like to make a realtor's lunch a regular occurrence.

In Darien, the Farmer's Market begins on June 10<sup>th</sup>. Library staff will man a table on opening day from 3-7pm. We will be handing out fliers about the story times, promoting the seed library and of course, getting the word out about summer reading! Going forward, Kids and Teens staff will be presenting a regular story time at the Farmer's Market (Wednesdays, June 17-August 5 from 6-6:45pm).

Marianne is currently working out plans for the library's participation in the Darien 4<sup>th</sup> of July Parade.

### **Meetings & Workshops:**

- 5/21 One-on-one with Marianne
- 5/28 Managing for Great Customer Service @ Palatine Public Library
- 5/29 Burr Ridge Realtor's Lunch @ the Marriot
- 6/2 Department Head Meeting

- 6/4 One-on-one with Marianne
- 6/10 Darien Farmer's Market
- 6/16 Department Head Meeting

Submitted by:



Laura Birmingham

## Marketing Department Report – May 2015

### Promotional Support

The Marketing Department supported and promoted several library programs and services, including the Homemade Readers Summer Reading Challenge, The Sound teen music fest, the Book Group Party, the library's participation in the Darien Farmers Market, the database of the month (Brainfuse HelpNow), the VolunTEENS program, the Seed Library, and the Foundation's reading garden brick fundraiser. The department also took photos of the Kids & Teens butterfly release in the reading garden.

### eNews

There are currently 14,735 (+187) email addresses on the mailing list of the library's weekly eNews. In addition to the regular weekly emails, we also sent a special eNews to cardholders signed up for hoopla, the library's on-demand digital media service, announcing the addition of their ebook and comic collections. Although it had a very high open rate (38%), it only generated 32 clicks from the 560 recipients. The link generating the most clicks in May was the link to the summer newsletter in the May 26 eNews (65).

In addition, we also initiated Text to Join, a way for people to sign up for our eNews via text message (just text IPPLINFO to 22828 to get started), making it easy for people to sign up for our eNews on the spot as we are out in the community this summer and in the future.

### Newsletter

The summer newsletter was delivered to residents on May 23.

### Community Engagement

The library had an informational table at the realtor's luncheon hosted by the Village of Burr Ridge on May 29. More than 50 local realtors were in attendance, and Mayor Mickey Straub and Village Administrator Steve Stricker presented an overview of the village. More than 30 realtors visited the IPPL table, and an email list has been created for future use.

IPPL will also participate in the Darien Farmer's Market at Westwood Park this summer. The Seed Library will be on display and we will be promoting the Homemade Readers Summer Reading Challenge on June 10. Then June 17 – Aug. 5, IPPL will provide an all-ages story time from 6 to 6:45 p.m.

In addition, the library will participate in the Darien Lions Club's 4<sup>th</sup> of July Parade. Details TBD.

### Darien Neighbors Magazine

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

### Suburban Life

The library's Homemade Readers Summer Reading Challenge was featured in a May *Suburban Life* Community Voice column. A copy is in your packet.

### Advertising

A Homemade Readers Summer Reading Challenge ad was placed in the June 5 issue of the *Willowbrook Post*. A copy is in your packet.

**Foundation**

A new Foundation website is in the works. The site is written and will be designed this summer. In addition, the Foundation brochure has been re-written, and will also be designed this summer.

**Misc.**

Marianne attended:

- All-Day Strategic Planning Meeting on May 5
- Jobs Fair Marketing Meeting with staff on May 13
- Dept. Head Meeting (Strategic Planning) on May 19
- Database Marketing Meeting with staff on May 20
- Staff Website Committee Meeting on May 21
- Managing for Great Customer Service at Palatine Public Library on May 28
- Realtors Luncheon at Burr Ridge Marriott on May 29

Theresa attended:

- Database Marketing Meeting with staff on May 20
- Staff Website Committee Meeting on May 21

**Graphics/Website**

In addition to day-to-day publications and website updates, Theresa designed the summer newsletter. She is working on slides for the new TV monitors, which will replace the bulletin boards and paper posters throughout the library this summer.

Marianne Ryan, Marketing Coordinator  
June 10, 2015

mySuburbanLife.com

## Williams: Homemade readers at Indian Prairie Public Library

Published: Monday, May 18, 2015 5:30 a.m. CDT

As a kid, I was fascinated by “The Boxcar Children” series because the children – Henry, Jessie, Violet and Benny – make a home from scratch. They work together to create a place of belonging from broken, discarded dishes and other objects, and they care for each other when they have no one else.

Homes are made. They take shape as we put more of ourselves into them. They inspire feelings such as love and security, but home also is where we create and build things with our hands and learn new skills. It is where we start, try, learn and grow.

At Indian Prairie Public Library, we believe learning starts at home. We understand children first learn from watching their families interact with the world and then by mirroring those behaviors and values. We also know reading together at home and having books in the home are both indicators of a child’s future success. According to the Program for International Student Assessment, a study that evaluates educational systems, children who grow up in homes with books, regardless of their parents’ education level or income, advance further in their education and have greater overall success.

This summer, the IPPL Kids and Teens Department is celebrating the creative possibilities and learning potential of home with a home-themed summer reading challenge called Homemade Readers. The challenge will run June 13 through Aug. 8, and we hope to encourage families to learn, explore, play and grow together while inspiring a love of reading.

To accomplish this, we will be providing interactive opportunities all summer, including family events ranging from Kids Canning 101 and The ABCs of Bees to Little Hands Art and family storytimes. In addition, families can find inspiration in our Wouldshop. This year-round makerspace includes how-to books, as well as tools and materials for select projects. What is a makerspace, you ask? A makerspace is a creative, do-it-yourself space where people can gather to learn, create and invent. All ages are welcome, and families are invited to explore together.

We also hope to inspire and encourage children to read this summer with Homemade Readers. Each child can set their own reading goal, and upon completing it, receive a book plus a ticket for the grand-prize drawing. Children can re-up as many times as they want to stretch themselves to read even more.



The Homemade Readers Summer Reading Challenge will kick off with a Family Fort-Building and Reading Lock-in on June 13. We hope you will join us this summer as we celebrate home and all of its possibilities.

Natalie Williams is the head of Youth Services at Indian Prairie Public Library.

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The good thing is that we've been practicing penalty kicks for weeks," Hinsdale head coach Michael Smith said. "So, Katy has seen more than enough, and different styles and different angles. "She smothered the ball, and that tells me she made a choice, and she went for it, and fortunately for us, the ball was there."

While Lyons had the best scoring opportunity of the second half, it was Hinsdale that controlled most of the action, creating multiple

to impose ourselves on the game—our style, but also physically," coach Smith said. "We couldn't be second-best—especially on our



Sydney Griffin strikes during the Lyons vs. Township Central game in front, launching a header past Breen off of a Lauren Cangelosi corner kick. The Lions mounted a couple of scoring chances in the remaining 15 minutes, but Coseghia remained strong in goal, while the Red Devils hustled and pounced to control the majority of the 50-50 balls.

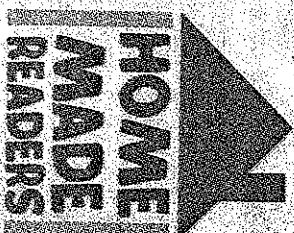
"We knew that we had to impose ourselves on the game—our style, but also physically," coach Smith said. "We couldn't be second-best—especially on our home field."

Smith said he felt the Red Devils' second-half comeback against York in the sectional semifinals—when they rallied from a 2-0 halftime deficit behind two Danhausen-Brun goals—contributed to their aggressiveness and ability to control the match offensively.

"I think the huge spring-board for us was that second half of [the] York [match]," Smith said. "We dug down deep, came back from two goals down—and just the pride, the seniors said in the second half, 'This is our last half on this field, we are going out as winners.'"

Hinsdale Central faced Nequa Valley in the super-sectionals in a match that went final after press-time. If the Red Devils prevail, they will play in the state semifinals at North Central College in Naperville tonight, starting at 5 p.m.

PHOTOS BY MIKE ELLIS  
Red Devil seniors Sydney Griffin and Erin Smith go for the ball during Hinsdale Central's extra-time win against Lyons Township for the sectional championship.



**HOMEMADE READERS**  
2015 SUMMER READING CHALLENGE  
FOR KIDS & TEENS  
June 13-August 8

**READ BOOKS--WIN PRIZES!**

Sign up starts June 13 at 9 a.m. Sign up at the library or online at [ippl.info](http://ippl.info).  
**Family Fort-Building & Reading Lock-In**  
**Sat., June 13, 5:30-8:30 p.m.**  
Kick off the summer by building a fort in the library! Hang out with your friends, family, and favorite books. You bring the sheets and pillows, we'll provide the popcorn.  
**A Reader Lives Here!**  
Starting June 13, kids and teens (birth-grade 12) can make a reading pledge. Tell us how many books you will read this summer and you can get an "A Reader Lives Here!" yard sign. One sign per household please. While supplies last.  
Email a photo of you and your sign to [youthservices@ippl.info](mailto:youthservices@ippl.info) and you could be a winner!

Indian Prairie Public Library  
401 Plainfield Rd., Danien, IL 60561 | 630/887-8760 | [ippl.info](http://ippl.info)

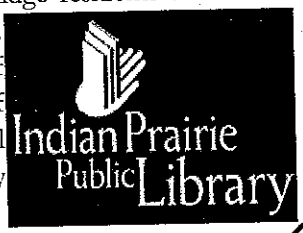
Willbubrow Post 6/5/15

**BURR RIDGE BRIEFS NEWSLETTER**

n Burr Ridge Parkway was completed in February, and ground as been broken near 75th street and south frontage road for the ew Anthem Memory Care center. Approvals were also given is year for sidewalk café's for Wok N' Fire and Red Mango. A big thank you to the current members of the Plan Commission/ zoning Board of Appeals for all their hard work. Committee members are: Chairman Greg Trzupek and Commissioners Mike tratis, Dehn Grunsten, Luisa Hoch, Bob Grela, Greg Scott, and Mary Praxmarer.

**Pathway Commission** - Six meetings were held for the Pathway Commission this year. New sidewalks were planned for the north side of 79th street between Burr Oak Lane and Chasemoor Drive, reconfiguration of the accessible sidewalk ramp at the S.E. corner of 79th and Woodside Lane; future maintenance or replacement of asphalt sidewalks, and review and approval of an updated street and pathway map. Pathway Commission members include Pat Liss, Marilou McGirr, John Pacocha, Todd Davis, and Luisa Hoch.

**Village Partners With Indian Prairie Public Library** - The Village of Burr Ridge has partnered with the Indian Prairie Public Library to increase awareness of their services and benefits to residents of Burr Ridge. Each year, residents ask why Burr Ridge doesn't have its own library. Due to boundaries, taxes, and location, it's not feasible. The Indian Prairie Public Library offers library cards/memberships to Burr Ridge residents at the reasonable price of \$186 dollars per year. With that comes access to hundreds of programs each year, thousands of books, videos, tapes, and more, as well as reciprocity with other community libraries nearby. Check out the IPPL!



**Special Events and Concerts on the Green** - The Village Special Events were well attended this year, with larger turnout crowds for the concerts than ever before. The Friday night "Concerts on the Green" brought musical groups representing all different types of music - contemporary, big band, country, rock, pop, and more. Residents continued to enjoy the evenings in Ravinia-style, with lawn chairs and blankets spread out across the Village Green. Local businesses sponsored individual concerts and were given the opportunity to really highlight their business at those concerts!

**Run The Ridge 5k** - This was the 10th Anniversary of the "Run the Ridge" race. Once again, runners and walkers lined up near County Line Square to raise funds for this year's race beneficiary, Pro Active Kids. Mike Adamle was the guest emcee and led the crowd out of the starting blocks.

*Want to pay your water bill online? Use the website portal at [www.burr-ridge.gov](http://www.burr-ridge.gov). Click Departments, Finance, Water Billing, More Info on Water Billing, Online Bill Pay, AccessMyGov - the payment portal!!*

**Run For Veterans** - This was the inaugural year for the "Run For Veterans" 5k, which raises money to benefit Veterans mental health programs. Staged at the Village Green, the event was kicked off by Burr Ridge resident Jim Peterik motivating the runners with a special performance of "Eye of the Tiger". A pushup challenge was also held as an onsite fundraiser.



**Car Show** - Burr Ridge's annual car show is always a crowd pleaser, and this year was no exception. With almost 150 cars shown on the "main drag" of the Village Center, there was a record crowd on hand to vote for their favorite Classic Car and their favorite Modern Car. A concert by "The Neverly Brothers" rounded out the afternoon, and concessions provided by the Rotary Club of Hinsdale kept everyone happy. A big thank - you to Corvette Mike's and all their crew for another fantastic car show!



**Jingle Mingle** - With its "Frozen" subtheme, the 7th Annual Jingle Mingle ushered in the holiday season with some well-known characters. Olaf the Snowman, Queen Elsa and Princess Anna were all present on floats constructed by the Village and the Park District. The parade was rounded out by entries from Two Bostons, Patti's Sunrise Café, Girl Scout Troops, the Tri-State and Pleasantdale Fire Districts, Trinity Lutheran School, and St. John of the Cross School as well as various Village organizations. Guests filled out postcards to send to the military through Operation Gratitude in exchange for a blue santa hat, children made crafts and ornaments, got their faces painted, went on sleigh rides or rode the Magic Train, and received various giveaways for their participation. A few school choirs performed onstage for the tree lighting, and an LT Pom Pon squad rounded out the entertainment before Santa flipped the tree lighting switch! A good time was had by all, and the holiday season was appropriately kicked off in Burr Ridge!



Adult Services Monthly Report  
May 2015

May has still been a time for learning with Sirsi/Dynix. I watched a webinar on searching in Workflows (the staff side of the product) and we discussed issues, and when we could, solutions, at the department meeting. I also arranged to have Rebecca Malinowski come to Indian Prairie to meet with desk staff from area libraries to answer some questions. Only four additional libraries took me up on the opportunity, but they told me over and over again they were grateful for the chance to bring up some of their questions.

A number of staff went to the all day Reaching Forward event in Rosemont. Shirley and Jennifer attended management programs. Jez, our newest librarian, and Christine, one of our new adult services associates attended a variety of programs on everything from readers advisory to dealing with people with mental illness in the library. Cindy attended the sessions on programming. Jez also attended a workshop in Burr Ridge on readers advisory and I attended a R.A.I.L.S workshop on supervising for customer service. Dave recorded Jennifer and Jez's readers advisory YOLO so new hirers will be able to view it.

Popular programs we held in May included a program with the author Elizabeth Berg with 72 in attendance. A program on shade gardening had 53 in attendance. A program on Medicare had 29 and an introductory program on art appreciation had 34. The sales representative from Reference USA came for a program on using the database to find a job. There were sixteen in attendance.

We had the last of our movie series for a while. We had 28 for *Into the Woods*, 19 for *Unbroken*, 27 for *Big Eyes*, and 28 for *American Sniper*. We find we have our best attendance for these Thursday afternoon movies in the late winter and spring. We show the big Academy Award hopeful movies and usually the last of these gets released to DVD in late spring. As we get closer to summer attendance drops.

We had our second annual book group party on June 2. Last year we had twenty people in attendance and this year we had 52. Last year we had stuck a book mark in all of the books that go out to local book clubs from our Circulation Desk. Two outside groups had two or three people attend. The rest of the attendance was from the library's groups. This year we did the bookmarks, but I also sent a letter to each of about fifteen groups who order their books through us. Six groups had members come plus a few people who were just interested in hearing about books.

We held the last of our Junction programs in May. The Friends had funded a drawing for a gift card from an area business each month from people who had participated in Junction programs. We had a list of local businesses that winners could choose from, and although we had truly local businesses on the list, everyone chose a gift card from a chain. Target was the big winner with five people choosing gift cards from them. In the end we did a drawing from participants from the entire year for a Galaxy tablet, again funded by the Friends.

A small committee of adult staff brainstormed a number of topics for which they could hold drop-ins in the lobby. Some of these involve outside groups such as SCORE and others involve staff. Joe spoke to ten people about StoryShare in May. In June we have a readers' advisory drop-in planned.

Mary wrapped up the Great Decisions discussion group of 2015 in May. She averaged twenty people per discussion, up two from last year and the highest average we have ever had.

We are increasing our online learning databases with the addition of Lynda.com and additional modules to Brainfuse. Jennifer is working with Marianne to promote these resources. We are also looking at additional ways to promote our online advisory content, meaning our bibliographies and blogs. Jennifer has been looking at a new product from Novelist that would help us integrate our bibliographies into the catalog.

Jez and Shirley continue to work on the jobs fair to be held in July.

We are trying to better monitor behavior at the public computer stations. In the past we had allowed phone calls if the call was related to the work being done at the computer. This was taken advantage of, so we are now requesting no phone use at the computers. An exception will be made for anyone requesting to use a phone for tech support. We have posted these revised rules at each station.

The computer desk also has a new document feeder for the scanner which has been a very positive addition.

Debbie

## Circulation Services

May 2015

46

Statistics coming from SirsiDynix are providing more information for May than they did for April. However, we are still working to get a better breakdown of how many adult, teen and juvenile items circulated. We are hopeful that we will have them in June.

Circulation was up slightly this year over 2014, but I chalk most of that up to the extra testing of the new system that we did in May. The numbers show that we checked out 62,549 in 2015 as compared to 61,687 in 2014. This is about a 1% increase. The number of patrons visiting the library was down slightly from 37,687 to 36,147 (-4%) Electronic Circulation continues to grow. There were 4,420 items checked out in 2015 and 3,393 items checked out in 2014. This is an increase of 30%.

I am now able to report holds placed by Staff and by Patron. Patrons placed 5,544 holds in Enterprise while staff placed 1,748 holds for patrons for a total of 7,292 holds. Last year the total holds placed was 7,718. (-6%).

In May, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 35,634 of our check outs and renewals or 57% of our total circulation. This number is lower than it typically should be, due to issues in May with our self-checks. The new software had set up different blocks that would stop the patron and send them to the checkout desk. We have had Swan take the 6 blocks off. These blocks include things like: an item that has a hold anywhere in Swan, an item that is checked out to missing or repair, an item that shows in-transit, and if a patron's card is due to expire before the item would be due. Patron's should now be able to enjoy full use of our self-checks.

May was a busy month of trouble shooting the new system and just trying to figure everything out. We to send in trouble tickets whenever we have a question. Ann Stovall and I have tried to stay on top of things and have been complimented several times by Swan staff for bringing things to their attention.

Vicki Brodeur and I interviewed for the Circulation Page position and hired Jenny Calleros who started on June 3. Now that we are more comfortable with the new system, we will be interviewing for a new Circulation Associate.

### Meetings and workshops attended:

May 4	One on One with Jamie
May 4	One on One training with Kim Eisenschenk
May 5	Department Heads
May 6	Enterprise Searching Webinar
May 18	One on One with Jamie
May 19	Department Heads – 9-5 Strategic Plan
May 20	Circ Advisory – RAILS
May 28	Customer Service Workshop - Palatine Library

Debbie Sheehan  
Head of Circulation Services

**TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT**  
**February 2015**

**Improvements for Public Service**

- **Wireless Upgrade-** On June 11 our wireless network equipment and services was upgraded to improve stability and upgrade to the latest wireless standards. The upgrade will provide more bandwidth per user, connect more users per hotspot and provide usage statistics.
- **Internet Access-** We improved Internet speed and saved money by canceling our T1 Internet connection with ICN/AT&T and signing a new two year contract with Comcast for high speed Internet. Internet Speed: 75 mbps download and 15mbps upload (previously at 50 mbps/10mbps) Cost savings per month: \$348.35
- **Adult Database Computers –** Computer memory capacity was increased and Microsoft Office was upgraded to improve user experience and provide access to the latest version Office 2013.
- **Digital Collection –** Our members now have access to an additional 9,544 eBooks and 2,400 comic eBooks through our Hoopla collection. The titles in this collection are always available.
- **WouldShop IN-A-BOX: Gardening-** Is the first in a series of kits that will go in the WouldShop for patrons to checkout. The kit contains kid sized and adult sized tools, books and more for gardening. These kits were funded by the Gift of Carl Foundation.

**3D Printing**

- We received 27 print requests and 25 of them were successfully printed.
- Most interesting objects printed: Pencil grip created by a student, Sub-zero face mask, a large pipe-fitting and a Homer Buddha (Buddha with Homer Simpson’s head).

**Technology Instruction**

We offered a variety of new and established/popular classes and programs this month. We started offering classes on Saturdays and opened up class space attendance from 12 to 15 for those classes that require a laptop.

- Suzy led a tech talk that was centered on technology that seniors use. They had a lively discussion and she showcased different ways that they can evaluate tablets and smart phones.
- Programming Electronics was taught by Tyler utilizing our Arduino microcontroller. The coding seemed to be difficult for some adults. We will evaluate the need to continue to offer additional classes and consider offering a two part session, starting with a beginner session.
- Excel continues to be one of our most popular classes which we opened the registration up to 15.

- We offered a Facebook class on a Saturday which had a lower turnout than previous times when it was offered during the week. We will continue to offer classes on the weekends and evaluate the attendance.
- The Tech Talk we held previously on online selling was very popular so we brought in an expert to offer an eBay program. This was a popular program led by the dynamic presenter Jack Waddick and we had 52 patrons in attendance. In the fall we will be offering another program on selling using Etsy, a marketplace where people around the world connect, both online and offline, to make, sell and buy unique goods.

### **Classes/Programs**

We offered 11 technology classes with a total attendance of 138. We had 3 tech tutors assist with 5 classes.

<u>Date</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
5/5	Intro to Excel Part 1	Ron S.	13
5/6	Drop In: eBooks & More	Suzy W.	10
5/9	Facebook 101	Suzy W.	5
5/12	Intro to Excel Part 2	Ron S.	12
5/12	Intro to Word Part 1	Ellen M.	9
5/13	Intro to Word Part 2	Ellen M.	10
5/14	Intermediate Excel	Ron S.	11
5/26	Programming Electronics	Tyler W.	5
5/27	eBay 101	Jack W.	52
5/27	Tech Talk: Technology for Seniors	Suzy W.	11

Ann M. Stovall, Head of Technical & Computer Services, June 10, 2015



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**Youth Services  
Monthly Report to the Board  
May 2015**

## **Overview**

May was spent on planning and promoting upcoming events and partnerships. We did a lot of outreach, collaborating with our partners, and preparing for summer programming. We also presented 7 programs, with 326 patrons in attendance.

## **Programs**

### Free Comic Book Day

Tyler Works, Jez Layman, and Monica Dzierzbicki held Free Comic Book Day Saturday, May 2. Overall, the event was a large success. They gave away over 350 comics to over 150 patrons throughout the day. A number of patrons used the photo booth they created and setup in the cafe. Additionally, patrons participated in the costume contest Jez organized. A teen volunteer dressed up as the comic character, Baby Mouse. Monica worked with families to make their own comics, design a superhero shield, and make comic character buttons. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Family Gardening with Pick Farms

On May 6, we hosted our third Pick Farms event. This was a smaller class that taught the basics of gardening for families and kids. Farm owner, Tony Ndoca presented to 19 attendees. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

### Shake, Shimmy & Dance

On May 18, Katie Salo hosted another Shake, Shimmy & Dance storytime. There were 79 people in attendance. Katie continues to provide fun and interactive opportunities for families to play and learn together. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

## **Partnerships**

### Storytimes at Whole Foods

On May 7, Jane Hartney performed another storytime at Whole Foods. There were 33 people in attendance. This program continues to grow. Natalie Williams has been in contact with Whole Foods representative Amy Caruso and they are already looking ahead to opportunities to partner in the fall. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Teens4Xcellence

Krista presented the Teens4Xcellence book club meeting on May 5. This month's book was *Talia Talk* by Christine Deriso. The meeting started with a discussion about the book. Two people from a broadcasting company came to the meeting and explained to the participants the ins and outs of the broadcasting profession. They then let the book club members practice interviewing each other with a microphone. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Hinsdale Central Book Fest

On May 29, Tyler Works attended the Hinsdale Central Book Fest to present book talks to over 300 students. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

### Daisy Girl Scout Troop Tour

On May 7, Katie Salo hosted 14 Daisy Girl Scouts. She gave them a tour of the library and answered questions about IPPL. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

School Visits

Starting in April and then throughout May and June, we are out in the schools promoting our summer events. We contacted all of our schools, distributed over 5,420 promotional postcards, submitted information in eNews and electronic backpacks, and presented to classrooms. Many of the visits occurred in May. Here are the names of the schools and the number of students we talked to this month. Monica Dzierzbicki coordinated most of the deliveries and presentations of promotional materials this year. Several of the teachers and many of the kids have come in to compliment us on our upcoming events and on Monica's presentations. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

12-May	Gower West - Kindergarten Registration	70
14-May	District 60 - ELL Family open House	54
14-May	Maercker - ELL Night	54
18-May	Kingswood Academy	100
18-May	Eisenhower Jr. High	530
19-May	Elizabeth Ide	300
21-May	Anne M. Jeans Elementary	420
22-May	Burr Ridge M.S.	270
22-May	Our Lady of Peace School	328
27-May	Gower West Elementary	450
28-May	Lace Elementary	500
28-May	Concord Elementary	400
29-May	Lake View Junior High	380
26-May	Mark DeLay Elementary	600
<b>TOTAL # of students:</b>		<b>4456</b>

**WouldShop™ & Seed Library**

Thanks to the Board for their suggestions and enthusiasm and to the effort of Jamie Bukovac and her staff, we have trademarked the WouldShop logo!

In May, we added several projects for families to make which supported the Seed Library. We made *My Little Sprout Houses* which used pea seed and plastic baggies and allowed kids to watch the seeds sprout in the windows. We also added the tools and supplies for making newspaper starter pots.

The Seed Library is still very popular. We receive compliments and checkout slips every day. We expect that checkouts will decrease as we get into summer and past planting season. Then we hope to gather seeds and receive donations in the fall.

Number of Checkout Sheets: 71  
Number of Seed Packets Checked Out: 127

In May we also raised 10 butterflies. We purchased the supplies through our partner, Pick at Garden Patch Farms. We watched the caterpillars make cocoons and emerge with new wings. Kids and families were delighted to observe them. We all learned a lot by watching them. Staff have released the butterflies outside.

*(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

**Youth Services Pages**

The Youth Department Pages should be commended for their work this past month. They have continued to shelve library materials efficiently and accurately in spite of the disruptions this month,

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including the training of new Pages and the numerous staff vacations. Our new part-time Page, Sarah Jane Norton, completed her training this past month. She already displays a level of competency we expect from our other Pages. She also seems to be fitting in well to the department. The new substitute Page, Robert Pavliga, also seems to be fitting in well to the department. He is both friendly and personable with staff members. He has successfully completed his training as well. Supervisor, Tyler Works has done a wonderful job coaching our new staff and including veteran Pages to help acquaint Sarah and Robert with all of our procedures.

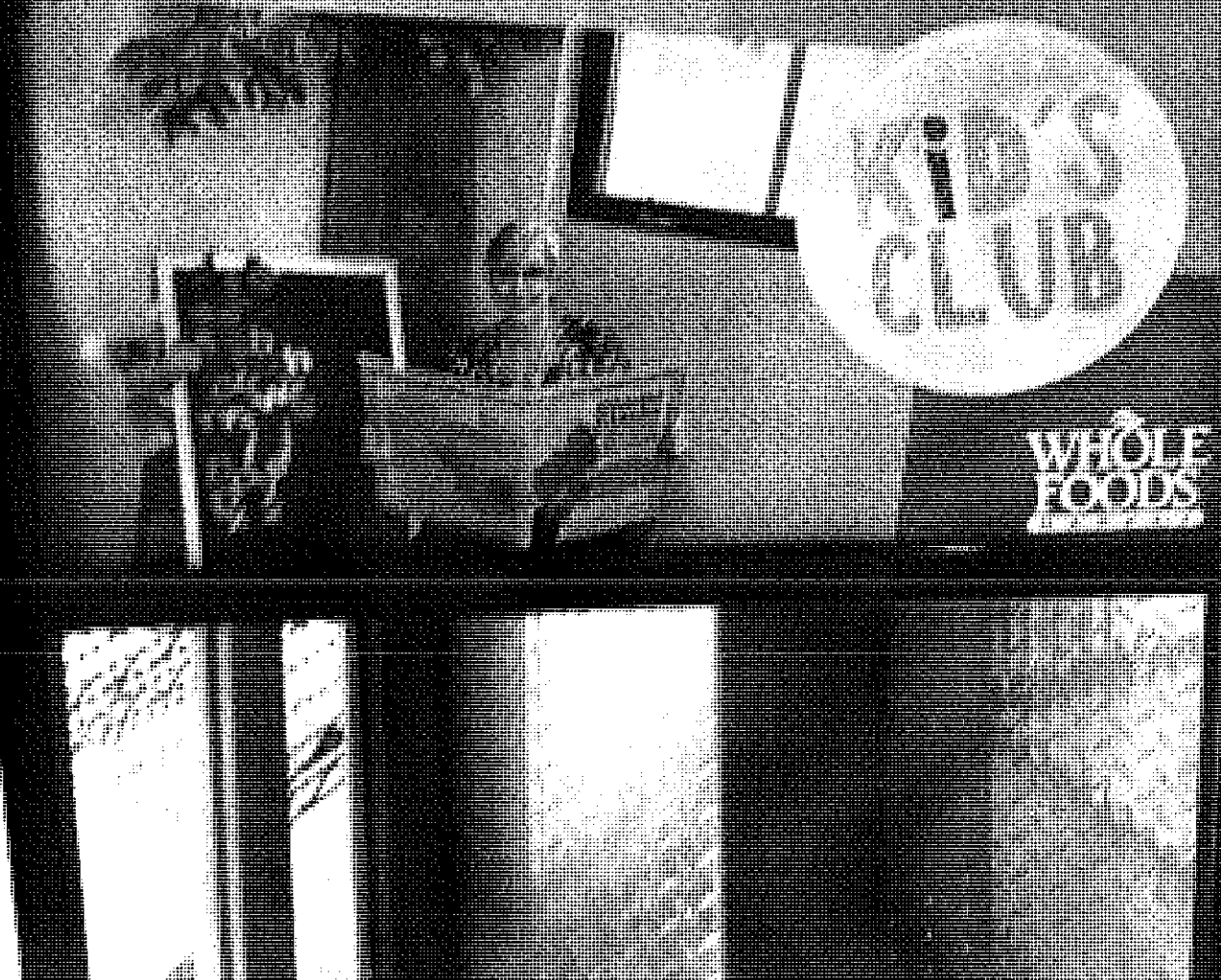
*Submitted by Natalie Williams 6/12/2015*

# DON'T MISS STORY TIME WITH MISS JANE FROM INDIAN PRAIRIE PUBLIC LIBRARY

FIRST THURSDAY OF EVERY MONTH  
10:00-11:00AM

Ages 3-8 • Sign Up at Customer Service

Join us for stories, dancing, and rhyming combined  
with food-filled fun from Whole Foods Market! See our  
Store Events Calendar for more specific details!



STATISTICS FOR	May-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	35,800	37,070	437,714	470,976	-7.06%
Teen	2,980	3,249	38,682	36,285	6.61%
Kids	18,818	17,975	219,015	233,468	-6.19%
TOTAL	57,598	58,294	695,411	740,729	-6.12%
Electronic Circulation	4,420	3,393	43,102	34,472	25.03%
GRAND TOTAL CIRC.	62,018	61,687	738,513	775,201	-4.73%
% Reciprocal Borrowing	18%	15%	13%	15%	
Patron Visits	36,147	37,687	400,125	420,843	-4.92%
<b>Current Cards</b>					
Resident	185	331	21,716	22,681	-4.25%
Non-Resident	73	71	883	998	-11.52%
TOTAL	258	402	22,599	23,679	-4.56%
<b>Patron Assistance</b>					
Adult - Reference	3,065	2,962	34,535	37,698	-8.39%
Kids - Reference	1,112	1,177	14,040	17,538	-19.95%
TOTAL REFERENCE	4,177	4,139	48,575	55,236	-12.06%
Adult - Other	2,114	1,938	22,897	20,848	9.83%
Kids - Other	1,468	1,418	17,087	16,357	4.46%
TOTAL OTHER	3,582	3,356	39,984	37,205	7.47%
GRAND TOTAL ASST.	7,759	7,495	88,559	92,441	-4.20%
<b>ILL/Reserves</b>					
Holds	7,292	7,718	* 79,078	91,180	-13.27%
ILLs Sent	3,173	4,474	* 43,005	52,730	-18.44%
ILLs Checked Out	3,514	4,911	* 47,148	57,528	-18.04%
ILLs Received	4,007	5,502	* 51,509	62,590	-17.70%
<b>Programs - Adult</b>					
# Programs	8	6	84	81	3.70%
Attendance	257	130	2,119	2,252	-5.91%
<b>Technology Classes</b>					
# Programs	9	6	98	75	30.67%
Attendance	127	32	987	698	41.40%
<b>Individual Technology</b>					
<b>Training</b>					
# of Patrons	91	77	1,130	1,173	-3.67%
<b>Groups</b>					
# Programs	14	11	124	134	-7.46%
Attendance	151	134	1,823	1,832	-0.49%
<b>Others</b>					
# Programs	2	1	29	24	20.83%
Attendance	16	7	725	466	55.58%
<b>Programs - Teen</b>					
# Programs	2	2	74	41	80.49%
Attendance	61	201	1,213	790	53.54%
<b>Programs - Kids</b>					
# Programs	5	1	367	285	28.77%
Attendance	265	17	9,221	8,620	6.97%
GRAND TOTAL ATT.	968	598	17,218	15,831	8.76%

\* FYTD FOR ILL/RESERVES DO NOT INCLUDE APRIL (NOT AVAILABLE)

STATISTICS FOR	May-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,705	3,867	40,444	46,239	-12.53%
Kids Computers	1,283	1,628	17,264	16,638	3.76%
Teen Laptop	180	257	2,749	2,014	36.49%
Adult Laptop	224	229	2,770	2,282	21.38%
<b>TOTAL PATRON USE</b>	<b>5,392</b>	<b>5,981</b>	<b>63,227</b>	<b>67,173</b>	<b>-5.87%</b>
<b>Hours Used</b>					
Adult Computers	2,512	2,691	28,326	30,669	-7.64%
Kids Computers	830	787	10,490	9,038	16.07%
Teen Laptop	425	342	4,794	2,559	87.34%
Adult Laptop	400	368	5,138	4,020.50	27.80%
<b>TOTAL HOURS USED</b>	<b>4,167</b>	<b>4,188</b>	<b>48,748</b>	<b>46,286.50</b>	<b>5.32%</b>
<b>IPPL Total Web Site Access</b>	<b>29,833</b>	<b>14,059</b>	<b>305,707</b>	<b>88,276</b>	<b>246.31%</b>
<b>IPPL Total Page Views</b>	<b>61,277</b>	<b>33,235</b>	<b>603,830</b>	<b>203,399</b>	<b>196.87%</b>
<b>Subscription Database Logins</b>	<b>2,744</b>	<b>3,885</b>	<b>29,085</b>	<b>32,213</b>	<b>-9.71%</b>
<b>Outreach-Homebound</b>					
Items Delivered	137	147	1,423	1,628	-12.59%
<b>Volunteers</b>					
Number Active	48	73			
Hours Worked	431.25	583.50	4,273.25	4,385.25	-2.55%
<b>Staff Training Hours</b>	<b>117.50</b>	<b>165</b>	<b>2,078.25</b>	<b>1,047.50</b>	<b>98.40%</b>
<b>Room Use</b>					
Multi-Purpose Room	1	9	268	213	25.82%
Meeting Room					
Library	27	27	447	382	17.02%
Non-Library	37	29	320	381	-16.01%
Group Study Room	219	183	2,278	2,703	-15.72%
Lobby Programs	8	5	54	30	80.00%
Conference Room	12	12	187	175	6.86%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	

**MATERIALS COLLECTION STATISTICS- MAY 2015**

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1256	0	12	1244	444	653	444	665
Non-Fiction	52380	369	288	52461	9969	11334	10338	11622
Fiction	37758	459	221	37996	9154	9388	9613	9609
<b>TOTAL</b>	<b>91394</b>	<b>828</b>	<b>521</b>	<b>91701</b>	<b>19567</b>	<b>21375</b>	<b>20395</b>	<b>21896</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	21	0	0	21	1	870	1	870
Non-Fiction	15849	159	5	16003	2407	6592	2566	6597
Fiction	28246	181	76	28351	5001	4791	5182	4867
<b>TOTAL</b>	<b>44116</b>	<b>340</b>	<b>81</b>	<b>44375</b>	<b>7409</b>	<b>12253</b>	<b>7749</b>	<b>12334</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	689	0	0	689	205	464	205	464
Fiction	3884	118	2	4000	1386	1046	1504	1048
<b>TOTAL</b>	<b>4573</b>	<b>118</b>	<b>2</b>	<b>4689</b>	<b>1591</b>	<b>1510</b>	<b>1709</b>	<b>1512</b>
<b>GRAND TOTAL</b>	<b>140083</b>	<b>1286</b>	<b>604</b>	<b>140765</b>	<b>28567</b>	<b>35138</b>	<b>29853</b>	<b>35742</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	5635	48	3	5680	1423	413	1471	416
Music CD	10187	26	5	10208	1768	1645	1794	1650
Playaway	383	0	1	382	72	86	72	87
DVDs (Standard & Blu-ray)	18169	128	6	18291	3990	1071	4118	1077
CD-ROMs	163	0	2	161	11	11	11	13
<b>TOTAL</b>	<b>34537</b>	<b>202</b>	<b>17</b>	<b>34722</b>	<b>7264</b>	<b>3226</b>	<b>7466</b>	<b>3243</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	739	0	0	739	323	270	323	270
Childrens Music CD	919	0	0	919	98	39	98	39
Junior Music CD	199	0	0	199	81	37	81	37
Playaway	79	0	0	79	17	0	17	0
DVDs (Standard & Blu-ray)	5561	22	0	5583	1946	483	1968	483
<b>TOTAL</b>	<b>7497</b>	<b>22</b>	<b>0</b>	<b>7519</b>	<b>2465</b>	<b>829</b>	<b>2487</b>	<b>829</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	274	0	0	274	97	58	97	58
Music CD	0	0	0	0	0	319	0	319
Playaway	70	0	0	70	9	6	9	6
DVDs (Standard & Blu-ray)	668	4	0	672	236	39	240	39
Console Games	436	6	1	441	129	146	135	147
<b>PC-GAMES (formally CD-ROMS)</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>88</b>	<b>17</b>	<b>88</b>	<b>17</b>
<b>TOTAL</b>	<b>1507</b>	<b>10</b>	<b>1</b>	<b>1516</b>	<b>559</b>	<b>585</b>	<b>569</b>	<b>586</b>
<b>GRAND TOTAL</b>	<b>43541</b>	<b>234</b>	<b>18</b>	<b>43757</b>	<b>10288</b>	<b>4640</b>	<b>10522</b>	<b>4658</b>

Statistics for eLibrary collections and content circulated on preloaded devices will be calculated at the end of each fiscal year

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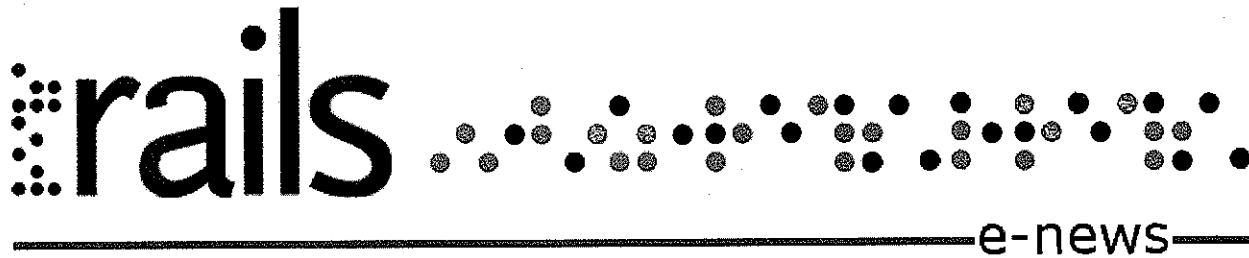
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News from the Reaching Across Illinois Library System.



### RAILS Board Election Results

Congratulations to the winners of the RAILS Board election. Kate Hall, Director, Northbrook Public Library, and Paul Mills, Director, Fountaindale Public Library District (Bolingbrook), were elected to the two At Large seats. Lisa Knasiak, Brookfield Public Library, Sid Ruckriegel, Peoria Public Library, and Lori Wilcox, Chicago Heights Public Library, were elected to the three public library trustee seats. Terms of office will begin on July 1. Thanks to the RAILS members that voted, the candidates who ran for election, and to the RAILS Board [Nominating Committee](#) that oversaw the election process.

### RAILS Member Advisory Group Update

At its May 22 meeting, the RAILS Board voted to disband the current RAILS Member Advisory Group (MAG). The decision was based on a unanimous recommendation from MAG and the results of a recent RAILS member communication survey (see Board memo and [preliminary survey analysis](#)). RAILS thanks [all MAG members](#) for their service and dedication to RAILS and our member libraries.

### Agenda Available for June 18 RAILS Member Update

The next RAILS Member Update will be held on Thursday, June 18, from 10 a.m. – noon at videoconference locations throughout the RAILS area and via streaming video. The main topic will be the work currently being done to examine and strengthen the [standards](#) all libraries must follow to be eligible for library system membership. Representatives of the [six subcommittees](#) formed to examine different aspects of membership standards will also give a report. View the [agenda](#) and [register](#).

Be sure to see Executive Director Dee Brennan's latest [blog post](#) for additional information on membership standards. Log into the RAILS website and click Comment at the bottom of the page to share your feedback.

### Creating a Marketing Plan for Your Library

Due to popular demand, RAILS is offering a second online course series on creating marketing plans. This four-week course, provided by the University of Wisconsin-Madison School of Library and Information Studies, will help you develop a marketing strategy and a marketing plan. The course runs from July 7 to August 4, and space is limited. [Register on L2](#). (Login information will be provided a few days before the course begins.)

### Coaching Employees for Success June 15

A representative from the Management Association will offer tips for coaching employees on Monday, June 15, from 9:30 a.m. - 12:30 p.m. Attend in person at the RAILS Burr Ridge service center or watch via [one-way streaming](#). [View more information and register](#).

May 29, 2015

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[June 18 Member Update](#)  
[June 19 RAILS Board Meeting](#)  
[July 24 RAILS Board Meeting](#)  
[All board and committee meetings](#)

#### Upcoming RAILS CE

[June 15 Coaching Employees](#)  
 Building Cross-Cultural Service Environment:  
[June 15 Waukegan](#)  
[June 17 South Holland](#)  
[June 23 Morton PLD](#)  
[July 7 - August 4 Creating Marketing Plans](#)



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Catherine Popowits, founder of Diversity Training & Consulting, will present three identical in-person workshops that will help you create a service environment that meets the needs of culturally diverse residents and staff. Register to attend at one of the following locations:

[Waukegan Public Library, Monday, June 15, 1 - 4 p.m.](#)

[South Holland Public Library, Wednesday, June 17, 10 a.m. - 1 p.m.](#)

[Morton Public Library District, Tuesday, June 23, 9:30 a.m. - 12:30 p.m.](#)

#### Discounted Membership to Management Association

For a second year, qualifying RAILS public libraries may join the Management Association at a reduced fee. This year, discounted membership is open to public libraries with an annual operating budget of up to \$1,000,000. **Apply by June 30 to receive a full year of membership (July 1, 2015 – June 30, 2016).** See: [www.railslibraries.info/consulting/mai](http://www.railslibraries.info/consulting/mai) or contact [Joe Filapek](#).

#### Recording of Webinars on e-Books

If you missed Phil Spirito's two-part webinar, "How to Discuss e-Books with Patrons," recordings are available on the [CE archives page](#). Log into the RAILS website with the email address and password used for L2 in order to view this and other programs.

#### Leah White to Speak at June RAILS Member Networking Meeting

Leah White, Head of Popular Materials at Ela Area Public Library will speak at a [RAILS networking/continuing education event](#) on Thursday, June 11, from 9:30 – 11:30 a.m. at Eisenhower Public Library District (Harwood Heights). There will also be plenty of time to hear the latest RAILS news and network with colleagues.

#### Other RAILS Member Networking Events

All staff working at all types of RAILS libraries (academic, public, school, and special) are invited to attend the following member networking events:

[Caterpillar Research and Development Center Library \(Mossville\), Thursday, August 6, 10 a.m. - noon](#)

[Freeport Public Library, Thursday, September 10, 10 a.m. - noon](#)

#### Discount for Illinois Library Laws and Rules

RAILS is offering the 2015 edition of *Illinois Library Laws & Rules* to members at a discounted price of \$22.50 per copy. We recommend that all members have a copy due to recent changes in the administrative rules for Illinois library systems. To place an order, log into the [RAILS website](#) (with the email address and password used for L2) and submit your [order form](#). You will receive an email message to print and mail to RAILS with your payment.

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

RAILS is required to maintain nonresident program information on our website and to indicate which RAILS public libraries participate. All RAILS public libraries must complete [this form](#) by Tuesday, June 30. (Log into the website with the email address and password used for L2.) Contact [Amanda Musacchio](#) with any questions.

#### RAILS Group Purchases for Flipster and Zinio

RAILS is offering a group purchase discount to all RAILS libraries for [Flipster](#), a digital magazine

[June 11 Eisenhower Public Library District](#)

[August 6 Caterpillar Library](#)

[September 10 Freeport Public Library](#)

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required).

RAILS is also offering a group purchase discount to all RAILS libraries for [Zinio](#). Please contact Amanda Musacchio at [amanda.musacchio@railslibraries.info](mailto:amanda.musacchio@railslibraries.info) or 630.734.5118 by Friday, June 19 with your annual circulation statistics to request a quote for either of these products. No commitment is required at this time. See the [RAILS Vendor Discounts and Trials](#) page for more offers.

#### Don't Delay in Applying for an LLSAP Grant

RAILS continues to offer [grants](#) for joining or upgrading membership in a system-supported, shared online catalog (or LLSAP). There are four award periods for FY2016 funds and the first application deadline is June 15, 2015. [This flyer](#) outlines some of the benefits of joining a shared online catalog or LLSAP.

#### Connect with Talking Books

The [Illinois Talking Book Outreach Center](#) provides services for those unable to read regular print due to visual or physical limitations. In addition to traditional talking books, digital audio and braille materials are available for download from the online Braille and Audio Reading Download (BARD) catalog. Administered by the National Library Service for the Blind and Physically Handicapped, BARD offers direct access to more than 50,000 books and 90 magazine titles. Patrons may download books to a flash drive or book cartridge for use with the talking book player, and the free [BARD Mobile App](#) enables users to download and play materials with iOS (iPhone Operating System) devices such as an iPhone, iPad, or iPod. For more information, contact [info@illinoistalkingbooks.org](mailto:info@illinoistalkingbooks.org) or call 1.800.426.0709.

#### Letters About Literature Contest Winners

Secretary of State and State Librarian Jesse White announced the winners of the 2015 Letters About Literature contest. View [more information and a list of this year's winners](#).

#### Americans with Disabilities Act (ADA) Survey

The Metropolitan Mayors Caucus is conducting a [survey](#) as part of [ADA 25 Chicago](#) to identify best practices in community inclusion for persons with disabilities. RAILS libraries are encouraged to participate. The information will be used to formulate and share best practices for accessibility. Responses are due by Friday, June 5. Direct questions to [Jeffrey Walter](#) or 312.201.4508.

#### RAILS Library Director News

Meg Anthony is the Interim Director of the Deerfield Public Library. Amy Falasz-Peterson will be the library's new Director, beginning July 1.

David Archer will be the Director of the Cook Memorial Public Library District, effective June 1.

Antony Deter will be the Director of the Dixon Public Library, effective June 1.

Susan Dove Lempke was named Director of the Niles Public Library District.

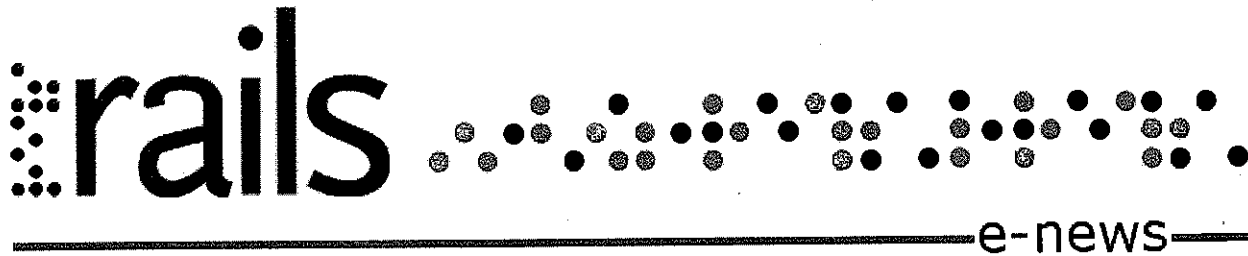
Julie Parker is now the Director of the Clayton Public Library.

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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News from the Reaching Across Illinois Library System.



### Time Running Out to Register for June 18 RAILS Member Update

All RAILS members are encouraged to attend the RAILS Member Update on Thursday, June 18, from 10 a.m. – noon, to learn about the work being done to examine/strengthen the [standards](#) all libraries must follow to remain eligible for system membership. RAILS staff and representatives from RAILS libraries participating in this process will provide many more details at the update. Attendees will be encouraged to ask questions and provide feedback.

You can attend in person at Burr Ridge, via videoconference at a scheduled location, or via one-way streaming. (Those attending via streaming can email comments/questions to: [feedback@railslibraries.info](mailto:feedback@railslibraries.info).) For registration, a [revised agenda](#), and more information, see [L2](#).

### Delivery News: Community Delivery Partnerships

Many Illinois libraries receive delivery through a shared service arrangement where one library serves as a delivery location for several others. In RAILS, there are more than 130 of these Community Delivery Partnerships (CDPs) with over 350 participating libraries. The goal is to offer delivery service five days per week to participating libraries so that patrons may receive items sooner. More information is available on the Illinois State Library's [delivery web page](#) and in last week's [ISL E-News](#). If you are interested in forming a CDP or learning more, contact your RAILS [delivery manager](#).

### RAILS Continues Dialog with Publishers on E-books

Dee Brennan, RAILS Executive Director, and Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing, attended last week's [Book Expo America](#) conference to advocate with representatives from the publishing industry for better e-book access and pricing for libraries and library systems. RAILS planned/led a panel discussion on "The Power of Partnerships." Presented to a full house, the session featured a conversation between librarians, publishers, and distributors about the importance of libraries in the book business. *Publishers Weekly* featured [this article](#) about the program. RAILS also shared an exhibit booth with several other consortia with e-book programs from across the country. The next Book Expo conference will be held in Chicago in May 2016.

### National Library Legislative Day Recap

Illinois library colleagues, including RAILS Executive Director Dee Brennan and RAILS Board member Dave Barry, gathered in Washington, D.C. for National Library Legislative Day (NLLD) on May 4-5. RAILS asked Director Barry why it is so important for library supporters to attend NLLD. [This article](#) on the RAILS website includes a recap of the day's activities and some tips for talking to legislators.

### Making E-books Work in Libraries June 17

Geared toward academic libraries, this all-day virtual conference on June 17 will probe key

### June 3, 2015

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[June 18 Member Update](#)  
[June 19 RAILS Board Meeting](#)  
[July 24 RAILS Board Meeting](#)  
[All board and committee meetings](#)

#### Upcoming RAILS CE

[June 15 Coaching Employees](#)  
[June 17 Making E-books Work](#)  
[Building Cross-Cultural Service Environment:](#)  
[June 15 Waukegan](#)  
[June 17 South Holland](#)  
[June 23 Morton PLD](#)

#### RAILS Networking Events

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perspectives. This interactive conference will be offered at the RAILS Burr Ridge service center from 10 a.m. – 4 p.m. Seating is limited and additional locations may be added. See L2 for [more information/registration](#).

**Other RAILS CE Opportunities:**

[Coaching Employees for Success June 15](#)

[Building a Cross-Cultural Environment June 15 - Waukegan](#)

[Building a Cross-Cultural Environment June 17 - South Holland](#)

[Building a Cross-Cultural Environment June 23 - Morton](#)

**Discounted Membership to Management Association**

For a second year, qualifying RAILS public libraries may join the Management Association at a reduced fee. This year, discounted membership is open to public libraries with an annual operating budget of up to \$1,000,000. **Apply by June 30 to receive a full year of membership (July 1, 2015 – June 30, 2016).** See: [www.railslibraries.info/consulting/mai](http://www.railslibraries.info/consulting/mai) or contact [Joe Filapek](#).

**June 11 RAILS Member Networking Meeting**

Leah White, Head of Popular Materials at Ela Area Public Library will speak at a [RAILS networking/continuing education event](#) on Thursday, June 11, from 9:30 – 11:30 a.m. at Eisenhower Public Library District (Harwood Heights). There will also be plenty of time to hear the latest RAILS news and network with colleagues.

**Other RAILS Member Networking Events**

All staff working at all types of RAILS libraries (academic, public, school, and special) are invited to attend the following member networking events:

[Caterpillar Research and Development Center Library \(Mossville\), Thursday, August 6, 10 a.m. - noon](#)

[Freeport Public Library, Thursday, September 10, 10 a.m. - noon](#)

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

RAILS is required to maintain nonresident program information on our website and to indicate which RAILS public libraries participate. All RAILS public libraries must complete [this form](#) by Tuesday, June 30. (Log into the website with the email address and password used for L2.) Contact [Amanda Musacchio](#) with any questions.

**Time Running Out to Apply for an LLSAP Grant**

RAILS offers [grants](#) for joining or upgrading membership in a system-supported, shared online catalog (or LLSAP). There are four award periods for FY2016 funds and the first application deadline is June 15, 2015. [This flyer](#) outlines some of the benefits of joining a shared online catalog or LLSAP.

**Is Your Email Address Correct in L2?**

The [Library Learning \(L2\)](#) website is the official directory of RAILS member libraries and a calendar of statewide library events. All library staff are encouraged to create an [L2 profile](#) for networking and other purposes and to ensure that their information is accurate. For L2 help, see:

[June 11 Eisenhower Public Library District](#)

[August 6 Caterpillar Library](#)

[September 10 Freeport Public Library](#)

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### RAILS Library Director News

Emily Porter will be the new Director of the Byron Public Library District, effective July 1.

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.)

[Morton Grove Public Library Celebrates End of Renovations](#)

[Renovations at Bartlett Public Library District](#)

[Indian Trails Public Library District Receives Big Read Grant](#)

[La Grange Park Library Assists Job Seeker](#)

[Starting a Friends Group](#)

[Site Selection for Plainfield Public Library](#)

[Open House for Jane Schulten](#)

[Rockford Public Library's Navy Week Program](#)

### Fast Facts Surveys

[Laminator Models](#)

[OMA Compliance when Board Meetings Run Late](#)

[Gifts for Children Receiving First Library Card](#)

### Additional Continuing Education Opportunities

(In addition to the RAILS events listed above, the following items were posted to the [CE News](#) section of the RAILS website.)

[Free LYRASIS Programs](#)

[Mini Tech Conference June 12](#)

[ARRT Expo: Fall Book Preview July 9](#)

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



Indian Prairie Public Library  
Trustee Questionnaire June 2015



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Please return to Library Director Jamie Bukovac.  
Thank you.

Name: **Crystal Megaridis**

Town: **Willowbrook**

1. Please provide background information about yourself.  
**For the past 15 years I have lived in Willowbrook. I hold an MLS from Rosary College and for the past 20+ years have worked as a special librarian, managing the Library Services team at Praxair, Inc. During my tenure at Praxair, I have been very active in a variety of professional library and related organizations (ILA, RAILS/MLS, SLA, IRI, ITIMG). For the past two years I have also been an instructor in the library iSchool at San Jose State University.**  
[For more, view me on LinkedIn](#)
2. Tell us how the library contributes to the community.  
**Indian Prairie Public Library District is an incredibly vibrant and enriching institution. As technology touches upon and changes the ways in which people live, IPPL proactively seeks new ways to stay meaningful to the diverse people in the community. Examples include: club activities, wide-ranging programming, and movies; providing teens and adults with volunteer opportunities; Baby Brilliance classes and GenLit gatherings; research databases for community businesses; homebound delivery for any that need; ESL and tutoring space; notary services; genealogy and veteran's history; – oh, and books -- in any format you like!**
3. What would be your vision for the library in relation to the community?  
**The community is why IPPL exists; therefore, all that IPPL does must support the needs of our diverse community. In this current time of economic uncertainty, my vision would be to continue forging the path ahead in support of the community needs, as well as work to ensure that funding requirements will be met.**
4. Tell us about your experiences with Indian Prairie.  
**When I first moved to Willowbrook as a single mother, IPPL was invaluable to me and my child. My daughter "grew up" at IPPL and as she got older, I decided it was the best place I could volunteer my time and talent – and hence ran for election. My 8 years on the Board provided me with unexpected personal and professional growth, as well as an opportunity to show my child the importance and value of being an active member of the community in which we live.**

5. What makes you most proud about Indian Prairie?  
**Everything. If I have to pick one, it would be Jamie – and thereby Laura and all the IPPL staff: they are the heart of the organization. The staff are the reason the library is such a success – they have developed a 21<sup>st</sup> century culture, are forward thinking and execute the strategic plan. Everything works because of them.**

6. Are you or have you been affiliated with other organizations in the Indian Prairie community?  
**Simultaneous with my time on the IPPL Board, I served for three years on the Metropolitan Library System Board as vice president, and was also part of the year-long merger transition team to form RAILS.**

**For the past four years I served on the Nantucket Homeowners Association Board.**

**Praxair, Inc. is located in the District and is a corporate member of IPPL. A core value at Praxair is giving back to the communities in which we operate through our Global Giving Program. IPPL has been a beneficiary of this program over the years.**

7. Would you be willing and able to make presentations to village/city boards and attend community meetings/events?  
**Gladly**

8. Do you have anything else that you would like to share with the Board?  
**I will be happy to answer the question, "Why did you leave the Board and why do you want to come back?" in person at the June 17<sup>th</sup> Board meeting.**

**Thank you for your consideration.**



Indian Prairie Public Library  
Trustee Questionnaire June 2015



Please return to Library Director Jamie Bukovac.  
Thank you.

Name: Anita Arora

- Distributed AT mtg.  
- Unfinished Business  
(KI)

Town: Burr Ridge

1. Please provide background information about yourself.

I have been living in Burr Ridge since 1998. I am a practicing physician on Staff at Advocate Christ and Little Company of Mary Hospitals since 1991. I am married with 2 grown children.

2. Tell us how the library contributes to the community.

The Library is a good place for children to use to enhance their knowledge and develop a lifetime love of reading and learning. Adults benefit equally from programs and resources readily available through our library.

3. What would be your vision for the library in relation to the community?

I believe that it is important for our library to keep up with advances in technology. We need to ensure that there is accessibility for people from all walks of life.

4. Tell us about your experiences with Indian Prairie.

My family has always had positive experiences with Indian Prairie. On one particular occasion, my son benefitted from carrying an Indian Prairie library card in his wallet. When he was downstate, his wallet was lost. It contained no contact information other than his name on that card. The person finding the wallet used the card and a helpful librarian at Indian Prairie to locate my son and return his wallet!

5. What makes you most proud about Indian Prairie?

I am proud of the architectural beauty of the building. I feel the Children's section and the programs offered are second to none. I feel it is a great resource for people of all ages.

6. Are you or have you been affiliated with other organizations in the Indian Prairie community?

I have not been affiliated with another organization in this community.

7. Would you be willing and able to make presentations to village/city boards and attend community meetings/events?

I am willing and able to participate in all activities necessary.

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

I am excited about the prospect of serving my community through the Indian Prairie Public Library!

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FINANCIAL POLICY

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## 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.

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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 performed by the manufacturer or authorized agent.

## 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.

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 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, complete review & revision approved 6/18/14

## Financial Forecast

Attached are two spreadsheets.

The first shows the library's financial forecast based on the model we've been following. At the top of the page is information as to how several of the expenditures line are increased each year – for example the personnel line is increased each year by 2.5% and the materials line is increased each year by 1%. The 2015 numbers are projections and include the cost of the chiller and YS furniture. The 2016 numbers are the proposed budget numbers.

The second spreadsheet shows the forecast with the library's property tax revenue frozen at the 2017 income level. The percentage increases for various budget lines have been decreased.

# FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated May 26, 2015

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personnel line 2.5 percent increase, materials 1, building 2,  
automation 1, operations .5, contractual .5 insurance 2, marketing .5

Projected New

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>Revenues</b>								
Taxes		3,249,958	3,300,084	3,395,110	3,422,271	3,456,494	3,525,623	3,596,136
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,576	43,500	42,000	42,000	42,000	42,000
Fees, Fines, Rentals	#	185,300	171,412	170,900	172,267	173,990	177,470	181,019
Interest	#	49,935	45,000	36,906	35,416	35,187	33,752	31,701
Miscellaneous	#	583	1,192	300	1,000	1,000	1,000	1,000
Collection Agency Fee		430	260	300	300	300	300	300
Donations and gifts	#	2,150	1,534	1,500	2,000	2,000	2,000	2,000
<b>Total Revenues</b>	#	<b>3,787,052</b>	<b>3,610,058</b>	<b>3,648,516</b>	<b>3,675,254</b>	<b>3,710,971</b>	<b>3,782,145</b>	<b>3,854,156</b>
<b>Expenditures</b>								
Personnel	#	2,437,574	2,483,779	2,596,548	2,661,462	2,727,998	2,796,198	2,866,103
Materials	#	474,667	483,675	488,675	493,562	498,497	503,482	508,517
Building	#	225,516	213,000	265,500	270,810	276,226	281,751	287,386
Automation	#	112,570	123,800	108,875	109,964	111,063	112,174	113,296
Operations	#	39,040	35,150	33,750	33,919	34,088	34,259	34,430
Contractual Service	#	17,472	22,330	22,100	22,211	22,322	22,433	22,545
Insurance	#	16,458	15,921	16,462	16,791	17,127	17,470	17,819
Public Information	#	63,125	61,085	75,300	75,677	76,055	76,435	76,817
Contingency	#	34,789	16,711	4,850				
Debt Service	#	461,598						
Capital Projects	#		96,055					
<b>Total Expenditures</b>	#	<b>3,882,809</b>	<b>3,551,506</b>	<b>3,612,060</b>	<b>3,684,394</b>	<b>3,763,377</b>	<b>3,844,202</b>	<b>3,926,914</b>
<b>Excess revenues over (under) expenditures</b>								
	#	-95,757	58,552	36,456	-9,140	-52,406	-62,057	-72,758
District Fund Balance July 1	#	1,513,444	1,417,687	1,380,184	1,416,640	1,402,500	1,330,094	1,268,037
District Fund Balance June 30*	#	1,417,687	1,476,239	1,416,640	1,407,500	1,350,094	1,268,037	1,195,280
<i>less</i> Fund Balance for Cash Flow (25% of expenditures)	#	855,303	863,863	903,015	921,099	940,844	961,050	981,728
<i>equals</i> Fund Balance for Special Reserves and Projects	#	562,384	612,376	513,625	486,401	409,250	306,987	213,551
<i>Potential Capital Projects</i>			86,055		5000	20,000		150,000
			chiller		pump	servers		brick/masonry
			10,000					
			YS furniture					

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,668,059	3,741,420	3,816,248	3,892,573	3,970,425	4,049,833	4,130,830
42,000	42,000	42,000	42,000	42,000	42,000	42,000
184,639	188,332	192,099	195,941	199,860	203,857	207,934
29,882	24,040	21,313	14,766	11,042	7,447	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,927,880	3,999,092	4,074,960	4,148,580	4,226,626	4,306,437	4,384,064
2,937,756	3,011,200	3,086,480	3,163,642	3,242,733	3,323,801	3,406,896
513,602	518,738	523,926	529,165	534,457	539,801	545,199
293,133	298,996	304,976	311,076	317,297	323,643	330,116
114,429	115,573	116,729	117,896	119,075	120,266	121,468
34,602	34,775	34,949	35,124	35,299	35,476	35,653
22,658	22,771	22,885	23,000	23,115	23,230	23,346
18,175	18,539	18,910	19,288	19,674	20,067	20,468
77,201	77,587	77,975	78,365	78,757	79,151	79,547
4,011,557	4,098,180	4,186,829	4,277,555	4,370,406	4,465,435	4,562,694
-83,677	-99,088	-111,870	-128,975	-143,780	-158,998	-178,630
1,045,280	951,602	702,514	570,645	441,670	-372,110	-546,108
961,602	852,514	590,645	441,670	297,890	-531,108	-724,738
1,002,889	1,024,545	1,046,707	1,069,389	1,092,602	1,116,359	1,140,674
-41,287	-172,031	-456,062	-627,718	-794,711	-1,647,466	-1,865,411
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,213,446	4,297,715	4,383,670	
42,000	42,000	42,000	
212,093	216,335	220,661	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 4,470,839	<hr/> 4,559,350	<hr/> 4,649,631	
3,492,068	3,579,370	3,668,854	2.5
550,651	556,158	561,719	1
336,718	343,453	350,322	2
122,683	123,910	125,149	1
35,832	36,011	36,191	0.5
23,463	23,580	23,698	0.5
20,878	21,295	21,721	2
79,944	80,344	80,746	0.5
<hr/> 4,662,238	<hr/> 4,764,121	<hr/> 4,868,400	
-191,399	-204,771	-218,770	
-724,738	-936,137	-1,140,908	
<hr/> -916,137	<hr/> -1,140,908	<hr/> -1,359,677	
1,165,559	1,191,030	1,217,100	
-2,081,696	-2,331,938	-2,576,777	
20,000		12,000	
servers		humidifier	



# FINANCIAL FORECAST Property tax revenue frozen at 2017 revenue dollars

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

personnel 2%, materials 0, building 2, automation 0  
operations 0, contractual 0, marketing .5

Updated May 26, 2015

Projected New

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>Revenues</b>								
Taxes		3,249,958	3,300,084	3,395,110	3,422,271	3,422,271	3,422,271	3,422,271
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,576	43,500	42,000	42,000	42,000	42,000
Fees, Fines, Rentals	#	185,300	171,412	170,900	172,267	172,267	172,267	172,267
Interest	#	49,935	45,000	36,906	35,416	35,668	34,325	31,065
Miscellaneous	#	583	1,192	300	1,000	1,000	1,000	1,000
Collection Agency Fee		430	260	300	300	300	300	300
Donations and gifts	#	2,150	1,534	1,500	2,000	2,000	2,000	2,000
<b>Total Revenues</b>	#	<b>3,787,052</b>	<b>3,610,058</b>	<b>3,648,516</b>	<b>3,675,254</b>	<b>3,675,507</b>	<b>3,674,163</b>	<b>3,670,904</b>
<b>Expenditures</b>								
Personnel	#	2,437,574	2,483,779	2,596,548	2,648,479	2,701,449	2,755,478	2,810,587
Materials	#	474,667	483,675	488,675	488,675	488,675	488,675	488,675
Building	#	225,516	213,000	265,500	270,810	276,226	281,751	287,386
Automation	#	112,570	123,800	108,875	108,875	108,875	108,875	108,875
Operations	#	39,040	35,150	33,750	33,750	33,750	33,750	33,750
Contractual Service	#	17,472	22,330	22,100	22,100	22,100	22,100	22,100
Insurance	#	16,458	15,921	16,462	16,791	17,127	17,470	17,819
Public Information	#	63,125	61,085	75,300	75,677	76,055	76,435	76,817
Contingency	#	34,789	16,711	4,850				
Debt Service	#	461,598						
Capital Projects	#		96,055					
<b>Total Expenditures</b>	#	<b>3,882,809</b>	<b>3,551,506</b>	<b>3,612,060</b>	<b>3,665,157</b>	<b>3,724,257</b>	<b>3,784,533</b>	<b>3,846,009</b>
<b>Excess revenues over (under) expenditures</b>	#	<b>-95,757</b>	<b>58,552</b>	<b>36,456</b>	<b>10,097</b>	<b>-48,750</b>	<b>-110,370</b>	<b>-175,105</b>
District Fund Balance July 1	#	1,513,444	1,417,687	1,380,184	1,416,640	1,421,737	1,352,987	1,242,617
District Fund Balance June 30*	#	1,417,687	1,476,239	1,416,640	1,426,737	1,372,987	1,242,617	1,067,512
less Fund Balance for Cash Flow (25% of expenditures)	#	855,303	863,863	903,015	916,289	931,064	946,133	961,502
<b>equals Fund Balance for Special Reserves and Projects</b>	#	<b>562,384</b>	<b>612,376</b>	<b>513,625</b>	<b>510,448</b>	<b>441,923</b>	<b>296,484</b>	<b>106,009</b>
<i>Potential Capital Projects</i>			86,055		5000	20,000		150,000
			chiller		pump	servers		brick/masonry
			10,000					
			YS furniture					

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,422,271	3,422,271	3,422,271	3,422,271	3,422,271	3,422,271	3,422,271
42,000	42,000	42,000	42,000	42,000	42,000	42,000
172,267	172,267	172,267	172,267	172,267	172,267	172,267
26,688	16,883	8,735	-4,748	-16,981	-30,715	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
<u>3,666,526</u>	<u>3,656,721</u>	<u>3,648,573</u>	<u>3,635,090</u>	<u>3,622,858</u>	<u>3,609,123</u>	<u>3,639,838</u>
2,866,799	2,924,135	2,982,617	3,042,270	3,103,115	3,165,178	3,228,481
488,675	488,675	488,675	488,675	488,675	488,675	488,675
293,133	298,996	304,976	311,076	317,297	323,643	330,116
108,875	108,875	108,875	108,875	108,875	108,875	108,875
33,750	33,750	33,750	33,750	33,750	33,750	33,750
22,100	22,100	22,100	22,100	22,100	22,100	22,100
18,175	18,539	18,910	19,288	19,674	20,067	20,468
77,201	77,587	77,975	78,365	78,757	79,151	79,547
<u>3,908,709</u>	<u>3,972,657</u>	<u>4,037,879</u>	<u>4,104,398</u>	<u>4,172,243</u>	<u>4,241,438</u>	<u>4,312,012</u>
-242,183	-315,936	-389,306	-469,308	-549,385	-632,315	-672,174
917,512	665,329	199,393	-209,913	-679,221	-1,898,606	-2,545,921
<u>675,329</u>	<u>349,393</u>	<u>-189,913</u>	<u>-679,221</u>	<u>-1,228,606</u>	<u>-2,530,921</u>	<u>-3,218,095</u>
977,177	993,164	1,009,470	1,026,100	1,043,061	1,060,360	1,078,003
<u>-301,849</u>	<u>-643,771</u>	<u>-1,199,382</u>	<u>-1,705,320</u>	<u>-2,271,667</u>	<u>-3,591,281</u>	<u>-4,296,098</u>
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
3,422,271	3,422,271	3,422,271	
42,000	42,000	42,000	
172,267	172,267	172,267	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 3,639,838	<hr/> 3,639,838	<hr/> 3,639,838	
3,293,051	3,358,912	3,426,090	2
488,675	488,675	488,675	0
336,718	343,453	350,322	2
108,875	108,875	108,875	0
33,750	33,750	33,750	0
22,100	22,100	22,100	0
20,878	21,295	21,721	2
79,944	80,344	80,746	0.5
<hr/> 4,383,991	<hr/> 4,457,404	<hr/> 4,532,279	
-744,153	-817,565	-892,440	
-3,218,095	-3,982,248	-4,799,814	
<hr/> -3,962,248	<hr/> -4,799,814	<hr/> -5,692,254	
1,095,998	1,114,351	1,133,070	
-5,058,246	-5,914,164	-6,825,324	
20,000		12,000	
servers		humidifier	

Operating Budget 2015/2016 Overview

<u>Expenditures</u>		Percentage	<u>Revenue</u>		Percentage
		Operating			Revenue
Personnel	\$2,596,348.00	71.88%	Property Taxes	\$3,394,610.00	93.99%
Materials	\$488,675.00	13.53%	Non-Current Property Tax	\$500.00	0.01%
Building	\$265,500.00	7.35%	Tax Levy Interest	\$0.00	0.00%
Operations	\$33,750.00	0.93%	State Grant	\$43,500.00	1.20%
Automation	\$108,875.00	3.01%	Interest	\$250.00	0.01%
Contractual	\$22,100.00	0.61%	Desk Monies	\$172,400.00	4.77%
Insurance	\$16,462.00	0.46%	Other Income	\$600.00	0.02%
Public Information/Program	\$75,300.00	2.08%			
Contingency	\$4,850.00	0.13%			
Total operating budget	\$3,611,860.00		Total	\$3,611,860.00	

Indian Prairie Public Library District  
Custom Summary Report  
July 2014 through June 2015

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Revenue	Jul '14 - Jun 10 2015	Projected	FY15/16 Budget
<b>Income</b>			
<b>41000 · Property Tax &amp; Levy Interest</b>			
41100 · Property Taxes	3,299,820.79	3,299,820.79	3,394,610.00
41150 · Non-current Property Taxes	199.66	199.66	500.00
43100 · Interest-Tax Levy	64.05	64.05	0.00
<b>Total 41000 · Property Tax &amp; Levy Interest</b>	<b>3,300,084.50</b>	<b>3,300,084.50</b>	<b>3,395,110.00</b>
<b>42000 · Grants</b>			
42100 · Book Bundles Grant	2,000.00	2,000.00	0.00
42200 · Per Capita Grant	53,161.25	53,161.25	43,500.00
42300 · LIMRICC	35,415.67	35,415.67	0.00
<b>Total 42000 · Grants</b>	<b>90,576.92</b>	<b>90,576.92</b>	<b>43,500.00</b>
<b>43000 · Interest</b>			
43500 · Interest - Investment	292.04	292.04	250.00
<b>Total 43000 · Interest</b>	<b>292.04</b>	<b>292.04</b>	<b>250.00</b>
<b>45000 · Desk Monies</b>			
45100 · Copier	4,689.21	4900	4,800.00
45120 · Computer Copies	11,255.20	11694	12,000.00
45200 · Fines/Fees	48,752.12	49500	50,000.00
45250 · Gifts/Donations	1,634.10	1634	1,500.00
45300 · Lost Materials	12,655.06	13000	13,000.00
45350 · Non-Resident Fees	81,282.60	82000	80,000.00
45400 · DVD Fines	7,589.45	7800	8,000.00
45450 · Book Rental	1,497.84	1600	1,700.00
45550 · Meeting Room Rental	450.00	450	200.00
45600 · ILL Fees	1,189.08	1180	700.00
45650 · 3D Printing	578.87	600	500.00
<b>Total 45000 · Desk Monies</b>	<b>171,573.53</b>	<b>174,358.00</b>	<b>172,400.00</b>
<b>46000 · Other Income</b>			
46700 · Miscellaneous	1,191.76	1,191.76	300.00
46800 · Collection Agency Fee	260.00	260.00	300.00
<b>Total 46000 · Other Income</b>	<b>1,451.76</b>	<b>1,451.76</b>	<b>600.00</b>
<b>Total Income</b>	<b>3,563,978.75</b>	<b>3,566,763.22</b>	<b>3,611,860.00</b>

**2015/2016 Operating Budget - Expenditures**

	2014/15	2015/16	
<b><u>Personnel</u></b>			
Salaries	2,048,067	2,099,153	slightly less than 2.5% increase in line, 1.25% COL, 1-3% merit
Benefits - Med/Life Ins	107,000	107,000	does include 10% increase for 2015
Employee Asst	2,500	2,500	
Benefits - IMRF	184,577	193,612	IMRF rate went up for 2015 from 12.90 to 13.63
Benefits - FICA	153,484	161,142	
Staff development	20,000	20,000	PLA in Denver
Board development	1,500	1,000	
Worker's compensation	11,300	8,399	
Unemployment insurance	4,500	3,542	rate went down
<b>Total Personnel</b>	<b>2,532,928</b>	<b>2,596,348</b>	
<b><u>Materials</u></b>			
Books	244,675	241,175	reduced adult reference and non-fiction, youth non-fiction
Periodicals	32,050	33,250	increase in digital magazines
Audio	49,750	46,250	decrease in YS audio book, teen music, adult audio book, increase in digital audio book
Video	57,700	58,700	adding money for more streaming content
Multi-Media/ESL	3,500	10,000	adding money for kits for kids and Wouldshop activities
Electronic ref. resources	64,000	67,300	added databases
Software-Games	7,000	7,000	
Processing supplies	25,000	25,000	
<b>Total Materials</b>	<b>483,675</b>	<b>488,675</b>	
<b><u>Building</u></b>			
Cleaning service	69,000	75,000	new contract
Water/Sewer	6,600	10,000	adjusted for increase in pricing
Gas	13,000	13,000	baed on 3 year usage
Electric	54,000	73,000	new contact, based on 3 year usage
Telephone	9,000	6,000	based on 3 year usage
Maintenance supplies	16,000	16,000	
Bidg maintenance/repairs	43,000	43,000	
Security system	1,500	1,500	
Property maintenance	22,000	25,000	
Garbage disposal	3,000	3,000	
<b>Total Building</b>	<b>237,100</b>	<b>265,500</b>	

**Operations**

Supplies - office	13,700	15,900	increase in printer paper in Circ
Photocopy supplies	5,000	5,000	
Patron card supplies	1,000	1,000	
Postage	7,000	4,000	RAILS is covering postage for overdue notices
Non-payment reimburse	3,500	3,000	
Admin staff travel	650	550	
Organizational membership	1,800	1,800	
Bank fees	2,500	2,500	
<b>Total Operations</b>	<b>35,150</b>	<b>33,750</b>	

**Automation**

Printer toner	12,700	13,500	higher use by patrons and staff
Automation - prof services	5,000	5,000	
Purchase of equipment	22,100	20,000	
Automation equipment maint.	2,000	2,000	
Software	23,250	20,500	
SWAN maintenance	52,400	45,620	
Telecommunications	6,350	2,255	moved ICN T1 line to Comcast
<b>Total Automation</b>	<b>123,800</b>	<b>108,875</b>	

**Contractual Services**

General prof. services	8,000	7,000	consulting services for website design
Legal	3,500	4,300	
Audit	3,000	3,200	
Credit bureau	1,500	1,500	
Equipment-maint/repairs	3,500	2,000	
Equipment - photocopier	3,500	4,000	increase in use
Bond Registrar	100	100	
<b>Total Contractual Services</b>	<b>23,100</b>	<b>22,100</b>	

**Insurance**

Multi peril - physical & liability	8,416	10,070	
Bonding	1,350	1,400	
Officers/directors	3,150	2,842	
Umbrella liability	3,283	2,150	
<b>Total Insurance</b>	<b>16,199</b>	<b>16,462</b>	

**Public Information**

Marketing supplies	2,500	2,500	
Advertising	3,000	3,000	
Newsletter	22,685	35,000	12 page newsletter
eNewsletter	1,500	1,500	
Informational printing	5,000	5,000	
Legal notices	1,200	1,400	
Special events	25,200	26,900	
<b>Total Public Information</b>	<b>61,085</b>	<b>75,300</b>	

Contingency	16,111.00	4,850	
<b>Total Expenditures</b>	<b>3,513,037</b>	<b>3,611,860</b>	
<b>Total Operating Revenue</b>	<b>3,529,148</b>	<b>3,611,860</b>	

## Proposed 2015/2016 Salary Range

Attached is a spreadsheet comparing salaries for job positions at IPPL to similar positions at other libraries. The chart shows the current starting salary for each IPPL position and the starting salary for those positions with a 1.25% increase.

Following the spreadsheet is the current salary schedule and the proposed FY15/16 salary schedule.



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**Salary Schedule Library Comparisons  
 FY2015/2016**

IPPL ranking  
 within each position  
 lowest salary is ranked 1

	IPPL current	1.25% increase	Downers	Woodridge	Tinley Park	Orland	Hinsdale	Elmhurst (2014)	
asst director	60,645	61,403.06	70,000.00		75,145.00	63,005.00	60,600.00	68,191.00	2 out of 6
dept head	53,683	54,354.04	62,000.00	54,348.00	61,736.00	53,138.00	50,500.00	62,887.00	4 out of 7
senior librarian	47,502	48,095.78		46,731.00		44,811.00		52,689.00	3 out of 4
librarian	42,042	42,567.53	46,000.00	40,181.00	45,972.00	37,791.00	42,275.00	44,011.00	4 out of 7
marketing	42,042	42,567.53	62,000.00	54,348.00	45,972.00	48,263.00	42,275.00	48,984.00	2 out of 7
office coord	42,042	42,567.53	39,000.00	46,731.00	55,957.00	62,069.00	42,275.00	44,011.00	3 out of 7
admin associate	14.48	14.66	16.00	17.72	16.46	11.62		10.96	3 out of 6
senior circ superv	16.43	16.64		20.60	16.46	16.33	17.61	22.57	3 out of 6
circ supervisor	14.48	14.66	16.00	17.72		13.77		18.21	2 out of 5
tech serv superv	14.48	16.43		15.23		16.33		18.21	1 out of 4
AS/YS associate	14.48	14.66	16.00	18.67	16.46	16.33	15.15	18.21	1 out of 7
technology assoc	14.48	14.66	16.00			13.77		18.21	2 out of 4
circ associate	12.76	12.92	12.00	12.55	12.26	11.62	10.50	13.74	6 out of 7
monitor	12.76	12.92	12.00						2 out of 2
bldg servces asso	12.76	12.92	16.00	12.00	13.52	11.62	18.00	18.21	3 out of 7
tech serv assoc i	12.76	12.92		11.01	13.52	11.62	13.65	13.74	3 out of 6
Comp desk assoc	12.76	12.92	13.50		12.26	11.62		13.74	3 out of 5
tech serv assoc 2	11.26	11.40	10.20	10.56	12.26	9.79	11.50	10.96	5 out of 7
page	8.88	8.99	10.20	10.10	8.27	8.93	7.75	8.36	5 out of 7

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

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	8.88	13.32
Grade II Youth Services Page Summer Youth Services Associate	9.39	14.08
Grade III Technical Services Associate I	11.26	16.79
Grade IV Computer/Magazine Associate Circulation Services Associate Interlibrary Loan 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 Adult Services Associate Technology Instructor Technology/Digital Services Associate Network Services Technician Assistant Circulation Supervisor Technical Services Supervisor	14.48	21.72
Grade VI Senior Circulation Supervisor	16.43	24.64
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Promotion Coordinator Substitute Librarian	21.56 42,042	32.34 63,063
Grade VIII Senior Youth Services Librarian Senior Adult Services 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	

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INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2015-2016  
EFFECTIVE 7/1/15

Grade Level and Position	Minimum	Maximum
Grade I Adult Services Page Circulation Services Page Youth Services Page Substitute Interlibrary Loan Page	8.99	13.49
Grade II Youth Services Page Summer Youth Services Associate	9.50	14.26
Grade III Technical Services Associate I	11.40	17.00
Grade IV Computer/Magazine Associate Circulation Services Associate Interlibrary Loan Associate Graphic Designer/ Media Services Assoc. Technical Services Associate II Building Services Associate Substitute Bookkeeper Security Monitor	12.92	19.39
Grade V Administrative Associate Youth Services Associate Adult Services Associate Technology Instructor Technology/Digital Services Associate Network Services Technician Assistant Circulation Supervisor Technical Services Supervisor	14.66	22.00
Grade VI Senior Circulation Supervisor	16.64	24.95
Grade VII Adult Services Librarian Youth Services Librarian Administrative Office Coordinator Marketing & Promotion Coordinator Substitute Librarian	21.83 42,568	32.74 63,843
Grade VIII Senior Youth Services Librarian Senior Adult Services Librarian	24.66 48,087	37.00 72,150
Grade IX Department Head	27.87 54,347	41.81 81,529
Grade X Assistant Director	31.49 61,406	47.25 92,138
Grade XI Library Director	To be set by Board	

## Proposal for Conversion of the Administration Copier Room to a Group Study Room

This would be accomplished by moving most of the items kept in the Administration Records Room to other storage areas and moving the contents of the Copier Room to the Records Room. The library Building Services Associate Mike Armstrong is doing quite a bit of work for the project. He is removing shelving from the Records Room and painting the room (it hasn't been painted since the building was built.) He will move the cabinets from the Copier Room to the Records Room. He will paint the Copier Room. Depending on the condition of the floor in the Copier Room he may install carpet squares. Mike will also be staining the two doors.

Costs for the room come into play with the two doors – one that leads to the Administration Office and the other leading to the gallery hallway – and furniture for the room.

Laura has received three quotes for the doors and their installation.

<u>DFD Construction</u>	\$5,595.00
<u>Atlas Door</u>	\$5,970.00
<u>GoldyLocks</u>	\$4,678.86

I have received three quotes for furniture and am in the process of getting a fourth quote. Sara Chrzanowski, who was the designer for the renovation, has been kind enough to give me her opinion of the various brands of furniture being recommended. The quotes are for two flip tables and 8 chairs. Flip tables have tops that flip down and have casters so they are easy to move. We're hoping to start moving in this direction with meeting tables to make it easier to do room set-up and create flexible space. I also included quotes for two stationary tables so you can see the difference.

### Corporate Concepts

2 flip tables and 8 chairs \$3,379.20; 2 stationary tables and 8 chairs \$3,073.20

### Frank Cooney Company

2 flip table and 8 chairs \$3,177.80 2 stationary table and 8 chairs \$2,99.80

Please note: the brand that Frank Cooney Company is recommending is HON. Sara stated, "HON is fine furniture. Not my favorite but they are budget friendly. I tend to see HON furniture fall apart sooner than other manufacturers I use. It is fine if you have a budget you absolutely HAVE to fall in."

### LFI

2 flip tables and 8 chairs \$3,763.00 2 stationary tables and 8 chairs \$3,743.00  
Only \$10.00 per table difference between flip table and stationary table

I'm requesting the trustees approve spending from the Building and Maintenance Fund up to \$8,100.00 for this project.

May 2015 Listening Posts

Kids & Teens

Nicole was helping a young boy (about 7) find DVDs and a video game. When she was finished helping him, he said, "Thank you. You are my favorite library person ever."

Circulation

Those plastic card holders were the neatest thing that you ever had. Those were very, very nice. They didn't fall apart. I wish you would get those again.

Patron noticed The Best of the West plaques on the wall in the café and said he's been to many libraries and this is certainly well deserved.

Patron called about a notary and the hours available. He stated he loves our library and we are doing a great job. He also thanked me for returning his call in a timely manner.

Patron was thrilled he could come here and print a Southwest Airlines boarding pass when his Comcast service at home wasn't working.

Adult & Computer Help Desk

Patron stopped at the Ask Us Desk to say that Jason was "very, very helpful" at the computer help desk. Jason was very patient and walked the man through the steps he needed and helped him understand what he was doing. Patron wanted to make sure we told everyone!

Patron does not like the new catalog --- too confusing --- why does it display format and item type?

"I buy a library card and I get my money's worth just by borrowing travel guidebooks instead of buying them myself."

"When I come home from college, the library is the first place I visit."

Chess moderator stopped by on a non-chess night just for a cup of mocha in the Inspiration Café. It's good and cheaper than Starbucks!

I was visiting my mother at Burgess Square when the nurse asked me if I worked at the Library. She told me I looked familiar. I told her "yes." And she proceeds to tell me she comes from Park Ridge to use our library because it is so nice. Her favorite. She studies with a friend and they always meet at IPPL.

Technology

Administration

Patron came to the office to drop off a flier for the community board and raved about our programs

A patron came in to Administration to drop off a posting for our board. She volunteers for the Veterans and said: You have the BEST programs here! Especially ones like Ellis Island - Oh, Oh, Oh!

"Your Library is the best thing going in the area!"

"You have a beautiful facility."

"I use the library as a feature in my real estate listings."

A patron stopped me in the parking lot to complain about the overflowing paper in the recycling bins and to ask when they would be picked up. I explained to him that we have called numerous times and that we were well aware of the problem. The paper was picked up the next day.



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## BEA 2015: For E-books in Libraries, Obstacles Remain

By Andrew Albanese | May 28, 2015

A Thursday afternoon panel was officially named "The Power of Partnerships," but as moderator Keith Michael Fiels, executive director of the American Library Association suggested, it should have been called "E-books: The Continuing Saga."

Prices are still too high, and the user experience is "badly fragmented," Fiels said, among a host of additional unresolved issues: "Publishers still feel threatened, and there is a large 500-pound gorilla in the room called Amazon," Fiels observed, along with issues connected to the rise self-publishing and user-generated content, ownership vs. subscription, and thorny preservation issues.



Photo by Andrew Albanese

Keith Michael Fiels, executive director of the American Library Association

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To start, Baker & Taylor's Michael Bills noted that publishers seem to be lobbing models into libraries with abandon, hoping something will make sense, though often this just leads to confusion. But it was BiblioBoard's Andrew Roskill who took the most direct line of criticism. He noted three issues that need to be better addressed: sustainability, reaching underserved communities, and improving user experience.

"On the user experience side, the bar is no longer set by us," he said, but by companies like Amazon and Apple. "The fact of the matter is that if we want to have a hope of reaching not the current generation, but the next generation, we need to do a lot of work in that area."

Representing libraries, Boston Public Library's Michael Colford, and Veronda Pitchford, from the Illinois consortium RAILS (Reaching Across Illinois Library System) offered a more ground-floor view of the situation. "I really want to see something integrated for library patrons," Colford said. "What I don't want is another platform," adding that while he was happy to buy e-books from anyone, "once you hit the discovery, availability, holds management, checkout, and the bookshelf and reading experience—I want that to be one thing."

Pitchford, whose consortium serves 1,300 member libraries across the state, urged more work with consortia like hers. "We have such reach," she said, suggesting that libraries could be a strong beta test ground for e-books in communities, and posited that those library e-book users would become retail customers, too—a win/win.

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"I think in the past all of us have a history of applying print solutions to these digital problems," Pitchford said. "And it is time to just deconstruct the model and look at how we can create new models to deliver content to communities."

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HarperCollins head of sales Josh Marwell, who pioneered the 26-lend model for e-books in 2011, says he viewed the state of library e-books as half-full, and stressed that library e-book sales have been steadily rising. "We're actually making progress," he said. "I think a lot of the issues raised here today do need to be resolved, but we are making progress."

When it came to addressing obstacles, one of the biggest—price—was discussed. But the panel mostly agreed that making the e-book experience easier—both for libraries managing their budgets and collections, and especially for users accessing them—was the key challenge, which Biblioboard's Andrew Roskill addressed head-on.

"Librarians don't like to disappoint people," Roskill said. The result being that to meet demand they license more copies of e-books priced at five to 15 times retail price, which they then, eventually, have to re-license. That's both an unsustainable model from a budget perspective, he said, but also an ineffective growth strategy because it serves only hardcore library users, rather than appealing to and bringing in new users. He urged publishers to think outside their comfort zone and to see libraries as valuable marketing partners.

"To be perfectly frank, on the publisher side the biggest obstacle is inertia," Roskill said. "Library sales as a percentage of their total revenues is not that big, so I don't think the big five executives have much incentive to stick their neck out and try something different. It seems like after four or five years in we are still talking about [e-books] as if it is a big beta project. And you know, the rest of the world has moved ahead. Frankly, it is time for us to try something different."