

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

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

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

- A. Roll Call  
Marian Krupicka, Crystal Megaridis, Paul Oggerino,  
Jo Ann Schusterich, Luanne Spiros, Victoria Suriano,  
Robert Thomas
- B. Mission Statement: We enrich peoples' lives by providing  
opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian  
Prairie Public Library District as a vital and trusted resource for  
achieving personal goals and enhancing quality of life. With  
welcoming, state-of-the-art service, the library is an essential  
center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Megaridis to Board re: Thank You Page 4
  2. McDonnell to Bukovac re: AARP Tax Assistance Page 5
  3. Ritzman to Public Library Clients re: Training Requirements  
for Library Trustees Page 6
  4. The Doings Weekly Page 8
- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, April 17, 2013 Page 9
  2. Treasurer's Report Page 13
  3. Action on Bill/Additional Bills Page 17
- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Page 22 Information
- H. Staff Report  
None
- I. Reports
1. Darien Committee for Intergovernmental Coordination  
(Krupicka) Information
  2. WB/BR Chamber of Commerce Meeting (none)
  3. Darien Chamber of Commerce (none)
  4. RAILS Page 42 Information

**BOARD MEETING – MAY 15, 2013 – PAGE 2**

Reports (continued)

- 5. Building and Grounds Committee (none)
- 6. Finance Committee (none)
- 7. Plan/Annexation Committee (none)
- 8. Policy Committee (none)

J. Unfinished Business

K. New Business

- |  |         |            |
|--|---------|------------|
| 1. Interview Trustees for Appointment      | Page 51 | Discussion |
| 2. Appointment of Trustees                 |         | Action     |
| 3. Election of Officers                    |         | Action     |
| 4. Landscaping at Plainfield Road Entrance | Page 57 | Action     |
| 5. Resolution Honoring Paul Oggerino       | Page 58 | Action     |
| 6. Resolution Honoring Rob Thomas          | Page 59 | Action     |

L. Committee Meetings

M. Community Events

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

N. Library Events

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

**BOARD MEETING – MAY 15, 2013 – PAGE 3**

Library Events (continued)

Adult Chess Group	6/10/2013	6:00 PM
Current Events Group	6/10/2013	7:00 PM
World Wide Knit in Public Day	6/12/2013	9:00 AM
Impressionism and Fashion	6/12/2013	7:00 PM
Beginners' Genealogy on the Web	6/13/2013	7:00 PM
Senior Friday Fun Days	6/14/2013	10:00 AM
ESL Conversation Group	6/15/2013	10:00 AM
Adult Chess Group	6/17/2013	6:00 PM
Introduction to Word	6/18/2013	6:00 PM

O. Adjournment

5-7-2013

Dear IPPL Board of Trustees, Jamie,  
Laura and Maria:

Thank you for the lovely "send off" with dinner, the beautiful paper weight and the Resolution in my honor. It was very special to me.

It has been a wonderful experience to work on your Board and to work with each of you! I could not have a better Community library or Board to participate with - it has been an honor to serve with all of you.

All my best to each of you and to the new oncoming Trustees. I know that Indian Prairie Public Library District is in great hands!

Sincerely,

Crystal Megarides

**Jamie Bukovac**

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**From:** mcdonnell7925@comcast.net  
**Sent:** Friday, April 19, 2013 3:05 PM  
**To:** Jamie Bukovac  
**Cc:** Kenneth Reger  
**Subject:** AARP Tax Aide Volunteers

Ms. Jamie Bukovac,

We have come to the end of another tax season and we appreciate having been allowed to use the library's meeting room and computers each Monday and Friday since the middle of February. We are thankful for the library staff who were always cheerful and willing to help. In particular, we thank Christine who got the room ready each day, Ann and David who were always available when we needed help with the computers, and Denise whose help may have gone unnoticed.

We prepared and filed about 300 Federal and State income tax returns for our clients. We helped additional taxpayers by answering questions or by advising them that they were not required to file a tax return. We could not have done it without your support.

Sincerely,  
Jack McDonnell, Local Coordinator  
For the AARP Tax Aide volunteers

6

**Law Offices of  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.**

221 EAST ILLINOIS STREET  
P.O. BOX 564  
WHEATON, ILLINOIS 60187-0564  
PHONE (630) 665-1900  
FAX (630) 665-0407  
E-MAIL: [rritzman@psnrb.com](mailto:rritzman@psnrb.com)

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
DALE W. BRUCKNER\*  
ELIZABETH P. SCHAFFER  
MARY P. NEAL  
MARK A. RITZMAN  
\* ALSO LICENSED IN WISCONSIN

**REMINDER**

**TRAINING REQUIREMENTS FOR LIBRARY TRUSTEES**

**The Open Meetings Act**

TO: Public Library Clients  
FROM: Roger Ritzman  
Mark Ritzman  
DATE: April 22, 2013

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The bottom line first, i.e., we remind you that:

- a. Newly elected Library Trustees must complete an online training course on the Open Meetings Act within 90 days after taking the Oath of Office;
- b. Current Library Trustees should have completed the online training previously (before January 1, 2013);
- c. All Library Trustees need to file with the Library a copy of a certificate of completion.

7

The relevant provisions of the Open Meetings Act are as follows (irrelevant language omitted):

Each elected member of a public body must successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. The training must be completed within one year after the effective date of this amendatory Act. (should have been completed by current Library Trustees before January 1, 2013).

• • •

Each elected member of a public body who becomes a member after the effective date of this amendatory Act shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed not later than the 90<sup>th</sup> day after the date the member takes the oath of office.

• • •

Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body.

5 ILCS 120/1.05

The Public Access Counselor's office provides electronic OMA training free of charge at: [http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx).

Roger A. Ritzman  
Mark A. Ritzman  
PEREGRINE, STIME, NEWMAN,  
RITZMAN & BRUCKNER, LTD.  
221 E. Illinois Street, P.O. Box 564  
Wheaton, Illinois 60187-0564  
Phone (630) 665-1900  
Facsimile (630) 665-0407  
M:\\_LIBRARYDIST\MEMO\Memo OMA Training Requirements.docx

8

# The Doings Weekly

## Would-be teacher ends up in middle school after all

BY SANDY LLJIAN BOSCH | sbosch@pioneerlocal.com April 17, 2013 2:46PM

Updated: April 18, 2013 9:51AM

BURR RIDGE — Sarah Joynt thought she wanted to be an English teacher. And in a way, that's what she is. The senior youth services librarian and unofficial teen librarian at Indian Prairie Public Library shares her love of reading with patrons as well as with members of the Burr Ridge Middle School after-school book club, which she leads every month.

**Q. What do you like most about working at the library?A.**

I love the families that come into the library. We are so lucky that we have a community that loves the library as much as it does. It's a great place to come to work.

**Q. How did the after-school book club get started?A.**

Before I became teen librarian in November, I was in charge of community outreach. I got really involved and started helping out with the Willowbrook Corners after-school program. It's interaction with kids who don't always make it to the library.

I started working with Wendy (Williams) and Renata (Butauskiene) doing the after-school book club at Burr Ridge Middle School. It grew out of the Write On Festival that we do with the Gift of Carl Foundation.

I thought it would be a one-time thing, but several wanted to keep meeting. We would meet on Friday nights once a month. Then, we tried doing it after school.

**Q. How does the club differ from others you've been involved with?A.**

I've never been part of a book discussion where the kids are so interested.

**Q. What do the students gain from the book club?A.**

We're just doing it for fun. I want them to see that there's a lot of fun things you can do with books. I want to let the kids know that reading can be really, really fun.

Wendy and Renata are always willing to try any crazy idea I have. Last spring for our grand finale event we went to see "The Hunger Games." We took about 12 kids, field tripped them out of school, which was awesome and fun.

This year, we've tried to keep that momentum going. We did a meatball taste-off when we read "Cloudy With a Chance of Meatballs." We planted a tree with the environmental club in October. In November Jay Asher visited the school. In December, we did a book-to-movie discussion with "The Boy in the Striped Pajamas."

**Q. Do you look forward to your book club meetings?A.**

This is kind of my favorite day of the month. I love working with the families and the kids in 180.

**Q. Did you plan a career as a librarian?A.**

I got into this totally by accident. I taught English in Japan for three years and I thought I wanted to be an English teacher. When I got there, I loved it. I started thinking about where else I could work with kids and have that kind of variety.

**Q. Did you read a lot as a teenager?A.**

I've been a huge reader all my life. In fact, in fourth grade we had to keep track of all the books we had read. I read so many books that year the teacher called me out and accused me of lying. It was over 200 books.

**Q. Do you have time to read for fun now?A.**

I still read all the time. I read a lot of teen books for work. I really enjoy them. They're fun to read. There's been such an explosion of teen lit.

**Q. What does you work with teen within the library involve?A.**

I'm in charge of the Teen Advisory Board. We meet the third Saturday of every month.

**Q. Is it tough to find things to keep that age group interested?A.**

They're a hard group. When I plan programs, I'm really trying to listen to what they want. I try really hard not to say no.

For several years they've wanted to do the battle of the bands, so this year, we're going to do it. It's going to be Friday night, June 28, at 8 p.m. It's going to be outside, as long as the weather is nice.



9

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 17, 2013

**Board of Trustees Regular Meeting  
April 17, 2013 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:04 p.m. Secretary Suriano called the roll.  
Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Luanne Spiros, Victoria Suriano,  
Absent: Jo Ann Schusterich, Robert Thomas  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Natalie Williams  
Others: Beena Deshmukh regarding item K1 of New Business

President Megaridis asked for additions and/or corrections to the agenda. There was one addition to Communications and Announcements, D4 Literacy DuPage Thank You.

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

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

C. Public Comment – none

At this point the Board interviewed Beena Deshmukh for one of the open Trustee positions (New Business-K1). After the interview the Board continued with Communications and Announcements.

D. Communications and Announcements

1. White to Bukovac re: Per Capita Grant
2. Chicago Tribune IPL Participates in World Book Night
3. Alpha Gamma Delta to Wordinger re: Thank You for Presentation
4. Literacy DuPage Thank You

At this point Williams spoke to the Board regarding Item H (Staff Report). After her report the Board continued with the Omnibus Consent Agenda and with the rest of the agenda.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 20, 2013
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2013-1 Authorizing Non-Resident Cards
5. Minutes from the Communication Committee Meeting, March 20, 2013
6. Minutes from the Policy Committee Meeting, March 25, 2013
7. Review and Proposed Changes to Current Policies
  - 200 By-Law
  - 210 Public Comment
  - 301 Freedom of Information
  - 430 Circulation

10

- 431 Fines and Charges
- 432 Homebound Services
- 433 Suspension and Limitation of Privileges
- 440 Reference
- 450 Library Sponsored Programming
- 455 Group Tours/Programs
- 456 Proctoring
- 471 Social Media
- 475 Miscellaneous Equipment
- 490 Patron Grievance
- 500 Materials Selection
- 660.8-660.9 Meeting Rooms
- 700 Identity Protection
- 805.1-805.4 Personnel

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that we have a new stand for the digital floor plan which makes the screen much more visible. Over the next few months we will be getting an all-in-one unit that will feature the floor plan, rotating graphics and our calendar of events. Bukovac also reported that we received a letter from an attorney informing us that the library is the beneficiary of \$1000 from the estate of Leslie Catherine Mann Smith. Birmingham reported that the library will be participating in the Lions Club July 4<sup>th</sup> parade. There will also be a library team participating in the Darien Dash on May 19.

H. Staff Report - Megaridis welcomed the library's new Head of Youth Services, Natalie Williams and the Trustees introduced themselves. Williams gave the board an overview of her educational background. She also spoke of her professional experience which included six years with the Chicago Public Library as a children's associate and then as a children's librarian; two years with the South Portland Maine Public Library as the head of youth services.

I. Reports

1. WB/BR Chamber of Commerce – Cigler's report is in the packet.
2. Darien Chamber of Commerce - Cigler's report is in the packet.
3. RAILS – backup is in the packet.
4. Building and Grounds Committee - (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – Schusterich was absent this evening. The minutes from the March 25th were approved in the Omnibus.

J. Unfinished Business - none

K. New Business

1. Interview Trustee for Appointment – Megaridis thanked Beena Deshmukh for her interest in becoming a Trustee. Deshmukh has lived in Burr Ridge for 13 years; she has always been active in the Gower PTO and is chairman of the science fair. She values the library and feels it is a wonderful place. In addition to the traditional services that the library offers, she

is very happy that it has kept up with technology and wants to see it stay on this path. She describes herself as fiscally conservative. When people have differing views she feels that all sides should be heard and then compromise/negotiate into a plan/idea that is acceptable to all. She asked how the board makes fiscal/policy decisions. Megaridis explained the process as well as the various committees. Bukovac explained the board packet and bill review. Megaridis said that the board will make a decision at the May meeting and will notify her of their decision.

2. Officer Nominating Committee – Krupicka, Schusterich, Suriano and Spiros will be on the committee. They will meet at 6:45 p.m. on May 15 before the board meeting.
3. Strategic Plan 2013-2015 Update – backup is in the packet.
4. Resolution #2013-C Honoring Crystal Megaridis – Oggerino moved, Spiros seconded to approve Resolution #2013-C Honoring Crystal Megaridis. Motion carried unanimously. Megaridis thanked the Trustees and said that serving on the Board has been a wonderful experience.

L. Scheduled Meetings - none

M. Community Events - none

N. Library Events

55+ Council Meeting	4/17/2013	1:00 PM
Ask the Master Gardeners	4/17/2013	6:00 PM
The Prairie Godmothers Present Green Cleaning Essentials	4/17/2013	7:00 PM
After School Chess - Kids	4/18/2013	4:00 PM
Poetry Workshop Series	4/18/2013	6:30 PM
Crime Readers Book Discussion	4/18/2013	7:00 PM
Play Reading Society	4/19/2013	2:00 PM
ESL Conversation Group	4/20/2013	10:00 AM
TAB	4/20/2013	2:30 PM
Start Early—Start Smart: College Major and Career Planning	4/21/2013	2:00 PM
Science Time: Planting Seeds	4/22/2013	10:30 AM
Adult Chess Group	4/22/2013	6:00 PM
Great Decisions	4/22/2013	7:00 PM
Get Money Smart	4/23/2013	1:00 PM
World Book Night	4/23/2013	5:00 PM
The Big Read: Highlights of Italy	4/24/2013	1:00 PM
Money Smart Apps	4/24/2013	6:00 PM
Genealogy Group	4/25/2013	1:00 PM
Daisy Scout tour	4/30/2013	2:30 PM
Giving Back--Volunteer Venues	4/30/2013	7:00 PM
Intermediate Excel	5/1/2013	3:30 PM
LinkedIn 101	5/1/2013	6:00 PM
A Virtual Visit with Adriana Trigiani	5/2/2013	7:00 PM
Getting Started with Your iPad	5/3/2013	3:30 PM
ESL Conversation Group	5/4/2013	10:00 AM
Adult Chess Group	5/6/2013	6:00 PM
Novel Idea- Heading Out to Wonderful by Robert Goolrick	5/8/2013	7:00 PM
After School Chess - Kids	5/9/2013	4:00 PM
Senior Friday Fun Days	5/10/2013	10:00 AM

Herpetology (Reptiles & Amphipians)	5/10/2013	6:30 PM
TAB	5/11/2013	2:30 PM
Adult Chess Group	5/13/2013	6:00 PM
Great Decisions	5/13/2013	7:00 PM

O. Adjournment

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

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Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2013

Balance on hand as of March 31, 2013.....	2,284,001.06
Cash Receipts for April.....	21,441.90
Cash Disbursements for April.....	237,432.61
Cash on hand as of April 30, 2013.....	2,068,010.35
Illinois Funds (Money Market) - Average Monthly Rate 0.049%	
General.....	97,910.28
Special Reserve.....	20,947.23
Working Cash.....	315.06
Bond.....	8,014.60
Children's Endowment.....	2,885.57
Endowment.....	11,169.39
<u>MPI Investments</u> .....	1,155,656.99
JP Morgan Chase - Savings - Rate .16%	
General.....	302,299.76
<u>Working Cash Fund</u>	
MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	50,888.65
Hinsdale Bank & Trust - Checking.....	26,316.45
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2013.....	2,068,010.35

FUND BALANCES AS OF 04/30/2013

Corporate Fund.....	1,382,788.17
Building & Maintenance Fund.....	76,089.92
I.M.R.F. Fund.....	6,121.63
Liability Fund.....	14,368.76
Social Security Fund.....	3,131.53
Special Reserve Fund.....	22,071.13
Working Cash Fund.....	391,404.72
Bond Fund.....	92,989.40
Misc. Balance Sheet Accounts from all Funds.....	79,045.09
Grand Total All Funds.....	2,068,010.35

14

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

Percent of Year: 83.33

	RECEIVED Apr 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	4,265.53	3,229,462.40	102.73%	3,143,629.00	-85,833.40
41110 · Bond Property Taxes	687.39	263,572.84	54.25%	485,845.00	222,272.16
41150 · Non-current Property Taxes	0.00	343.06	21.44%	1,600.00	1,256.94
43100 · Interest-Tax Levy	0.00	29.11	0.00%	0.00	-29.11
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>4,952.92</b>	<b>3,493,407.41</b>	<b>96.21%</b>	<b>3,631,074.00</b>	<b>137,666.59</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRICC	0.00	7,166.50	0.00%	0.00	-7,166.50
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>7,166.50</b>	<b>17.06%</b>	<b>42,000.00</b>	<b>34,833.50</b>
<b>INTEREST</b>					
43200 · Interest -Checking	3.61	59.23	1.97%	3,000.00	2,940.77
43500 · Interest - Investment	53.10	1,329.35	0.00%	0.00	-1,329.35
<b>TOTAL INTEREST</b>	<b>56.71</b>	<b>1,388.58</b>	<b>46.29%</b>	<b>3,000.00</b>	<b>1,611.42</b>
<b>DESK MONIES</b>					
45100 · Copier	507.40	3,946.53	78.93%	5,000.00	1,053.47
45120 · Computer Copies	961.51	8,999.08	89.99%	10,000.00	1,000.92
45200 · Fines/Fees	4,214.69	46,597.63	80.34%	58,000.00	11,402.37
45250 · Gifts/Donations	50.00	2,071.00	103.55%	2,000.00	-71.00
45300 · Lost Materials	561.50	9,333.64	77.78%	12,000.00	2,666.36
45350 · Non-Resident Fees	6,863.50	72,258.80	85.01%	85,000.00	12,741.20
45400 · DVD Fines	876.15	8,331.76	92.58%	9,000.00	668.24
45450 · Book Rental	143.55	1,819.20	72.77%	2,500.00	680.80
45550 · Meeting Room Rental	50.00	275.00	0.00%	0.00	-275.00
45600 · ILL Fees	72.40	443.20	0.00%	0.00	-443.20
<b>TOTAL DESK MONIES</b>	<b>14,300.70</b>	<b>154,075.84</b>	<b>83.97%</b>	<b>183,500.00</b>	<b>29,424.16</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	222.58	2,681.80	268.18%	1,000.00	-1,681.80
46750 · Collection Agency Fee	40.00	301.00	0.00%	0.00	-301.00
<b>TOTAL OTHER INCOME</b>	<b>262.58</b>	<b>2,982.80</b>	<b>298.28%</b>	<b>1,000.00</b>	<b>-1,982.80</b>
<b>GRAND TOTAL</b>	<b>19,572.91</b>	<b>3,659,021.13</b>	<b>94.78%</b>	<b>3,860,574.00</b>	<b>201,552.87</b>

15

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

Percent of Year: 83.33

	Apr 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	147,386.46	1,511,487.04	78.87%	1,916,545.00	405,057.96	1,970,000.00	458,512.96
61310 · Benefits - Medical / Life Ins.	9,702.25	82,204.88	76.12%	108,000.00	25,795.12	125,000.00	42,795.12
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	3,000.00	500.00
61330 · Benefits - IMRF	0.00	129,658.04	73.62%	176,129.00	46,470.96	195,000.00	65,341.96
61340 · Benefits - FICA	11,154.00	114,400.00	78.03%	146,615.00	32,215.00	155,000.00	40,600.00
61400 · Staff Development	293.65	12,169.54	73.31%	16,600.00	4,430.46	23,000.00	10,830.46
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	0.00	591.40	59.14%	1,000.00	408.60	1,500.00	908.60
61710 · Workers Compensation	0.00	10,564.00	114.83%	9,200.00	-1,364.00	12,000.00	1,436.00
61720 · Unemployment Insurance	491.24	4,730.27	155.60%	3,040.00	-1,690.27	5,000.00	269.73
<b>TOTAL PERSONNEL</b>	<b>169,027.60</b>	<b>1,868,305.17</b>	<b>78.51%</b>	<b>2,379,629.00</b>	<b>511,323.83</b>	<b>2,489,500.00</b>	<b>621,194.83</b>
<b>MATERIALS</b>							
62100 · Books	20,365.88	174,245.10	69.93%	249,175.00	74,929.90	255,000.00	80,754.90
62200 · Periodicals	188.22	29,642.46	82.00%	36,150.00	6,507.54	42,000.00	12,357.54
62300 · Audio	4,311.53	42,084.80	88.69%	47,450.00	5,365.20	52,000.00	9,915.20
62400 · Video	4,949.35	42,447.88	77.60%	54,700.00	12,252.12	60,000.00	17,552.12
62500 · Multi-Media	51.66	754.71	28.48%	2,650.00	1,895.29	3,700.00	2,945.29
62600 · Electronic Reference Resources	171.24	63,740.60	90.43%	70,488.00	6,747.40	75,000.00	11,259.40
62800 · Processing Supplies	958.05	21,682.49	94.27%	23,000.00	1,317.51	25,000.00	3,317.51
<b>TOTAL MATERIALS</b>	<b>30,995.93</b>	<b>374,598.04</b>	<b>77.46%</b>	<b>483,613.00</b>	<b>109,014.96</b>	<b>512,700.00</b>	<b>138,101.96</b>
<b>BUILDING</b>							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	5,375.80	57,279.75	104.15%	55,000.00	-2,279.75	65,000.00	7,720.25
63300 · Utilities	5,975.21	63,963.02	61.80%	103,500.00	39,536.98	16,000.00	-47,963.02
63400 · Maintenance Supplies	1,061.53	13,204.04	91.06%	14,500.00	1,295.96	20,000.00	6,795.96
63500 · Security System Monitoring	0.00	1,259.00	125.90%	1,000.00	-259.00	1,800.00	541.00
63600 · Property Maintenance	1,803.63	15,551.42	74.05%	21,000.00	5,448.58	35,000.00	19,448.58
63700 · Building Improvements	0.00	24,124.77	0.00%	0.00	-24,124.77	0.00	-24,124.77
63800 · Building Maintenance/Repairs	541.73	30,461.45	76.15%	40,000.00	9,538.55	60,000.00	29,538.55
<b>TOTAL BUILDING</b>	<b>14,757.90</b>	<b>205,843.45</b>	<b>87.59%</b>	<b>235,000.00</b>	<b>29,156.55</b>	<b>347,800.00</b>	<b>141,956.55</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,960.01	10,296.98	83.04%	12,400.00	2,103.02	16,000.00	5,703.02
64300 · Photocopy Supplies	588.52	2,774.63	55.49%	5,000.00	2,225.37	6,000.00	3,225.37
64400 · Patron Card Supplies	0.00	170.84	17.08%	1,000.00	829.16	2,000.00	1,829.16
64500 · Postage	10.74	3,632.92	45.41%	8,000.00	4,367.08	15,000.00	11,367.08
64600 · Non-Payment Reimbursement	0.00	1,024.37	29.27%	3,500.00	2,475.63	6,000.00	4,975.63
64700 · Travel	22.60	404.75	62.27%	650.00	245.25	1,000.00	595.25
64800 · Organizational Memberships	0.00	815.00	62.69%	1,300.00	485.00	2,000.00	1,185.00
64900 · Bank Fees	249.02	2,190.49	104.31%	2,100.00	-90.49	3,000.00	809.51
<b>TOTAL OPERATION</b>	<b>2,830.89</b>	<b>21,309.98</b>	<b>62.77%</b>	<b>33,950.00</b>	<b>12,640.02</b>	<b>51,000.00</b>	<b>29,690.02</b>
<b>AUTOMATION</b>							
65100 · Supplies (paper, ink cartridge)	1,389.47	8,403.78	93.38%	9,000.00	596.22	12,000.00	3,596.22
65200 · Automation-Prof Services	0.00	6,000.00	60.00%	10,000.00	4,000.00	12,000.00	6,000.00
65300 · Purchase of Equipment	179.00	4,555.09	33.49%	13,600.00	9,044.91	20,000.00	15,444.91
65400 · Automation Equip Mnt/Repair	57.10	903.97	60.27%	1,500.00	596.03	4,000.00	3,096.03
65500 · Software	75.24	13,857.20	69.63%	19,900.00	6,042.80	23,000.00	9,142.80
65600 · SWAN	15,523.84	62,095.36	100.98%	61,495.00	-600.36	64,000.00	1,904.64
65700 · Telecommunications	570.85	4,430.29	55.38%	8,000.00	3,569.71	12,000.00	7,569.71
<b>TOTAL AUTOMATION</b>	<b>17,795.50</b>	<b>100,245.69</b>	<b>81.17%</b>	<b>123,495.00</b>	<b>23,249.31</b>	<b>147,000.00</b>	<b>46,754.31</b>
<b>CONTRACTUAL SERVICES</b>							

16

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

Percent of Year: 83.33

	Apr 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
<b>66100 · General Professional Services</b>	380.00	19,877.90	111.67%	17,800.00	-2,077.90	30,500.00	10,622.10
<b>66200 · Credit Bureau</b>	44.75	809.65	53.98%	1,500.00	690.35	1,500.00	690.35
<b>66300 · Equipment-Maintenance Repair</b>	748.52	4,897.04	61.21%	8,000.00	3,102.96	11,200.00	6,302.96
<b>66900 · Fees - Bond Registrar</b>	0.00	240.00	0.00%	500.00	260.00	0.00	-240.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,173.27</b>	<b>25,824.59</b>	<b>92.89%</b>	<b>27,800.00</b>	<b>1,975.41</b>	<b>43,200.00</b>	<b>17,375.41</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
<b>67200 · Bonding</b>	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
<b>67300 · Officers &amp; Directors Liability</b>	0.00	1,000.00	100.00%	1,000.00	0.00	2,000.00	1,000.00
<b>67400 · Umbrella Liability</b>	0.00	3,283.00	60.80%	5,400.00	2,117.00	5,400.00	2,117.00
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>15,060.00</b>	<b>65.48%</b>	<b>23,000.00</b>	<b>7,940.00</b>	<b>25,000.00</b>	<b>9,940.00</b>
<b>MARKETING</b>							
<b>68110 · Marketing Newsletter</b>	0.00	16,955.91	74.75%	22,685.00	5,729.09	24,000.00	7,044.09
<b>68210 · Marketing Advertising</b>	60.00	880.00	24.44%	3,600.00	2,720.00	5,000.00	4,120.00
<b>68310 · Marketing Supplies</b>	130.47	779.64	35.44%	2,200.00	1,420.36	4,000.00	3,220.36
<b>68410 · Marketing-Information Printing</b>	0.00	2,350.56	47.01%	5,000.00	2,649.44	7,500.00	5,149.44
<b>68500 · Legal Notices</b>	0.00	988.80	49.44%	2,000.00	1,011.20	2,000.00	1,011.20
<b>68600 · Special Events</b>	1,808.47	13,346.71	52.96%	25,200.00	11,853.29	30,000.00	16,653.29
<b>TOTAL PUBLIC INFORMATION</b>	<b>1,998.94</b>	<b>35,301.62</b>	<b>58.17%</b>	<b>60,685.00</b>	<b>25,383.38</b>	<b>72,500.00</b>	<b>37,198.38</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Special Reserve Fund</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
<b>69200 · Bond Interest and Principal</b>	0.00	472,922.50	96.98%	487,655.00	14,732.50	480,000.00	7,077.50
<b>69800 · Operating Transfer Out</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
<b>69900 · Contingency</b>	0.00	14,123.50	159.68%	8,845.00	-5,278.50	100,000.00	85,876.50
<b>TOTAL CAPITAL OUTLAY &amp; CONTINGENCY</b>	<b>0.00</b>	<b>487,046.00</b>	<b>98.10%</b>	<b>496,500.00</b>	<b>9,454.00</b>	<b>680,000.00</b>	<b>192,954.00</b>
<b>GRAND TOTAL</b>	<b>238,580.03</b>	<b>3,133,534.54</b>	<b>81.10%</b>	<b>3,863,672.00</b>	<b>730,137.46</b>	<b>4,368,700.00</b>	<b>1,235,165.46</b>



ACTION ON BILLS April 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	44058 thru 44167	\$ 83,845.73
Salaries for April	35323 thru 35350 &	\$ 7,389.09
Direct Deposits	15498 thru 15653	\$ 98,495.54
	TOTAL	\$ 189,730.36
Additional Bills (Distributed at Board Meeting)	----- thru -----	
	MONTH'S TOTAL	\$ 189,730.36

# Indian Prairie Public Library District

## Check Register

April 1, 2013 through April 30, 2013

18

Type	Date	Num	Name	Amount
<b>121 - Checking - JP Morgan Chase</b>				
Liability Check	04/11/2013	44058	Adler & Associates	35.22
Liability Check	04/11/2013	44059	Nationwide Retirement	610.00
Liability Check	04/11/2013	44060	Vantagepoint	975.00
Bill Pmt Check	04/11/2013	44061	Alternative Energy Solutions, Ltd.	291.00
Bill Pmt Check	04/11/2013	44062	Aurico	146.00
Bill Pmt Check	04/11/2013	44063	Baker & Taylor	7,561.24
Bill Pmt Check	04/11/2013	44064	Baker & Taylor (video)	1,860.53
Bill Pmt Check	04/11/2013	44065	Bunn, David	16.95
Bill Pmt Check	04/11/2013	44066	Cabreana Audio Group	249.05
Bill Pmt Check	04/11/2013	44067	Canon Business Solutions	748.52
Bill Pmt Check	04/11/2013	44068	Carlson, Elizabeth	100.00
Bill Pmt Check	04/11/2013	44069	Center Point Large Print	112.37
Bill Pmt Check	04/11/2013	44070	Chicago Tribune	34.30
Bill Pmt Check	04/11/2013	44071	Colonial Life	47.32
Bill Pmt Check	04/11/2013	44072	Comcast	273.80
Bill Pmt Check	04/11/2013	44073	Constellation	4,060.26
Bill Pmt Check	04/11/2013	44074	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	04/11/2013	44075	DAC	118.50
Bill Pmt Check	04/11/2013	44076	DEMCO	269.37
Bill Pmt Check	04/11/2013	44077	Evanced Solutions	250.00
Bill Pmt Check	04/11/2013	44078	FedEx	10.74
Bill Pmt Check	04/11/2013	44079	Gale	116.17
Bill Pmt Check	04/11/2013	44080	Garvey's Office Products	199.00
Bill Pmt Check	04/11/2013	44081	ID Label	230.00
Bill Pmt Check	04/11/2013	44082	Ingram Library Services	56.36
Bill Pmt Check	04/11/2013	44083	Maloya, Diana	18.30
Bill Pmt Check	04/11/2013	44084	Micro Center	79.99
Bill Pmt Check	04/11/2013	44085	Midwest Tape	1,143.77
Bill Pmt Check	04/11/2013	44086	NCPERS Group Life	96.00
Bill Pmt Check	04/11/2013	44087	Old Town School of Folk Music	500.00
Bill Pmt Check	04/11/2013	44088	OverDrive	776.91
Bill Pmt Check	04/11/2013	44089	Phillip's Interior Plants	215.00
Bill Pmt Check	04/11/2013	44090	Quill	713.74
Bill Pmt Check	04/11/2013	44091	Random House	158.75
Bill Pmt Check	04/11/2013	44092	Recorded Books, LLC	1,193.64
Bill Pmt Check	04/11/2013	44093	Rogers Vending	118.18
Bill Pmt Check	04/11/2013	44094	Runco	538.72
Bill Pmt Check	04/11/2013	44095	Sebert Landscaping	697.00
Bill Pmt Check	04/11/2013	44096	Showcases	43.42
Bill Pmt Check	04/11/2013	44097	Speciality Mat Service	170.80
Bill Pmt Check	04/11/2013	44098	Stovall, Ann	126.73
Bill Pmt Check	04/11/2013	44099	The Penworthy Company	1,175.45
Bill Pmt Check	04/11/2013	44100	Trainer's Warehouse	75.06
Bill Pmt Check	04/11/2013	44101	Unique Books, Inc.	242.88
Bill Pmt Check	04/16/2013	44102	Allmake Appliance Repair, Inc.	138.73
Bill Pmt Check	04/16/2013	44103	Bank of America	4,034.19

# Indian Prairie Public Library District Check Register

April 1, 2013 through April 30, 2013

19

Type	Date	Num	Name	Amount
Bill Pmt Check	04/16/2013	44104	Case Lots Inc.	315.70
Bill Pmt Check	04/16/2013	44105	Darien Park District	1,106.63
Bill Pmt Check	04/16/2013	44106	Dietrich, Dionne	70.00
Bill Pmt Check	04/16/2013	44107	Do It Yourself Magazine	19.97
Bill Pmt Check	04/16/2013	44108	Downers Grove South High School	60.00
Bill Pmt Check	04/16/2013	44109	Fasano Pie Company	234.00
Bill Pmt Check	04/16/2013	44110	FrogLady Presentations	300.00
Bill Pmt Check	04/16/2013	44111	Garvey's Office Products	81.61
Bill Pmt Check	04/16/2013	44112	Gaylord Bros., Inc.	260.85
Bill Pmt Check	04/16/2013	44113	Groot Industries, Inc.	218.42
Bill Pmt Check	04/16/2013	44114	JavaSmart USA LLC	107.70
Bill Pmt Check	04/16/2013	44115	Lincoln National Life	87.21
Bill Pmt Check	04/16/2013	44116	Midwest Tape	68.97
Bill Pmt Check	04/16/2013	44117	OverDrive	118.94
Bill Pmt Check	04/16/2013	44118	Quill	339.74
Bill Pmt Check	04/16/2013	44119	Runco	49.80
Bill Pmt Check	04/16/2013	44120	Shaw, Donald	33.90
Bill Pmt Check	04/16/2013	44121	ShopSmart	34.95
Bill Pmt Check	04/16/2013	44122	Stevanovich, Linda	60.71
Bill Pmt Check	04/16/2013	44123	Tyco SimplexGrinnell	112.00
Liability Check	04/25/2013	44124	LIMRICC	2,012.01
Bill Pmt Check	04/25/2013	44125	Asimakopoulos, Jennifer	26.65
Bill Pmt Check	04/25/2013	44126	Baker & Taylor	5,512.05
Bill Pmt Check	04/25/2013	44127	Baker & Taylor (video)	985.23
Bill Pmt Check	04/25/2013	44128	BCBS	8,246.61
Bill Pmt Check	04/25/2013	44129	Bukovac, Jamie	101.32
Bill Pmt Check	04/25/2013	44130	Bunn, David	41.65
Bill Pmt Check	04/25/2013	44131	Center Point Large Print	22.17
Bill Pmt Check	04/25/2013	44132	CM Financial Corporation	99.00
Bill Pmt Check	04/25/2013	44133	Displays2go	55.41
Bill Pmt Check	04/25/2013	44134	Diverse Media, Inc.	32.92
Bill Pmt Check	04/25/2013	44135	Gale	1,680.84
Bill Pmt Check	04/25/2013	44136	Garvey's Office Products	152.43
Bill Pmt Check	04/25/2013	44137	Guardian	928.54
Bill Pmt Check	04/25/2013	44138	Harris, Monica	150.00
Bill Pmt Check	04/25/2013	44139	Ingram Library Services	4.79
Bill Pmt Check	04/25/2013	44140	Inkwell	367.65
Bill Pmt Check	04/25/2013	44141	LACONIOPP	17.00
Bill Pmt Check	04/25/2013	44142	Midwest Tape	468.87
Bill Pmt Check	04/25/2013	44143	OverDrive	149.86
Bill Pmt Check	04/25/2013	44144	Palmisano, Stacy.	11.30
Bill Pmt Check	04/25/2013	44145	Random House	10.00
Bill Pmt Check	04/25/2013	44146	Recorded Books, LLC	216.10
Bill Pmt Check	04/25/2013	44147	SWAN	15,523.84
Bill Pmt Check	04/25/2013	44148	The Penworthy Company	566.40
Bill Pmt Check	04/25/2013	44149	VSP Vision	80.47
Bill Pmt Check	04/25/2013	44150	Williams., Natalie	46.00

Indian Prairie Public Library District

Check Register

April 1, 2013 through April 30, 2013

20

Type	Date	Num	Name	Amount
Bill Pmt Check	04/25/2013	44151	Wlosinski, Maria	11.30
Liability Check	04/25/2013	44152	Adler & Associates	35.22
Liability Check	04/25/2013	44153	Nationwide Retirement	610.00
Liability Check	04/25/2013	44154	Vantagepoint	1,075.99
Bill Pmt Check	04/30/2013	44155	Baker & Taylor	2,408.42
Bill Pmt Check	04/30/2013	44156	Baker & Taylor (video)	898.81
Bill Pmt Check	04/30/2013	44157	C & S Sales Promotions, Inc.	742.50
Bill Pmt Check	04/30/2013	44158	Chicago Tribune	99.00
Bill Pmt Check	04/30/2013	44159	Colonial Life	47.32
Bill Pmt Check	04/30/2013	44160	Garvey's Office Products	403.47
Bill Pmt Check	04/30/2013	44161	Midwest Tape	284.52
Bill Pmt Check	04/30/2013	44162	NCPERS Group Life	16.00
Bill Pmt Check	04/30/2013	44163	Peregrine, Stime, Newman, Ritzman & Bruck	234.00
Bill Pmt Check	04/30/2013	44164	Phillip's Interior Plants	215.00
Bill Pmt Check	04/30/2013	44165	ScotPress Printing	72.40
Bill Pmt Check	04/30/2013	44166	Stevanovich, Linda	52.86
Bill Pmt Check	04/30/2013	44167	Unique Management	44.75
Total 10121 - Checking - JP Morgan Chase				<u>83,845.73</u>
<b>TOTAL</b>				<u><u>83,845.73</u></u>

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

April 2013

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	04/12/2013	17,980.36
ILDOR-State	Payroll taxes	04/12/2013	3,151.37
EFTPS-Federal	Payroll taxes	04/22/2013	18,617.64
ILDOR-State	Payroll taxes	04/22/2013	3,279.28
AT&T	Telecommunications	04/12/2013	297.05
Nicor	Gas	04/18/2013	1,597.53
DAC	Deposit to HRA	04/03/2013	2,500.00
US Bank	Credit Card Fee	04/02/2013	229.02
Hinsdale Bank	Fee-Direct Deposit	04/02/2013	20.00

**Director's Report  
May 2013**

**Agenda**

We have received responses to the trustee questionnaire from five residents. I've included their responses as well as the interview questions that were used two years ago by the trustees during the individual interviews.

For the election of officers the Officers Nominating Committee will present the slate at the meeting.

The trustees have discussed the need to upgrade the landscaping area at the Plainfield Street parking lot entrance. Sebert Landscaping, who did the landscaping project last year and manages our landscape maintenance has submitted a preliminary plan with an estimated cost of \$10,700.00 for the area east of the parking lot entrance. Laura has prepared a memo which provides information on the number of plants proposed and compares the cost of this project to the project done last summer. Laura and I are projecting that the library will have a surplus of approximately \$20,000.00 in the Building Budget lines.

For last year's project the trustees approved a "not to exceed" dollar amount and appointed trustees to work with me, Laura and the landscaper to finalize the design.

**Non-Resident Library Card Fee**

The new rate will be \$211.00 July 1 up from \$205.00.

**Trustee Oath of Office**

Since trustee terms do not end until after this May meeting Luanne will not take the oath of office until the June meeting. Of course, new trustees would also take the oath at that time.

**World Book Night**

The library had a great opportunity to be visible in the community on Tuesday April 23rd when we celebrated World Book Night. Thirty library volunteers, staff, and board members – including me, Marian, Vicki, Crystal and Luanne - passed out 300 books at 12 locations in the community. Some of the volunteers were teens who Sarah Joynt organized and it was great to get them involved in this community effort and have them promote the love of reading. We talked to people in restaurants, coffee shops, and the park district and gave them a free book. We engaged people of all ages who hadn't read in a long time. We were also able to educate members of the community about the library and received many positive comments about the library services. My favorite story is of a teen who selected a book and I handed it to him. He took it and said, "Don't I have to sign anything?" I said, "No that book is yours to keep". His eyes became really wide and he clutched the book to his chest and said "Thank you!"

## Staff

Christine Borucki resigned as custodian/monitor April 30. We hired Ben Egler May 1 as custodian/monitor at a salary of \$12.48. Anastasia Daskalos was hired as Senior Circulation Supervisor at a salary of \$14.58/hour starting April 17. Thomas Tomaszewski was hired as a Computer and Magazine Assistant starting May 3 at a salary of \$12.48/hour. Jez Layman was hired as a Readers Advisory Assistant starting May 17 at a salary of \$14.16 per hour. I participated in the 2<sup>nd</sup> round of interviews for the Readers Advisory Assistant and Laura participated in the second round of interviews for the Computer and Magazine Assistant and was the second interviewer working with Debbie Sheehan for the Senior Circulation Supervisor position.

For this year's staff institute day we had a couple of goals

- Conduct a final review of the crisis plan and give staff the opportunity to ask police questions so as to provide more guidance on how to respond to situations,
- Promote the services of CompPsych which is a service provided by the library to all staff for counseling, financial and legal services. The library pays an annual fee of \$2,500.00 to provide this service. Currently this service has low usage so I'm hoping that this promotion will increase usage. It is something we will watch over the next year and review for the 2014 budget.
- Give staff an overview of the variety of new services being offered by libraries. This was accomplished by a presentation by Monica Harris of Oak Park Library who started and manages a participatory space at the library called The Idea Box (if interested you can find out more about this at the Oak Park Library website) and I prepared and presented a power point giving an overview of new types of library services. I'd like to share this information with the trustees this summer. After the presentations staff met in groups to develop ideas for new services based on what they heard. I'm guessing we have 80 to 100 ideas from the groups. As you can imagine, we're still reviewing those.
- Connect staff who normally don't work together. This was done in several ways. Laura and I created teams that were organized by fun characters such as zombies, pirates, rock stars, cats, dogs, nerds, etc. Laura actually found rubber duckys made up as these characters so each staff person received the appropriate rubber ducky. Each team of eight had to sit together during the day. In the morning they met in their teams to answer "getting to know you" questions such as "If you could go anywhere in the world where would you go? Why?", "If someone gave you \$10,000.00 what would you spend it on? Why?", "If you could talk to anyone in the world, who would it be? Why?" The final question everyone had to answer is "What is a fascinating fact about you." These responses were recorded and later shared with the entire staff. In addition these same teams met after the presentation that Monica and I gave to develop ideas for new services the library should consider.

The staff evaluations of the day have been positive with lots of 4's and 5's. Plus our team idea worked - Laura has noticed lots of "cross-departmental" friend requests on Facebook since our day. Staff really did get to know each other and make new friends!

For the past six weeks I have been meeting regularly with Natalie to do her orientation and training, answer questions she has and bounce around ideas. A staff appraisal was recently due and she and I worked together on that. I'm really pleased with the way that she has embraced the job.

Jamie Bukovac, Director

## Assistant Director's Report

### May 2013

#### Building and Grounds:

The Darien Garden Club planted some fresh flowers in our two pots at the front entrance and the big planter near the handicapped parking.

#### Staff Institute:

We had great attendance for our April 26<sup>th</sup> Staff Institute Day – 80 staff! We started the day with a Q & A with Sergeant Piccoli from the Darien Police about the Crisis Plan. While he was talking, another officer fired off some blanks in the next room so the staff could hear what gunshots sound like. After the police presentation, a representative from ComPsych, our Employee Assistance Program presented a review of all the great services that are available to the staff. Next, we got the staff moving with a "getting to know each other" exercise where staff was broken into groups of people they didn't normally work with and took turns answering different questions. Then, we came back together in the meeting room and departments took turns reporting on what's happening in their department. Then, longevity rewards were distributed:

- 5 Yr: Jennifer Asimakopoulos, Barb Boyer, David Bunn, Mieko Fujiura, Jeanette Hahn, & Nadine Lipowski
- 10 Yr: Debbie Sheehan & Robert Milewski
- 15 yr: Patty Czuba & Hugh Glenn
- 20 yr: Martha Ramirez
- 30 Yr: Debbie Wordinger

After lunch, Monica Harris from Oak Park Public Library gave a great presentation on "participatory spaces" followed by Jamie who gave an overview of trends in the library world. The staff broke back into groups and brainstormed some ideas for Indian Prairie. It was a very fun and energetic day.

#### Crisis Plan:

The plan has been reviewed with each department and I have made changes based on staff input. The Darien Police also reviewed the plan and held a Question and Answer session with staff at Staff Institute. They also suggested a few changes during their presentation which I have incorporated. I've attached a final draft of the plan to this report.

#### Big Read Final Event:

Adriana Trigiani was FANTASTIC! We had 80 people at our Virtual Visit on May 2nd. The audience was very engaged and especially enjoyed the interactive audience Q and A.

#### Friends of the Library:

For the next two weeks, it's all about the book sale! Please join us Saturday, May 18<sup>th</sup> from 9am-3pm or Sunday, May 19<sup>th</sup> from 1pm-3pm. We have lots of great items for sale. Be sure to check out the IPPL Facebook page for photos of some of the "special" items.

#### Social Media:

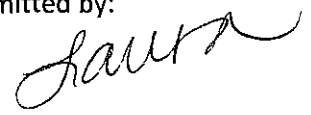
Debbie Sheehan has joined our Social Media Team. She brings a fresh approach to our Facebook page and has gotten a lot of interaction from our patrons with her "Did you know its \_\_\_day?" A couple of examples of her posts are: "Today is National Teacher's Day! Join us in thanking all teachers past and present! Who was YOUR favorite teacher?" or "So...today is "No Diet Day" What would you eat if you could eat anything?"



**Volunteer Venues 4/30:**

ry Kreckleberg and I organized a program for people to see the wide range of volunteering opportunities in our community. The panel consisted of several organizations: Giving DuPage, People's Resource Center, School on Wheels, DuPage PADS, Walk-In Ministry of Hope, and the library. Each organization was given a chance to talk about their mission, services, and volunteer needs. (I have received three emails from potential volunteers since the event.) I learned a lot about other organizations and what they do and will be able to better refer people to agencies when they ask for assistance. The most important outcome of the evening was that I learned how important it is that our staff and volunteers know that all of our services exist so they can tell someone in need what help we have to offer. Although I briefly cover all of our services in a volunteer orientation, I am going to start signing up our volunteers for our e-news letter to keep them in the loop and remind them about our ongoing services and programs.

Submitted by:



Laura Birmingham

## **Crisis Plan for Indian Prairie Public Library**

This plan is written to better prepare staff on how to handle potential crisis situations. In all cases below, notify the librarian in charge IF there is time. If time is of the essence, take emergency action immediately.

**Remember: ALWAYS USE CAUTION AND NEVER ENDANGER YOUR OWN LIFE!**

**THINK FOR YOURSELF – USE COMMON SENSE.**

### **PART 1:**

#### **i. AN IMPORTANT NOTE ABOUT TELEPHONES:**

**If you dial 9-1-1, and have to drop the phone for any reason, just leaving a landline phone off the hook will bring help!**

If possible, if there is a library phone in the room, pick up the handset, dial 9-1-1 and if you are able to talk to the 9-1-1 Operator, do so, otherwise simply leave the phone off the hook so that responders can identify the location.

If there is no office phone, use any cell phone to call 9-1-1 and give them information as you are able.

9-1-1 operators cannot identify locations from a cell phone.

#### **ii. HOW TO DESCRIBE A PERSON:**

When calling 9-1-1 it is important to give a good description of the person you are calling them about.

**Remember:**

- Keep terms and description simple
- Start at head and work to the shoes
- Approximate height and weight or build
- Perceived race (white, black, Hispanic, etc.)
- Hair color (basic, gray hair, bald, light hair or dark hair)
- Facial description (glasses, cap, scars, facial hair)
- Clothing (top, bottom, shoes) description with color (keep it simple: red, blue, brown black etc.)
- Describe anything they are carrying (purse, backpack, etc.)
- Do they appear to be carrying a weapon? (Describe)
- Any other characteristics that are unique to the person

**iii. BUILDING EVACUATION PROCEDURES:**

1. Have an escape route and plan in mind. If possible, follow fire evacuation procedures. The highest ranking person in the area should lead staff and patrons out the nearest exit and as far away from the building as possible.
2. Leave belongings behind. Help others escape if possible.
3. Keep your hands visible. Follow the instructions of any police officers.
4. If persons are unable to exit, head to the nearest room and lock the door. Using an office telephone, call 9-1-1 to alert them know how many people are still in the building.
5. If able staff should meet at Tri State Fire Department (next door).

**iv. ALWAYS BE PREPARED:**

The best defense is to be prepared. Think about escape routes from different areas of the library. Talk about it with other staff. If something should occur, you will be better prepared to lead yourself and others to an exit.

**PART 2: SPECIFIC SITUATIONS:**

**i. MISSING CHILD ("CODE ADAM"):**

If a child is reported missing by a parent/guardian/caregiver:

1. Obtain a detailed description of the child and what he/she was wearing.
2. Call the circulation department at extension 221 or 222 and tell them to page a "CODE ADAM"
3. The circulation staff, using the library paging system, will alert all staff that there is a "CODE ADAM": "Attention staff, there is a CODE ADAM. Please stop what you are doing and look for a child (give description). Attention patrons, we are asking everyone to stay in the building while we attempt to locate a missing child. Please stay where you are until an all clear is given."
4. As soon as the CODE ADAM announcement is heard, a Circulation staff person should immediately stop what they are doing and stand by the entrance doors and not allow anyone to leave the building until all clear is given. All other staff should stop working to look for the child.

- 5. If the child is not found within 10 minutes, call 9-1-1
- 6. If child is located, alert staff using paging system that the child has been found and to return to work. "Attention everyone, the child has been located, you may resume what you were doing."

**ii. ARMED INTRUDER:**

- 1. Keep calm.
- 2. Move quickly to a safe location. If you can get out, get out!
- 3. DO NOT confront, threaten, intimidate, or attempt to disarm the offender.
- 4. If you are able, call 9-1-1 and describe the situation and your location. If not possible to speak, simply dial 9-1-1 on a landline phone and leave it off the hook.
- 5. If able to, initiate a HARD LOCKDOWN.

**iii. ACTIVE SHOOTER/RANDOM ACT OF VIOLENCE:**

**A. If you can hear gunshots in the immediate vicinity:**

- 1. Go to the nearest room or office. Take others with you if possible. If you can get out, get out!
- 2. Close and lock the door. Blockade the door with heavy furniture if possible.
- 3. Turn off the lights (if it is dark out).
- 4. Direct everyone to silence mobile phones.
- 5. Get everyone to lie on the floor and out of line of fire. Pack the door or exposed wall with as much stuff as possible (coats, books, boxes, selves, etc.) Remain quiet.
- 6. When it is safe to do so, call 9-1-1. Never assume that someone else has already called for help.
- 7. Stay in your location until otherwise instructed by emergency response team.

**B. If you are directly involved and in imminent danger:**

Attempt to disrupt and/or incapacitate the active shooter by acting aggressively, throwing items and/or improvising weapons, and yelling.

**C. If you are not directly involved and you do not hear gunshots nearby and it appears safe to exit**

1. Guide others to an exit.
2. Do not run in a straight line, use a zig zag pattern.
3. Keep your hands visible at all times.
4. Call 9 -1-1 from any telephone to provide location of incident, the number of suspects and description, number of location of injured victims.
5. Once out, head to Tri-State Fire and wait for others to arrive.

**iv. Telephone/ Bomb Threat**

1. Listen to the entire message or the caller, do not interrupt.
2. Write down all the information. If a number shows up in the Caller ID window, write it down.
3. Note any background noises, tone of voice, or anything unusual.
4. Keep caller on the phone (if possible).
  - a. Ask type of bomb
  - b. Ask location of bomb - where is the bomb?, is it inside or outside?
  - c. Ask time of detonation
  - d. Ask why the library was targeted.
5. After you hang up, call 9-1-1 immediately.
6. Ask someone else to alert the in-charge person.
6. Initiate lockdown or evacuation based on directions from 9-1-1.

**v. Explosion or Terrorist Attack (Bomb blast, airplane crash, etc.)**

1. Seek protection from flying glass and debris under a desk, table or other heavy furniture.
2. If it is considered safe, remain inside building until directed to evacuate.
3. Follow directions of emergency responders.

**vi. Unruly Patron (Disturbed, abusive, or intoxicated patrons)**

1. Remain calm and call 9-1-1.
2. Tell an in-charge person or notify the security monitor that you have called 9-1-1.
3. Stay away from the person, but keep your eye on them so that you can tell the police where they are, what direction they headed , etc.

**PART 3 – Lockdown and Evacuation Procedures:****i. LOCKDOWN PROCEDURES****A. Hard lockdown**

1. Find the closest interior room.
2. Lock the door and turn off the lights.
3. Silence your cell phone so the ringer doesn't alert an intruder.
4. Call 9-1-1 from an office phone or if that's not possible, use your cell phone and keep the line open.
5. Get down on the floor and under furniture if possible. Pack as much stuff in front of the door as possible (books, coats, boxes, shelves, etc.)
6. Do not move unless instructed by emergency personnel.

**B. Soft lockdown** ("Business as Usual"): Police direct us to not let anyone in or out of the building due to danger in the immediate area.

1. Lock front and Receiving Room doors.
2. No one may enter and no one may leave.
3. Make announcements that the library is in a soft lockdown due to potential threat in the immediate vicinity (i.e. shooter, kidnapper, bank robbery)
3. Wait for instructions from emergency personnel.

Adult Services April 2013

The AARP tax aid ended in April with over 84 people getting assistance during the month.

Popular programs held in March included the Big Read programs An Afternoon at the Opera with 73 in attendance and a travelogue on Italy with 65 in attendance. The other most attended program was 60 people at Super Couponing.

We were one of three libraries to host a virtual visit with Big Read author Adrianna Trigiani. We had 78 people here. Several patrons expressed that they had been a little unsure about a virtual visit, but found it worked fine and they had really enjoyed it.

Jennifer tried a game night for twenty and Thirty-somethings. The teens gaming volunteers helped and stayed to be part of the fun. There were 16 people there as participants. Those who filled out a survey were looking forward to doing it again. Jennifer is looking into scheduling it regularly, perhaps every other month.

To increase our presence in the community, Suzy organized our participation in World Book Night. This is a national program in which publishers donate copies of their books to be distributed in the community with the hopes of getting them into the hands of people who aren't readers. We stuffed the books with information about the library and went out in two person teams to shopping and eating areas throughout the three towns and gave out over 300 books.

Shirley has continued to hold Zinio (downloadable magazine) drop-in training for patrons. She is still working out how to assess use. Counting statistics on virtual sources is not always as straightforward as counting checkouts on the paper copy. She is also working with Cris on ways to promote this new service.

Debbie Wordinger

## TECHNICAL & COMPUTER SERVICES REPORT April 2013

### Strategic Plan Goals

- Improve patron browsing within Dewey topics – Technical Services started to re-classify and label Junior Biographies into topics (Junior/Biography/Presidents/Obama) and have completed books about presidents, artists, inventors, explorers and business.
- Investigate and implement other technology uses for the Tech Bar. (2013)- Currently there are eReaders at the tech Bar. A Samsung Galaxy tablet was recently purchased for Adult Services to get familiar with device to better assist patrons with theirs and will then go out at the Tech Bar which will focus more on tablets.
- Continue to improve and promote the mobile access to the library. In classes that Dave and I teach related to mobile our iPad and App classes we promote the LibAnywhere mobile App as well as other library App mobile access. We are investigating mobile detection for patrons who access our website with their smartphones or other mobile devices.
- Implement project management software to increase project efficiency and effectiveness. I have researched various free and paid online project management software and we are going to try a free product "Trello". I am currently working with Jamie to implement the software and set-up staff training.

### Other Projects

- I developed and presented new program "Money Smart Apps" for "Money Smart Week".

Ann M. Stovall, Head of Technical & Computer Services, May 9, 2013



33

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

**Overview**

For Youth Services, April is a month of wrap-up. We concluded another session of successful storytimes, including a weekly Polish program, and we've finished some of the collection assignments that we've been working on, like replacing fiction VHS tapes with DVDs and adding new apps to our iPads. As we say goodbye to these programs and projects, we are transitioning into a time of full-blown preparation and getting ready for a great Summer Reading Club!

**Collections and Services**

Natalie, Sarah, and Monica completed interviews for Summer Youth assistant applicants. We hired Krista Koontz, who will begin at IPPL on May 13th.

On Saturday, Jun 1<sup>st</sup>, we are hosting our big SRC Take Off event – which you are all invited to attend! We've booked musical guests from the Old Town School of Folk Music and an ice cream truck. We've also designed an airport-themed activity course with a suitcase race, a boarding pass craft station, security checkpoint dance party, and an airport shuffle for the kids to go through before they sign-up for SRC.

Sarah and Jane have updated all of our adult and summer VolunTEEN materials (applications, website, procedures, handbook, schedule, etc.) and Monica has coordinated all of our Chess volunteers and their trainings.

With Judy's encouragement, we had 29 kids finished the 3 ISLMA Challenge awards!

Kelly has accomplished a lot in collections. She cleaned up the Picture Holiday category, added Amelia Bedelia and Pinkalicious to Picture Favorites, made Picture Book tri-fold handout, and finished weeding VHS tapes from the children's fiction DVD collection

We made new updates on our iPads. Monica purchased and uploaded apps on two Junior iPads and Kelly has updated our Early Literacy iPads.

Jane collected crayon donation bins for delivery to SCARCE 4/13 – Swap N SHOP program community participation

**Programs**

We offered 35 programs this month – Babies, Books, & Songs, Explore Time, On Our Own, Terrific Twos, Walkers, and our All Ages Family storytimes. We are especially proud of Kelly's new Polish/English Storytime which was a big hit! The families who attended were so delighted that they've formed a small group and Kelly is working with them to ensure that they will continue to have a program in Polish. We also participated in special events like our own Swap & Shop and World Book Night. We also offered teen meetings and college prep events.

**Outreach**

Monica worked with local Cub Scout leader to develop a plan for summer computer coding classes and with the leader of an area school-age LEGO group to provide database training and research assistants and group visit.

**Schools**

Three classes of 3rd graders from Gower West had to read a biography and dress up like the person that they were learning about. Laura Giampoli, Library Aide, came over and we selected about 50 books which she checked out on the Gower West card and took them back to the school.

Judy contacted 17 schools requesting visits by IPPL staff for Summer Reading presentations. 14 schools are scheduled for visits and 3 requested brochures only. Visits will be the end of May.

**Desk Staff**

Natalie has been studying the staff's monthly and desk schedules and has created a regular schedule for staff which is being implemented slowly as it fits into the plans already made for SRC, but which will take full effect by fall. One of the big changes is that we will be using subs much less.

**Sharing our Expertise**

Our program proposal was accepted for the fall ILA conference, titled KIDS READ: A Community-Wide Literary Event for Kids.

Sarah was interviewed by Sandy Bosch for National Library week article. The article is included in the Communication part of your packet.

**Pages**

Ashley created a "novels in verse" display for the teen space for national poetry month. Ashley, Yulia, Mary Lynn and Corinne assisted with shifting the biographies to make space for newly genred biographies.

*Submitted by Natalie Williams 5/9/2013*



Clair Lyta  
Hannah

Reese Sofia

Noelle

Sara

We ♥ IPPPL!

Thank you Monica!

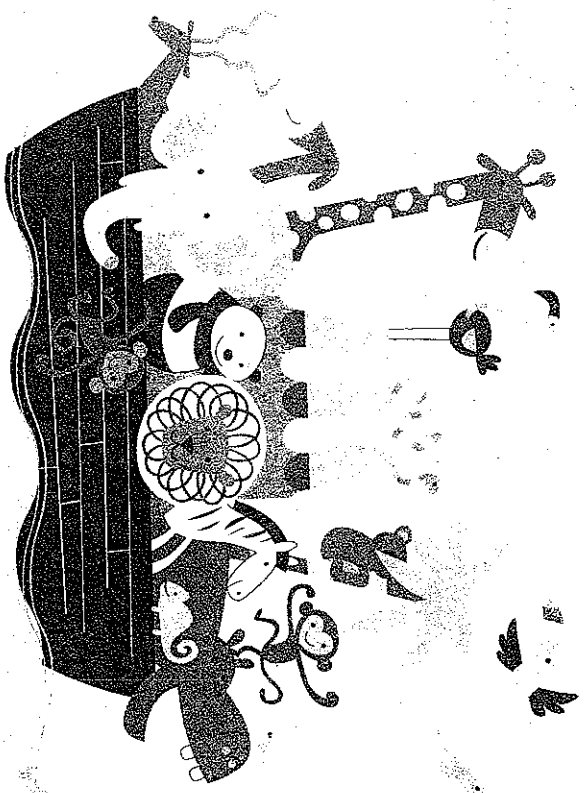
Love, Gower West Daisy troop #51190

Amy Baughman



Thank you for the tour!  
you did a great job with  
the girls! Wendee

Hallmark



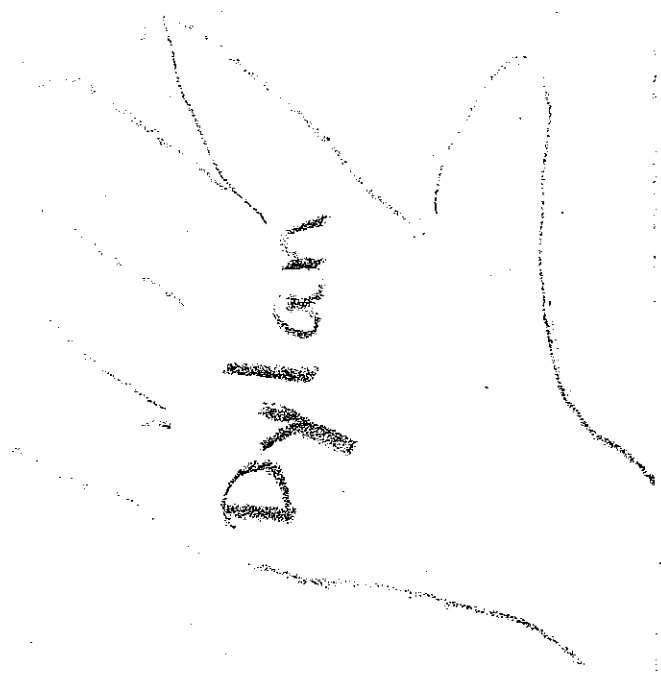
7/11/2015

Dear June,

Thank you for making our very first library class so safe and fun. We really looked forward to coming each week.

Sincerely,  
Dawn  
and

Dylan



Circulation Services

April 2013

Circulation has dipped slightly from this time last year. In April 2012 we circulated 73,470 items while this year it was 71,161 items (approximately -3%). Patron visits were also down from 41,202 last year to 38,079 this year (-7%), Holds placed were lower - 9980 last year compared to 8807 this year (-12%). ILLs sent were basically the same while ILLs received were up slightly (+4%).

SWAN is now able to report holds placed. Please note we did not get these figures for February and March.

While looking at the "raw" numbers (numbers not adjusted for on-line check outs and renewals) patrons did more checkouts at the self checks than they did at the Check-Out Desk.

Self Check – 31, 818  
Check Out Desk – 30, 326

When we were at ILA last year, we met a new vendor (Team One) who sells a number of items – among them receipt paper. We started ordering our "re-stick" paper (we use this for holds) from them almost immediately for a savings of over \$100 per order. We are now ordering our regular receipt paper from Team One- again at a significant savings over our old vendor.

As I stated last month, our Senior Supervisor, Mieko Fujiura-Landers resigned to take a Librarian position at the Downers Grove Library. We hired Anastasia Daskalos, who comes to us from the Eisenhower Library in Norridge. Mieko has agreed to continue to help with Anastasia's training.

Sharing Expertise:

On April 10, I participated in a Circulation Advisory Kick-off Training Initiative for 2013. 16 libraries were asked to showcase their Circulation Department. Circulation Managers from other libraries were then given the opportunity to speak with us, ask questions and then sign up to visit. I am excited to see who will be visiting IPPL!

Debbie Sheehan  
Head of Circulation Services

					Circ Stats							
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
Month	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
July	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	
Aug.	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	
Sept.	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	
Oct.	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	
Nov.	55,829	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	
Dec.	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	
Jan.	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	
Feb.	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	
Mar.	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	
Apr.	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	
May	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927		
June	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339		
Renewals through the webpack not included before April								1,284				
							Electronic Circulation		3,852			
Yearly												
Total	716,144	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	746,475	
<b>Beginning 2009-2010 totals include electronic circulation</b>												
*Missing data--used an average number to get a total												
Highest totals for months relative to previous years												
**Construction 10/11/10-11/11/10												

STATISTICS FOR	Apr-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	45,480	46,265	473,847	466,692	2%
Teen	2,956	3,242	35,997	37,604	-4%
Kids	20,804	22,558	218,147	232,940	-6%
TOTAL	69,240	72,065	727,991	737,236	-1%
Electronic Circulation	1,921	1,405	18,476	11,172	65%
GRAND TOTAL CIRC.	71,161	73,470	746,467	748,408	0%
% Reciprocal Borrowing	15%	15%	16%	15%	
Patron Visits	38,079	41,202	398,412	414,650	-4%
<b><u>Current Cards</u></b>					
Resident	164	172	23,107	23,495	-2%
Non-Resident	82	58	1,085	1,010	7%
TOTAL	246	230	24,192	24,505	-1%
<b><u>Patron Assistance</u></b>					
Adult - Reference	4,871	3,594	37,331	34,324	9%
Kids - Reference	1,634	2,395	18,960	24,045	-21%
TOTAL REFERENCE	6,505	5,989	56,291	58,369	-4%
Adult - Other	746	790	15,404	7,870	96%
Kids - Other	2,861	1,191	18,277	13,514	35%
TOTAL OTHER	3,607	1,981	33,681	21,384	58%
GRAND TOTAL ASST.	10,112	7,970	89,972	79,753	13%
<b><u>ILL/Reserves</u></b>					
Holds	* 8,807	9,980	* 76,661	102,183	-25%
ILLs Sent	5,237	5,305	53,162	54,478	-2%
ILLs Checked Out	6,112	5,793	61,932	61,639	0%
ILLs Received	6,521	6,270	66,825	67,197	-1%
Copy/Fax Sent	0	0	5	2	150%
Copy/Fax Received	4	9	47	66	-29%
<b><u>Programs - Adult</u></b>					
# Programs	13	9	68	54	26%
Attendance	363	322	2,559	1,649	55%
<b><u>Computer Classes</u></b>					
# Programs	3	12	64	50	28%
Attendance	22	108	702	567	24%
<b><u>Individual Technology Training</u></b>					
# of Patrons	139		701		
<b><u>Groups</u></b>					
# Programs	13	13	135	123	10%
Attendance	180	237	1,855	1,757	6%
<b><u>Others</u></b>					
# Programs	5	4	20	20	0%
Attendance	129	62	452	319	42%
<b><u>Programs - Teen</u></b>					
# Programs	7	6	98	73	34%
Attendance	99	60	1,627	1,202	35%
<b><u>Programs - Kids</u></b>					
# Programs	36	11	329	300	10%
Attendance	1,376	1,224	16,358	17,158	-5%
GRAND TOTAL ATT.	2,308	2,013	24,254	22,652	7%

\* does not include FEBRUARY & MARCH → NOT AVAILABLE

STATISTICS FOR	Apr-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,591	4,104	42,755	40,367	6%
Kids Computers	1,333	1,565	15,030	16,923	-11%
Teen Laptop	187	224	1,952	1,909	2%
Adult Laptop	200	96	1,869	1,178	59%
<b>TOTAL PATRON USE</b>	<b>6,311</b>	<b>5,989</b>	<b>61,606</b>	<b>60,377</b>	<b>2%</b>
<b>Hours Used</b>					
Adult Computers	3,123	2,948	29,819	28,870	3%
Kids Computers	716	888	9,313	9,895	-6%
Teen Laptop	253		2,327.50		
Adult Laptop	349		3,458		
<b>TOTAL HOURS USED</b>	<b>4,441</b>	<b>3,836</b>	<b>44,917.50</b>	<b>38,765</b>	<b>16%</b>
<b>IPPL Web Site Visitors</b>	<b>18,951</b>	<b>14,816</b>	<b>198,399</b>	<b>218,701</b>	<b>-9%</b>
<b>IPPL Total Page Views</b>	<b>20,439</b>	<b>17,632</b>	<b>206,391</b>	<b>380,266</b>	<b>-46%</b>
<b>Subscription Database Logins</b>	<b>2,556</b>	<b>2,319</b>	<b>26,621</b>	<b>24,233</b>	<b>10%</b>
<b>Peek-A-Books</b>	<b>1,649</b>	<b>2,281</b>	<b>19,927</b>	<b>20,685</b>	<b>-4%</b>
<b>Outreach-Homebound</b>					
Items Delivered	156	155	1,554	1,677	-7%
<b>Volunteers</b>					
Number Active	69	71			
Hours Worked	414.25	462.25	4,889	5,956.00	-18%
<b>Staff Training Hours</b>	<b>614.50</b>	<b>81</b>	<b>1,329.75</b>	<b>1,566.50</b>	<b>-15%</b>
<b>Room Use</b>					
Multi-Purpose Room	21	13	188	170	11%
Meeting Room					
Library	39	33	344	339	1%
Non-Library	37	31	289	209	38%
Group Study Room	286	428	2,475	3,378	-27%
Lobby Programs	2	1	18	14	29%
Conference Room	15	15	151	138	9%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



MATERIALS COLLECTION STATISTICS- APRIL 2013

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	1458	11	9	1460	132	278	143	287
Non-Fiction	53254	446	481	53219	3069	2029	3515	2510
Fiction	38932	463	224	39171	3730	3101	4193	3325
<b>TOTAL</b>	<b>93644</b>	<b>920</b>	<b>714</b>	<b>93850</b>	<b>6931</b>	<b>5408</b>	<b>7851</b>	<b>6122</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	890	0	0	890	11	10	11	10
Non-Fiction	20091	41	161	19971	967	966	1008	1127
Fiction	27740	244	139	27845	2189	1335	2433	1474
<b>TOTAL</b>	<b>48721</b>	<b>285</b>	<b>300</b>	<b>48706</b>	<b>3167</b>	<b>2311</b>	<b>3452</b>	<b>2611</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	936	3	0	939	54	10	57	10
Fiction	3291	35	9	3317	483	339	518	348
<b>TOTAL</b>	<b>4227</b>	<b>38</b>	<b>9</b>	<b>4256</b>	<b>537</b>	<b>349</b>	<b>575</b>	<b>358</b>
<b>GRAND TOTAL</b>	<b>146592</b>	<b>1243</b>	<b>1023</b>	<b>146812</b>	<b>10635</b>	<b>8068</b>	<b>11878</b>	<b>9091</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	4471	70	34	4507	426	54	496	88
Music CD	9929	69	11	9987	548	101	617	112
Playaway	396	1	0	397	56	11	57	11
Video (VHS & DVD)	14824	172	8	14988	1589	147	1761	155
CD-ROMs	164	0	1	163	1	2	1	3
<b>TOTAL</b>	<b>29784</b>	<b>312</b>	<b>54</b>	<b>30042</b>	<b>2620</b>	<b>315</b>	<b>2932</b>	<b>369</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	770	7	1	776	89	268	96	269
Childrens Music CD	856	9	3	862	37	267	46	270
Junior Music CD	156	0	1	155	15	2	15	3
Playaway	63	0	0	63	0	0	0	0
Video	4622	88	358	4352	388	874	476	1232
<b>TOTAL</b>	<b>6467</b>	<b>104</b>	<b>363</b>	<b>6208</b>	<b>529</b>	<b>1411</b>	<b>633</b>	<b>1774</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	229	2	0	231	29	1	31	1
Music CD	359	1	0	360	45	31	46	31
Playaway	67	0	0	67	1	2	1	2
Video	457	1	1	457	46	29	47	30
Console Games	429	6	0	435	57	30	63	30
<b>PC-GAMES (formally CD-ROMS)</b>	<b>467</b>	<b>0</b>	<b>1</b>	<b>466</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>10</b>
<b>TOTAL</b>	<b>2008</b>	<b>10</b>	<b>2</b>	<b>2016</b>	<b>180</b>	<b>102</b>	<b>190</b>	<b>104</b>
<b>GRAND TOTAL</b>	<b>38259</b>	<b>426</b>	<b>419</b>	<b>38266</b>	<b>3329</b>	<b>1828</b>	<b>3755</b>	<b>2247</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	1082	30	1112	372		402	
Kids and Teens ebooks	298	0	298	75		75	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	12473	178	12651	2373		2551	

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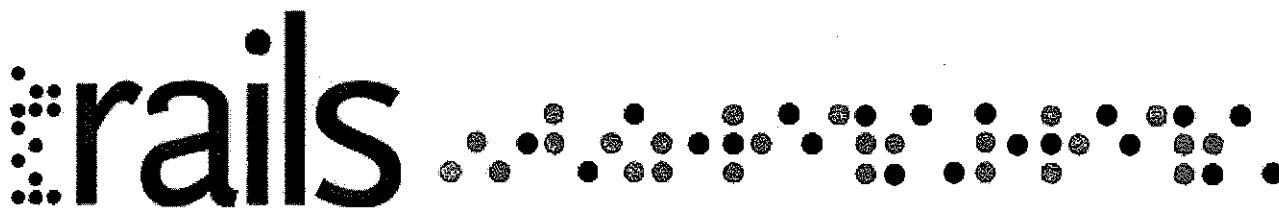
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42

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**RAILS Upcoming Board Election**

RAILS thanks members who nominated candidates for the five positions on the RAILS Board of Directors: two at-large seats - to be filled by individuals representing RAILS libraries of any type (academic, public, school, or special), two public library trustee seats - to be filled by board members from RAILS public libraries, and one special library seat - to be filled by an individual representing a RAILS special library. The RAILS Board Nominating Committee meets today, April 17, to review these nominations and to prepare the official ballot. Watch for further details coming soon.

**RAILS April Board Meeting**

The RAILS Board will meet on Friday, April 26 at 1 p.m. The meeting will be held at Burr Ridge and at other videoconference locations. This meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and supporting documents, see: <http://www.railslibraries.info/board/meeting/2013-04-26>.

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

RAILS is required to maintain a list of public library nonresident program information on the RAILS website and to indicate whether or not a library participates in the nonresident fee program. This web-based form and more information about the legal requirements for Illinois public libraries can be found on the RAILS website at: <http://www.railslibraries.info/resource-sharing/nonresident-cards>. Each year, RAILS asks all RAILS public libraries to complete this online form. (While library boards are still required to pass an annual ordinance authorizing nonresident cards, RAILS does not need to receive a copy of the ordinance.) Please visit [the nonresident form page](#) and enter your nonresident information by June 30, 2013. If you have any questions, please contact Susan Weinmann at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info).

**Have You Met Executive Director Dee Brennan?**

There are eight upcoming opportunities to meet RAILS Executive Director Dee Brennan. Attendees are invited to share your feedback about RAILS as well as to network with other colleagues in attendance. We have scheduled meetings for: [Sterling Public Library on Thursday, April 18](#), [Quincy Public Library on Thursday, April 25](#), [East Peoria on Thursday, May 2](#), [Freeport Public Library on Thursday, May 16](#), [Galena Public Library District on Friday, May 17](#), [Galesburg Public Library on Thursday, June 13](#), and [Macomb Public Library District on Friday, June 14](#).

**Visit RAILS Booth at Reaching Forward**

RAILS will be staffing a booth at [Reaching Forward](#) on May 3. We look forward to interacting with our members and making sure library staff members know about the services that

April 17, 2013

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**Upcoming Meetings**

[April 17 RAILS Board Nominating Committee](#)

[April 18 Meet Dee Brennan in Sterling](#)

[April 25 Meet Dee Brennan in Quincy](#)

[April 26 RAILS Board Meeting](#)

[May 2 Meet Dee Brennan in East Peoria](#)

[May 16 Meet Dee Brennan in Freeport](#)

[May 17 Meet Dee Brennan in Galena](#)

[June 13 Meet Dee Brennan in Galesburg](#)

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43

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### On the Front Lines Scholarship and Program Information

"On the Front Lines," a highly acclaimed continuing education opportunity sponsored by the Illinois State Library for "front line" library staff, returns for a ninth time to the University of Illinois, Springfield on August 5-7. Participants are eligible to attend from academic, public, school, and special libraries. Registration is now open through L2 at <http://www.librarylearning.info/events/?eventID=14610>. The registration fee is \$15 per person, which covers all programs and conference supplied meals. Forty scholarships will be awarded to help defray the costs of attending, including the registration fee and a two-night hotel stay. The scholarship does not cover travel or incidentals. Apply for a scholarship at <https://www.surveymonkey.com/s/otfl2013> prior to May 31.

### Have Your Discussion in a RAILS Community Forum

RAILS offers 21 online forums by topic and 15 regional forums that you can use as a way to share information and have discussions with colleagues in your local area and beyond. The [RAILS Community forums](#) are arranged by topic and the [RAILS Regional forums](#) are organized geographically. To access the [RAILS Community forums](#), simply log into the RAILS website with the email address and password you use for L2. What are the topics of some of the recent discussions? The Technology and Network Management forum members are sharing the names of vendors who recycle electronic waste or places that libraries may donate this waste. They are also having a lively discussion on scanning stations to help library users scan documents. The Programming forum members are sharing ideas for summer programs. The newest forum on Facilities and Building Maintenance is available for you to share concerns and learn of ideas relating to the care of buildings and grounds. So, won't you visit the RAILS Community and add to the discussion, or better yet, be a conversation starter?

### Ravinia Concert Tickets Available

[Ravinia](#), a festival association in Highland Park, has a limited number of lawn passes available for libraries through the Words and Music program. Libraries that participated last year will receive an email application letter this spring. Interested libraries should contact [Isaac Sinnett](#) at Ravinia at 847.266.5134.

### WebJunction

The most recent Library Law newsletter from Klein, Thorpe & Jenkins, Ltd. has been posted on WebJunction Illinois. [Protection of Library Property and Materials](#) discusses theft of library property and theft of library materials. Be sure to check out [Additional Library Law Articles](#).

The newest post to the [eLending 101](#) blog series is [5 Pros and Cons of Lending E-readers in the School Library](#) by Travis Jonker. The WebJunction webinar, [Extending Access to E-Books for Public Libraries](#), on April 30, 2013, discusses recent research and data around public library e-book purchasing and strategies being developed around public policy, data collection and the library's value in the e-book supply chain. The webinar will also be [archived](#) for later viewing.

### Member News

[WIU Dean of Libraries Phyllis Self to Retire](#)

#### Archives

[RAILS E-News](#)[Archives](#)

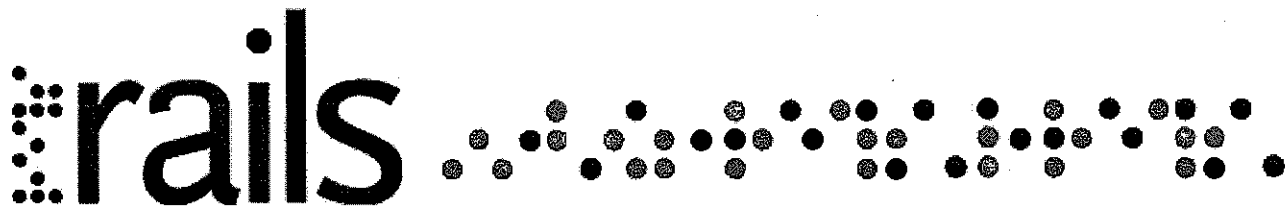
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44




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**RAILS Board Election Closes May 6**

The election for five open seats on the RAILS Board closes on **Monday, May 6, 2013, at 5:00 p.m.** This is your opportunity to help shape the future of RAILS! Only one ballot is permitted from each RAILS library agency. Each RAILS library is asked to designate an eligible elector to cast their ballot. Traditionally, members have chosen their library director or a board member as their eligible elector. For a link to the ballot and more information, see: <http://www.railslibraries.info/board/election/info>.

**E-book Grant Project Update**

On April 29, RAILS and the Illinois Heartland Library System (IHLS) submitted a joint grant proposal for an e-book project to the Illinois State Library. The proposal features a multi-pronged approach: a Baker & Taylor shared collection for RAILS, a 3M Cloud Library for IHLS, and continued research into a self-hosted ("Douglas County") model for the future. As different options were investigated, it became clear that e-book vendors are not able to provide a service that is open to all RAILS and IHLS members without restriction. The Baker & Taylor model was chosen for RAILS because it will be open to a greater number of RAILS members, is fully ADA-accessible, and will allow more flexibility in authentication methods. This is an important consideration given the diversity of automation systems among RAILS libraries. The Baker & Taylor model also generated the most member interest on the recent RAILS e-book survey.

Grant funding is requested as seed money for implementation of an e-book project. Participating libraries will pay a yet to be determined fee to help make the project sustainable. RAILS expects to hear by July 2013 whether the grant project will be funded, and we will keep our members informed.

**Status of Burr Ridge Delivery RFP**

RAILS staff continue to work on an RFP with various options for outsourcing delivery at our Burr Ridge service center. The RFP will be the focus of discussion at the next meeting of the RAILS Board Delivery Committee, scheduled for Wednesday, May 15, at 9:30 a.m.

**Illinois Talking Book Outreach Center Coming July 1**

Beginning July 1, there will be one RAILS Advisory Outreach Center, the Illinois Talking Book Outreach Center (ITBOC). ITBOC will continue to provide the same high-quality outreach, public education, and advisory service to the entire state of Illinois (outside of the city of Chicago). This includes working with RAILS area libraries to help promote Talking Book Services to library clientele and helping patrons of the program to locate and order the materials they need. The difference between ITBOC and current Mid-Illinois and Voices of

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**Upcoming Meetings**

[May 2 Meet Dee Brennan in East Peoria](#)

[May 15 Delivery Committee Meeting](#)

[May 16 Meet Dee Brennan in Freeport](#)

[May 17 Meet Dee Brennan in Galena](#)

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45

the Illinois State Library in Springfield. Talking Book patrons will still interact with reader advisors at RAILS. A new website will be available by July 1 with more information on ITBOC programs and services, and RAILS will continue to keep members informed.

**Share Your Feedback on RAILS with Executive Director Dee Brennan**

There are six upcoming opportunities to meet RAILS Executive Director Dee Brennan, to share your feedback about RAILS, and to network with colleagues. The April 18 event at the Sterling Public Library was canceled due to bad weather and is rescheduled for June 5. To register and obtain more information, click on any of the following links: [East Peoria on Thursday, May 2](#), [Freeport Public Library on Thursday, May 16](#), [Galena Public Library District on Friday, May 17](#), [Sterling Public Library on Wednesday, June 5](#), [Galesburg Public Library on Thursday, June 13](#), and [Macomb Public Library District on Friday, June 14](#).

**WorldShare Watch**

RAILS, IHLS, the Illinois State Library, and OCLC are working together to bring Illinois libraries the latest news about the OCLC WorldShare interlibrary loan migration. OCLC WorldShare web-based training will be announced soon for Illinois libraries. Training will begin at the end of May and run through November. Recordings of these sessions will be made available. If you want to get a head start before the May trainings, visit [OCLC's Training on WorldShare ILL](#). In addition, all Illinois OCLC libraries should update their OCLC Constant Data Record and OCLC Policy Directory. For more information, see: <http://www.railslibraries.info/members/announce/20130501/40572>.

**Reminder on RAILS Member Update Sessions**

Mark your calendars for three upcoming RAILS Member Update sessions. In response to member feedback, we are now offering these sessions quarterly. Dates have been set at a variety of locations for [Wednesday, June 12](#), from 9:30 – 11:30 a.m., [Thursday, September 5](#), from 9:30 – 11:30 a.m., and [Wednesday, December 4](#), from 9:30 – 11:30 a.m. The June 12 session will feature a big picture discussion of resource sharing in RAILS. Please register for these sessions on L2 so we know how many people to expect.

**Latest from Direct from Dee**

On Tuesday, April 16, the Illinois State Library hosted staff and board members from the Illinois Heartland Library System, RAILS, and the Chicago Public Library. This was a joint meeting to discuss mutual concerns and share information. Executive Director Dee Brennan composed two blog posts on this meeting on her [Direct From Dee](#) blog. See [Joint meeting of IHLS, RAILS, the State Library and CPL: part one](#) and [part two](#). You can find Dee's blog in the center of the RAILS home page. Manage all of your RAILS news subscriptions from our website's [Subscribe](#) page. If you are subscribed to the "Latest from RAILS," you will receive email messages (or RSS feed) when Dee posts to her blog. You will also receive messages when other RAILS news is posted to the RAILS website.

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

RAILS is required to maintain a list of public library nonresident program information on the RAILS website and to indicate whether or not a library participates in the nonresident fee program. This web-based form can be found on the RAILS website at: <http://www.railslibraries.info/resource-sharing/nonresident-cards>. Please visit the [nonresident form page](#) and enter your nonresident information by June 30, 2013. If you have any questions, please contact Susan Weinmann at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info).

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Please stop by the RAILS booth at [Reaching Forward](#) on Friday, May 3 and say hello. We look forward to interacting with our members and making sure library staff members know about the services that RAILS offers.

**Participate in RAILS Community Forums by Email or View Discussions Online**

The RAILS Community offers 21 forums by topic and 15 regional forums. You may participate in RAILS Community discussions by email or view discussions from the RAILS website. To access the RAILS Community at [www.railslibraries.info/community](http://www.railslibraries.info/community), log into the [RAILS website](#) with the email address and password you use for L2. To subscribe to a forum, click on the Subscriptions tab. For help with the RAILS Community forums, see the [online instructions](#) or contact [communications@railslibraries.info](mailto:communications@railslibraries.info).

**You are Invited to Subscribe to ISL E-News and RAILS E-News**

Library staff members working in all types of libraries are invited to subscribe to the weekly e-newsletters from both the Illinois State Library (ISL) and RAILS. You can subscribe to both these e-publications via the [RAILS News](#) page. (See the subscribe boxes in the upper right corner.)

**RAILS Library Director News**

The Glencoe Public Library Board of Trustees has appointed Juliann Janovicz as executive director of the Glencoe Public Library effective June 3, 2013.

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**

[Glencoe Library Names New Executive Director](#)

[Northlake Library Raises Funds for Statue and Printer](#)

[Glen Ellyn Library Reopens After Flood](#)

[Galesburg Library Building French Language Collection](#)

[Bloomington Library Brings Reading and Culture Together](#)

[Friends of Lanark Public Library Celebrate National TV-Turnoff Week](#)

[Superhero Week in West Chicago](#)

**Continuing Education Opportunities**

[Scholarship Opportunity for Academic Librarians to Attend ALA Conference](#)

[Booklist Webinar on Mysteries](#)

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[Reaching Forward May 3](#)

[ALA Annual Conference June 27 - July 2](#)

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

Members are encouraged to post their Library News and Continuing Education opportunities to the [RAILS website](#). Simply log into the RAILS website with the email address and password used for L2. Then click on Library News or Continuing Education under Community on the left side to post your news.

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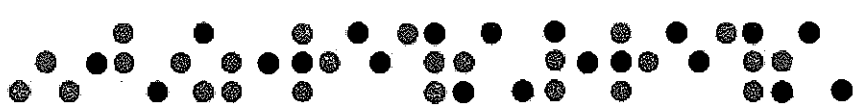
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48

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## e-news

### RAILS Introduces Fast Facts

Based on requests from members, RAILS introduces [Fast Facts](#), a survey creation tool that members can use to quickly poll colleagues to obtain factual information on narrow topics. For example, you can ask for recommendations on library service providers or a product you wish to purchase. Any topic that can be answered via two or three multiple choice or short text responses is fair game for [Fast Facts](#)! Responses to your survey will be compiled in one place, and there will be an archive of surveys available through the RAILS website.

To create, view, or answer a [Fast Facts](#) survey, log into the [RAILS website](#) with the email address and password used for [L2](#). Under the Community tab, select Fast Facts Surveys. Once you have created your survey, you can elect to send it to a specific RAILS Community forum (such as the Directors Only forum), or to all RAILS "[Library News](#)" subscribers. Surveys close after two weeks, or you can set your own closing date. For more information on how to compose a survey, see: <http://www.railslibraries.info/fast-facts/instructions>.

Stay tuned for more information about [Fast Facts](#). If you have any questions, please contact RAILS Applications and Web Developer Brian Smith at [brian.smith@railslibraries.info](mailto:brian.smith@railslibraries.info).

### Next Steps in RAILS Board Election

RAILS thanks all the candidates for their interest in serving on the RAILS Board and the member library representatives who cast votes in the recent RAILS Board election. The RAILS Board Nominating Committee will meet on May 10 to oversee the election vote count and verify the election results. Stay tuned for more information.

### WorldShare Watch

Come one, come all! The WorldShare Migration trainings for Illinois libraries will begin on Wednesday, May 30 and be held through November. See [L2](#) for dates and times for virtual training sessions for [WorldShare Overview for Illinois Libraries](#), [WorldShare ILL Borrowing](#), and [WorldShare ILL Lending](#). You are welcome to attend each virtual training program. If your library needs help getting started with WorldShare see: <http://www.oclc.org/en-US/worldshare-ill/getting-started.html>.

### Next RAILS Board Delivery Committee Meeting

RAILS staff continue to work on an RFP with various options for outsourcing delivery at our Burr Ridge service center. The RFP will be the focus of discussion at the next meeting of the RAILS Board Delivery Committee, scheduled for Wednesday, May 15, at 9:30 a.m.

### EBSCO NovelList Select Webinar

May 8, 2013

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[May 15 Delivery Committee Meeting](#)

[May 16 Meet Dee Brennan in Freeport](#)

[May 17 Meet Dee Brennan in Galena](#)

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**Novelist Select Webinar with Reader's Advisory expert and Novelist creator Duncan Smith.** Please join Duncan for an engaging and participatory session about Novelist Select and the potential for catalog integration specifically for RAILS LLSAP member libraries. This event is also open to all interested RAILS members. This special event will be held onsite at the RAILS Burr Ridge service center and via webinar for those who are unable to attend in person. For more information and registration, see: <http://www.librarylearning.info/events/?eventID=15476>. If you have any questions, please contact Susan Weinmann at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info).

#### **Share Your Feedback on RAILS with Executive Director Dee Brennan**

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#### **Disaster Relief Grants**

The Illinois State Library announced that Secretary of State and State Librarian Jesse White has the discretion to set aside funds and award grants when public, school, academic, or special libraries encounter exceptional and overwhelming emergencies due to disasters such as fire and flooding. These grants are designed to ensure that libraries who have suffered a loss due to a disaster have funds to begin rebuilding collections and/or replace lost equipment. The grants provide immediate, short-term funding upon receipt and evidence of a credible need by the requesting library. If your library has sustained damage or loss due to the recent flooding or other disaster, please contact the Illinois State Library, Library Development Group, at 217.524.8836 for more information.

#### **Thanks for Stopping by our Reaching Forward Booth**

RAILS thanks the members who stopped by our booth at Reaching Forward and interacted with RAILS Executive Director Dee Brennan and RAILS colleagues. You can "like" the photos of the RAILS booth on [Facebook](#) or view them on [Flickr](#).

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50

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[Waukegan Public Library Joins LINKin Shared Catalog](#)

[Robert W. Rowe Poetry Contest Winners](#)

[Lombard Library Director Named Man of the Year](#)

[Palatine Public Library District Announces Poetry Contest Winners](#)

### **Continuing Education Opportunities**

[ALA Conference Snapshot](#)

[Draft Schedule of Programs for On the Front Lines](#)

[Pushing the Limits Grant Opportunity Extended](#)

[ALA JobLIST Center Now Accepting Career Counseling Appointments](#)

[American Libraries Live Webinar on Online Learning Trends May 9](#)

[World Languages Networking Group May 15](#)

[15th Annual Illinois Leadership Conference June 6](#)

[June WebJunction Webinars](#)

[Scholarship Opportunity for Academic Librarians to Attend ALA Conference](#)

[ALA Annual Conference June 27 - July 2](#)

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

Members are encouraged to post their Library News and Continuing Education opportunities to the [RAILS website](#). Simply log into the RAILS website with the email address and password used for L2. Then click on Library News or Continuing Education under Community on the left side to post your news.

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Questions for potential trustees  
to be used by the trustees at the interview

What would you like to tell us about yourself?

What is it that interests you about the library to want to be on the board?

While we don't expect you to know everything about the library or the board, tell us what contributions you would make to the board.

What questions do you have for us?

Indian Prairie Public Library  
Trustee Questionnaire



52

Please return to Library Director Jamie Bukovac.  
Thank you.

Name: Julia Lacayo

Town: Willowbrook

What is your "day job"?

I am a full-time homemaker with three young children, ages 5, 7 and 10. I volunteer one day a week in my 7 year old's classroom; I work on reading fluency with them (the students).

Do you have any special hobbies or interests?

I enjoy yoga, gardening, anything to do with nature, reading (especially with my kids) and listening to music.

Why would you like to be a trustee?

I would like to become more involved in the community in which we live. I think it would be a good learning experience, in a positive and supportive environment.

What about Indian Prairie makes you the most proud?

It is such a welcoming, inviting place for learning and growth for people of all ages. My children see it as a treat to visit the library, and I enjoy taking them. It is such a positive family experience.

Do you have anything else that you would like to share with the Board?  
I have a background in education. I have helped on various committees (both volunteer and work-related), in the past.

# Indian Prairie Public Library Trustee Questionnaire



53

Please return to Library Director Jamie Bukovac  
by April 10 or May 8. Thank you

Name: **Judi Callahan**

Town: **Darien**

## **What is your "day job"?**

I have my own small marketing firm specializing in the steel industry, which has been the industry I've worked in for over 35 years. I was a member of the Marketing/Corporate Communications group for Ryerson Steel for 30 years. Ryerson is a global steel distribution company headquartered in Chicago. Progressing through management, I reported to the VP of Marketing. Some of my responsibilities included marketing strategies, corporate communications to both internal and external audiences, advertising and PR, annual report and other collateral writing. I retired from Ryerson in 2008.

## **Do you have any special hobbies or interests?**

Reading! I'm a member of 2 book clubs. More actively, I'm an avid outdoor person – running, biking, hiking. Nature is my passion.

## **Why would you like to be a trustee?**

My love of reading clearly points me in that direction, but additionally I feel it is a great way to give back to the community. I've lived in Darien twice – for 10 years in the 80's then returning in 2002. My business background also has given me experience in running an important part of a large corporation, which I believe can translate into bringing something positive to the Indian Prairie Library table.

## **What about Indian Prairie makes you the most proud?**

I've been in this community long enough to see the Library come a long way in its offerings to the community. I like the fact that it stays on-top of technology and continues to embrace and live up to what the mission of the library is. I know many people who use the library and always have rave reviews!

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

In my one experience with the Board on World Book Night – where I volunteered – I was so very impressed with the people I met. Nice, smart and very welcoming. It would be a pleasure to serve as a trustee. My friend, Luanne Spiros has spoken highly of the Library and my visits there reflect a very well-run institution.

# Indian Prairie Public Library Trustee Questionnaire



54

Please return to Library Director Jamie Bukovac  
by April 10 or May 8. Thank you

Name: Ursula Zyzik

Town: Darien

What is your "day job"?

I am an academic librarian at Saint Xavier University in Chicago.

Do you have any special hobbies or interests?

If we consider the meaning of the key word "special", then I cannot say I have special hobbies or interests. But yes, I do have interests that are influenced by my career as an academic librarian. I'm following very closely the development of the new phenomena in higher education of MOOCs (massive online open courses) and how they have already prompted changes in colleges. I observe with some amazement how digital resources made libraries more insular as access to them is restricted to registered patrons (e-books still cannot be loaned).

Privately, I love mystery and spy novels and good foreign literature.

Why would you like to be a trustee?

It is my way of being a good citizen in support of the community.

What about Indian Prairie makes you the most proud?

Couldn't ask for a stronger community place of culture and learning in the city of Darien.

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

I was a member of the Board previously and would bring the same commitment now as in the past.

# Indian Prairie Public Library Trustee Questionnaire



55

Please return to Library Director Jamie Bukovac  
by May 8. Thank you

Name: Donald Damon

Town: Darien

What is your "day job"? For 38 years I have been a technology and business consultant. My clients have been primarily large enterprises. My projects have included providing technical support, designing and developing large scale data bases, and exploiting the use of technology to improve business.

Do you have any special hobbies or interests? I am an amateur radio operator and am interested on weather observation and forecasting (as a hobby). Combining both interests I am a National Weather Service (NWS) Skywarn volunteer. When severe weather is imminent, at the request of the NWS, I deploy to a spot with a clear view of the sky and report what I see to the NWS via amateur radio. I also participate in DuPage ARES (Amateur Radio Emergency Service) and in CoCoRhs - a non-profit, community-based network of volunteers working together to measure and map precipitation (rain, hail and snow).

Why would you like to be a trustee?

Being a trustee gives me an opportunity to help set a direction that keeps our local library active in our lives and those of the next generations.

What about Indian Prairie makes you the most proud?

The exceptional planning that has moved the library from a very cramped storefront in the strip mall on 75<sup>th</sup> St to the current library whose reach is much larger than its building. Technology has changed practically everything that we do today. In growing from 1990 to to today our library has embraced new technology and yet kept the library people friendly. That is no small task.

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

I hope I can bring something to the board that could help in their efforts. I would like to become an active participant in the libraries future.

# Indian Prairie Public Library Trustee Questionnaire

Please return to Library Director Jamie Bukovac.  
Thank you.

Name: THOMAS PEKNIK  
609 72ND ST

Town: DARIEN, ILL. 60561 630-887-0371

What is your "day job"?

RETIRED

Do you have any special hobbies or interests?

SPORTS, THEATER, TRAVEL.

Why would you like to be a trustee?

LIBRARIES HAVE ALWAYS BEEN IMPORTANT IN MY LIFE. I FEEL FORTUNATE TO BE INVOLVED WITH INDIAN PRAIRIE AS A VOLUNTEER AND WOULD LIKE TO BE A MAJOR PART OF IT'S OPERATION.

What about Indian Prairie makes you the most proud?

HAVING A GREAT VARIETY OF PROGRAMS AVAILABLE TO OUR COMMUNITY FOR PEOPLE OF ALL AGES ALONG WITH A HUGE SELECTION OF BOOKS AND MATERIALS.

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

THANK YOU FOR YOUR CONSIDERATION!



### Sebert Landscaping Proposal – East side of Plainfield driveway

Sebert has put together a plan for the east side of the Plainfield driveway. The “ballpark” cost of this plan is \$10,700. The work can start immediately. The price includes the removal of existing plants and installation of 340 plants (listed below); out cropping stone and sod (I don’t have the specific amount on these.)

40	Blue periwinkle
36	Prairie Drop Seed
49	Walker’s Low Catmint
72	Happy returns daylily
18	Knock Out Rose
11	Karl Forester Reed Grass
6	Northwind Switch Grass
15	Blue Ice Blue Star
20	Midnight Salvia
30	May Night Salvia
25	Blue Hill Olivia
10	Rozanne Geranium
8	Compact Korean Spice Viburnum

+ Out Cropping stone (Amount TBD)

+ Sod (amount TBD)

#### Past projects:

Last Spring, Sebert re-did three areas near the front entrance. The total cost of the project was \$11,630 including work. This work included removal of existing plants, installation of 195 plants, 2 trees, 3 ½ tons of out cropping stone, and 16 rolls of sod.

Resolution #2013-D

*A Resolution Honoring Paul Oggerino  
Indian Prairie Public Library District  
Board Trustee*

**WHEREAS**, Paul was Trustee on the Indian Prairie Public Library District Board from May 2005 until May 2013; and

**WHEREAS**, Paul served as Secretary and on such committees as Building and Grounds, Personnel, and Plan/Annexation and has served as chairperson on Building and Grounds, giving freely of his time and energy; and

**WHEREAS**, through his service Paul guided the district in the wise use of its resources and in development of services to the community,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that

**Paul Oggerino** be and is hereby honored and commended for his tireless and outstanding service to the Indian Prairie Public Library District, and the people of the district.

Adopted this 15th day of May, 2013

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Crystal Megaridis, President

ATTEST:

\_\_\_\_\_  
Victoria Suriano, Secretary

Resolution #2013-E

*A Resolution Honoring Rob Thomas  
Indian Prairie Public Library District  
Board Trustee*

**WHEREAS**, Rob was Trustee on the Indian Prairie Public Library District Board from November 2011 until May 2013; and

**WHEREAS**, Rob served on such committees as Policy and Finance, giving freely of his time and energy; and

**WHEREAS**, through his service Rob guided the district in the wise use of its resources and in development of services to the community,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that

**Rob Thomas** be and is hereby honored and commended for his tireless and outstanding service to the Indian Prairie Public Library District, and the people of the district.

Adopted this 15<sup>th</sup> day of May, 2013.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Crystal Megaridis, President

ATTEST:

\_\_\_\_\_  
Victoria Suriano, Secretary

Listening Posts April 2013

Kids & Teens

Grandparent suggested we hire or get a team of young volunteers who can sit with the children at the K&T computers and teach them how to use all of the games.

Parent whose child is in Tuesday Terrific Two's class asked when next session was starting. Son loves coming to class each week and Miss Kelly is the best teacher.

During Babies Books and Songs class two moms took videos of their babies to show the dads. At the last class those two dads took off of work so they could see the class for themselves. One of the dads stopped to add he was happy his infant son is learning English so quickly in all the little ways because there is more he can learn from us than he or his wife knows as English is a second language for them and they are still learning themselves.

In honor of National Library week a patron donated a copy of one of their favorite books to us. The Girl with a Brave Heart: A Tail from Tehran by Rita Jahanforuz.

Parent came in to get next book in series her son just finished because he was "bummed it ended it was such a great book!" Of course we were lucky enough to find the second in the series (Riordan) on shelf. Mom is going home on this stormy rainy day to make a snack for after school and surprise her son with the next book! Yeah. How cool are our members.

Alsip Marionette Library called looking for Little House Season three today, wondered if they could cancel hold and place it with different library if missing. Found item, took it to Circ to trap and send to borrowing library and informed staff @Alsip that I did so.

A teen shared with me his enthusiasm and passion for our Mango Language database. He has learned Russian and Ukrainian languages and frequently used their app on his iPhone. He has also personally contacted the company to suggest updates and complement them on their product. He plans to make languages a part his career choice.

Circulation

A patron was upset after learning her teen paid \$2.10 in overdue fines recently and made the suggestion that we don't accept fine money from minors. Her daughter uses the self checks like many young people and must not have known she had over dues.

"This place is the best. It's the top of them all." A patron said this to me from another library.

"You guys have a great selection of DVDs".

"Oh no, I don't go there, I only go here. It's my favorite library." A DG patron said at check out when I told her she could return the books at DG if it is more convenient.

While waiting to use vending machine, patron mentioned how great our vending machines are. He said it was a life saver and long overdue.

**Circulation continued**

A patron thanked us for making the library a "special place to come to."

Patron suggests that eating in study area should NOT be allowed.

On Friday night, a patron came up to me and said, "I love your library!"

"Thank you so much for the holds. I'm here every day now. I love it!"

**Adult & Computer Help Desk**

This is still the best library and I've been to a few. I haven't been here for a while because I've had some fines on my card I had to clear up. When was this building built? I like that you can walk around and feel like you can breathe. It looks like a Medieval Castle. The movie collection is larger than most libraries. I am going to watch my fines and stay current.

A little boy with his mother walks in to the Women's restroom on the first floor and says "it's stinky" and the mother says "I know." Then the little boy replies "who did that" and the mother says "I don't know."

"I'm amazed that the library has so many books on Photoshop."

"You have this laid out very nice." (Member/guest commenting on audio CDs)

"This library is so beautiful. It is so calm and peaceful."

**Technology**

**Administration**

**Community Events/Partnerships**

- Working with community partners for donations for summer reading prizes.
- New partnership with Willowbrook Park District. We are holding the first ever teen battle of the bands – The Sound – at Borse Park in Willowbrook.
- New partnership with Gower Middle School. Photography from 8<sup>th</sup> grade photography students is hanging in the art gallery.
- New partnership with Community Bank of Willowbrook who is donating \$250 toward our summer reading program
- New display board ordered for Kindergarten Orientation at Gower School – part of a new, more professional look for our visits to outside groups.

- *Enhancing the Community*
- *The library helps residents expand their sense of community by fostering community projects and encouraging interaction and sharing of interests.*
- *Provide opportunities for people to build relationships.*
- *Act as the community's information resource.*
- *Form partnerships to further develop community services.*

**Summer Reading Clubs**

Promotion and marketing support for the summer reading clubs includes: large posters, flyers, brochures, calendar, web pages, prizes, rotating graphics, eNews. New procedures this year include a Take Off Party on June 1.

**Newsletter**

The summer newsletter is completed and at the printer. We highlighted our new online book discussion group on Good Reads on the front page.

- *Providing popular materials and programs*
- *Present programming for entertainment and leisure*
- *Fostering lifelong learning*
- *Provide collections and programs that support life goals and interests*
- *Provide opportunities for people to build relationships*

**In addition:**

**RAILS Marketing Group**

The first official meeting of the RAILS Marketing Group is being held on Friday, May 10. Currently, our Facebook group is up to 98 members.

- *The library identifies target markets for library services, maintains a consistent brand message and develops strategy to increase community awareness and promote the library's value.*
- *The library's personnel are dedicated to offering quality services. The library allocates, trains, and encourages staff to achieve and maintain the library's mission and vision.*

Christine Cigler  
Marketing Coordinator  
May 14, 2013