

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

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

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
Julia Lacayo, Diane Ruscitti, Dorothy Schardt, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.  
  
Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
  - 1. McDonnell to Bukovac re: AARP Tax Assistance Page 3
  - 2. Popowitch to Foster re: Grant Page 4
  - 3. Benioff to Bukovac re: Vintage Times Cable Program Page 5
  - 4. MPI Investment Management, Inc. Rankings Page 6
- E. Omnibus Consent Agenda
  - 1. Minutes of Regular Board Meeting, April 16, 2014 Page 11
  - 2. Treasurer's Report Page 14
  - 3. Action on Bill/Additional Bills Page 18
- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Page 23 Information
- H. Staff Report Information  
Katie Salo, Early Literacy Librarian, Introduction Information  
IPPL Junction Programming:  
Cindy Kline, Adult Services Programmer,  
Natalie Williams, Youth Services Department Head
- I. Reports Information
  - 1. Darien Committee for Intergovernmental Coordination (Krupicka)

**BOARD MEETING – MAY 21, 2014 – PAGE 2**

Reports (continued)

- 2. WB/BR Chamber of Commerce Meeting (None)
- 3. Darien Chamber of Commerce (None)
- 4. RAILS
- 5. Building and Grounds Committee (None)
- 6. Finance Committee (None)
- 7. Plan/Annexation Committee (None)
- 8. Policy Committee (None)

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Information

J. Unfinished Business

- 1. Appointment to Committees

Information

K. New Business

- 1. Edge Initiative Technology Assessment Tool

Information

L. Committee Meetings

- 1. Annexation/Planning Committee Tuesday, 5/27, 7:00
- 2. Schedule Finance Committee Meeting week of June 2 or week of June 9

M. Community Events

N. Library Events

Genealogy Group	5/22/2014	1:00 PM
Designing the Sunny Perennial Border	5/22/2014	7:00 PM
Gone With the Wind: 4th Wednesdays	5/28/2014	1:00 PM
GenLit (for 20-30somethings)	5/28/2014	6:30 PM
Computer Classes Registration	5/30/2014	9:00 AM
Adult Chess Group	6/2/2014	6:00 PM
Computers for Beginners: Part 1 & 2	6/4/2014	10:00 AM
Introduction to Powerpoint	6/4/2014	3:30 PM
ESL Conversation Group	6/7/2014	10:00 AM
Adult Chess Group	6/9/2014	6:00 PM
Current Events Group	6/9/2014	7:00 PM
Audiobook TBA	6/10/2014	7:00 PM
Monuments Men (2013)	6/12/2014	2:00 PM
Citizenship 101	6/14/2014	1:00 PM
Adult Chess Group	6/16/2014	6:00 PM
3D Printing Studio	6/17/2014	4:00 PM
Discussion Group Celebration	6/17/2014	7:00 PM

O. Adjournment

**Jamie Bukovac**

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**From:** mcdonnell7925@comcast.net  
**Sent:** Monday, April 14, 2014 3:23 PM  
**To:** Jamie Bukovac  
**Cc:** Kenneth Reger  
**Subject:** AARP Tax Aide Volunteers

Ms. Jamie Bukovac,

We have completed another successful tax season. We thank you again for allowing us to use the library's meeting room and computers. In addition our efforts were aided by a very supportive and cheerful library staff. In particular, we thank Ann and her staff for assistance with the computers, and Denise who was most helpful with the appointment process.

We prepared and filed more than 250 Federal and State income tax returns for our clients. Additional taxpayers were helped with tax related questions.

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

401 Plainfield Road | Darien, Illinois 60561-4207

T 630/887-8760

F 630/887-1018

ippl.info



The Honorable Bill Foster  
2711 E. New York Street, Suite 204  
Aurora, IL 60502

Dear Mr. Foster:

I wanted to share with you our excitement at Indian Prairie Library for receiving a grant awarded by the Illinois State Library (ISL), a Division of the Office of Secretary of State, using funds provided by the Institute of Museum and Library Services (IMLS), under the federal Library Services and Technology Act (LSTA).

We received \$1,000 to purchase materials to create a citizenship corner at the library. This "citizenship corner" will have books, DVDs, and other resources to help immigrants prepare for the citizenship test. An adjacent computer will also have links to citizenship sites like the USCIS (U.S. Citizenship and Immigration Services). In addition, there will be posters, brochures, and contact information for local groups that can assist people in preparing for the citizenship test and interview.

In conjunction with the creation of the citizenship corner, we will be hosting two programs. The USCIS will be sending two representatives to do mock citizenship interviews as well as give an overview of the citizenship process. Later in the summer, World Relief DuPage will be offering 12 free half-hour legal consultations on immigrant issues.

The LSTA grants are helpful not merely for the funds they provide, they also help set goals for libraries to achieve. Furthermore, they foster the development of partnerships with other organizations throughout the community. We are very happy to be the recipient of one of these grants.

Sincerely,

Joseph A. Popowitch  
Reference Librarian  
Indian Prairie Library

Board of Trustees

Victoria Suriano/*President*  
Beena Deshmukh/*Secretary*

Luanne Spiros/*Vice President*  
Don Damon/*Trustee*

Marian Krupicka/*Treasurer*  
Julia Lacayo/*Trustee*

**Jamie Bukovac**

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**From:** Hanna Benioff <hanna.benioff@dgtownship.com>  
**Sent:** Wednesday, April 30, 2014 10:50 AM  
**To:** Jamie Bukovac; Karen Neal  
**Subject:** Thank you!

Dear Jamie and Karen, thank you both very much for taking time to participate in our cable TV program concerning "Activities for Older Adults", and especially for your cooperation in doing this TWICE! You did a GREAT job of informing our viewers of the many good programs and activities offered to active adults in our community.

The program will be shown on the following channels:

DGTV channel 6, during the month of May 2014 on Mondays and Fridays at 10:30 am.

Comcast channel 19, during the month of June 2014 on Thursdays at 6 pm.

In the Village of Darien, on channel 6, daily at 4 pm.

Or, log on to [www.downers.us](http://www.downers.us) from there, go to "Network With Us" (right-menu), click on "YouTube", go to "Featured Playlists" and then click the "Uploaded videos" section, scroll through the list to find the Vintage Times episode title.

DVD copies will be available for loan at public libraries in Downers Grove, Darien, and Westmont as well as at the Township office. I will soon send each of you with a DVD copy of the show. This is in addition to a DVD for your library)

Thanks again,

Smiles, Hanna



Hanna Benioff - Senior Services Coordinator  
Downers Grove Township  
4340 Prince Street, Downers Grove, Illinois 60515  
Direct (630) 719-6682 • Fax (630) 719-6608  
[hanna.benioff@dgtownship.com](mailto:hanna.benioff@dgtownship.com) • [www.dgtownship.com](http://www.dgtownship.com)

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April 15, 2014

Friends:

Over the years MPI has been fortunate to be nationally ranked for various metrics of both its fixed and equity portfolios. Most recently, year-end 2013, we received recognition for several of our products from a nationally independent investment consulting firm; *Money Manager Review*. We are proud of our investment process and thought we would share this information. Based on individual client requirements, you may or may not be invested in some or all of these portfolios. However the expertise of our research process and investment discipline touches all of our managed accounts. Attached are reprints of those various rankings and below is a summary:

**Municipal Bond Portfolio**

#1 Low Risk Trailing 5, 7 and 10 year Periods

**Taxable Bond Portfolio**

#3 Trailing 7 year Efficiency (Return/Risk)

#5 Trailing 3 year Annual Return


**MPI Dividend Portfolio**

#1 Trailing 3 year Efficiency (Return/Risk)

#2 Trailing 3 year Annual Return

We appreciate your business and please feel free to reach out with any questions.

Sincerely,



David W. Pequet  
CEO/President

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# Money Manager Review

## US Fixed-Income Municipals Intermediate Term Mgrs. Ranked by 5 Year Annual Risk As of December 31, 2013

Rank	Manger & Product Name	Min Acct Size(\$'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Product Assets(MM\$)	First Year	Return (%)	Risk (%)	Ret/ Risk
1	MPI Investment Management Tax-Free Municipal Bond Portfolio	500	Gross	Unaudited	Yes	62	1986	2.51	1.52	1.65
2	Redstone Advisors Municipal Bond Composite	1,000	Gross	Unaudited	Yes	152	1991	4.21	1.92	2.19
3	Chelsea Mgt. Co. Muni	500	Gross	Unaudited	Yes	82	1971	2.54	1.92	1.32
4	Sterling Capital Management LLC Intermediate Municipal Fixed Income	20,000	Gross	Unaudited	Yes	1,487	1970	3.65	2.50	1.46
5	Sterling Capital Management LLC Intermediate Municipal National Fixed Income	20,000	Gross	Audited	Yes	1,487	1970	3.84	2.57	1.49
6	Segall Bryant & Hamill Investment Municipal	5,000	Gross	Audited	Yes	670	1994	4.27	3.32	1.29
7	Delaware Investments Municipal	25,000	Gross	Audited	Yes	5,432	1929	5.77	4.52	1.28
8	Duff & Phelps Investment Management Co. Tax-Exempt Municipal Bond	10,000	Gross	Representative	Yes	218	1979	5.39	4.62	1.17
9	Cumberland Advisors Total Return Municipal	500	Gross	Unaudited	No	634	1973	5.50	4.72	1.17

## US Fixed-Income Municipals Intermediate Term Mgrs. Ranked by 7 Year Annual Risk As of December 31, 2013

Rank	Manger & Product Name	Min Acct Size(\$'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Product Assets(MM\$)	First Year	Return (%)	Risk (%)	Ret/ Risk
1	MPI Investment Management Tax-Free Municipal Bond Portfolio	500	Gross	Unaudited	Yes	62	1986	3.09	1.61	1.92
2	Redstone Advisors Municipal Bond Composite	1,000	Gross	Unaudited	Yes	152	1991	4.05	1.81	2.24
3	Chelsea Mgt. Co. Muni	500	Gross	Audited	Yes	182	1971	3.16	2.34	1.35
4	Sterling Capital Management LLC Intermediate Municipal Fixed Income	20,000	Gross	Unaudited	Yes	1,487	1970	4.21	2.74	1.54
5	Sterling Capital Management LLC Intermediate Municipal National Fixed Income	20,000	Gross	Unaudited	Yes	1,487	1970	4.28	2.77	1.55
6	Segall Bryant & Hamill Investment Municipal	5,000	Gross	Audited	Yes	670	1994	4.26	3.06	1.39
7	Delaware Investments Municipal	25,000	Gross	Audited	Yes	5,432	1929	4.57	4.05	1.13
8	Duff & Phelps Investment Management Co. Tax-Exempt Municipal Bond	10,000	Gross	Representative	Yes	218	1979	4.89	4.33	1.13
9	Cumberland Advisors Total Return Municipal	500	Gross	Unaudited	No	634	1973	4.22	4.48	0.94

## US Fixed-Income Municipals Intermediate Term Mgrs. Ranked by 10 Year Annual Risk As of December 31, 2013

Rank	Manger & Product Name	Min Acct Size(\$'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Product Assets(MM\$)	First Year	Return (%)	Risk (%)	Ret/ Risk
1	MPI Investment Management Tax-Free Municipal Bond Portfolio	500	Gross	Unaudited	Yes	62	1986	2.76	1.57	1.76
2	Redstone Advisors Municipal Bond Composite	1,000	Gross	Unaudited	Yes	152	1991	3.89	1.86	2.09
3	Sterling Capital Management LLC Intermediate Municipal Fixed Income	20,000	Gross	Unaudited	Yes	1,487	1970	3.69	2.75	1.34
4	Sterling Capital Management LLC Intermediate Municipal National Fixed Income	20,000	Gross	Unaudited	Yes	1,487	1970	3.78	2.81	1.35
5	Segall Bryant & Hamill Investment Municipal	5,000	Gross	Audited	Yes	670	1994	3.83	2.88	1.33
6	Chelsea Mgt. Co. Muni	500	Gross	Audited	Yes	82	1971	3.19	2.94	1.09
7	Delaware Investments Municipal	25,000	Gross	Audited	Yes	5,432	1929	4.29	3.82	1.12
8	Cumberland Advisors Total Return Municipal	500	Gross	Unaudited	No	634	1973	3.29	3.97	0.99
9	Duff & Phelps Investment Management Co. Tax-Exempt Municipal Bond	10,000	Gross	Representative	Yes	218	1979	4.44	4.23	1.05

**Money Manager Review (MMR)** has tracked, ranked and analyzed the performance of private money managers since 1987. Money Manager Review provides in-depth analysis on hundreds of the nation's leading private money managers. As the largest source of its kind on the internet, thousands of individuals, consultants, plan sponsors, foundations and charities utilize MMR to find, compare and analyze private money managers. MMR tracks over 465 money managers and over 1850 products. MMR charges a fee to individuals and institutions to access this information. MMR collects information from tracked money managers, including information about company history, products, performance and personnel. Investment managers do not pay MMR to be included in the MMR data base. MMR is not responsible for the accuracy of the data provided to MMR by the individual money managers.

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# Money Manager Review

**US Equity Large Cap Value Mgrs. Ranked by 3 Year Ann. Efficiency  
As of December 31, 2013**

Rank	Manger & Product Name	Min Acct	Gross/Net	Reporting	GIPS	Product	First	Return	Risk	Ret/
		Size(\$'000)	Of Fees	Method	Compliant	Assets(MMs)	Year	(%)	(%)	Risk
1	MPI Investment Management MPI Dividend Equity	500	Gross	Unaudited	Yes	9	1986	21.04	9.44	2.23
2	UAS Asset Management Core Equity	100	Gross	Audited	Yes	145	1987	18.65	9.41	1.98
3	The London Company Income Equity	10,000	Gross	Audited	Yes	1,198	1994	18.36	9.94	1.85
4	Schafer Cullen Capital Management High Dividend Value Equity	250	Gross	Unaudited	Yes	11,156	1983	16.54	9.48	1.74
5	LSV Asset Management Managed Volatility	25,000	Gross	Audited	Yes	1,682	1994	18.17	11.85	1.53
6	Delaware Investments Large Cap Value Focus	25,000	Gross	Audited	Yes	11,222	1929	19.66	13.50	1.46
7	O'Shaughnessy Asset Management, LLC Market Leaders Value	5,000	Gross	Audited	Yes	2,032	2007	21.28	14.62	1.46
8	First Fiduciary Investment Counsel Large-Cap Value	250	Gross	Audited	Yes	403	1975	16.40	11.41	1.44
9	Manning & Napier Advisors, LLC Manning Yield Dividend-Focus	1,000	Gross	Unaudited	Yes	639	1970	14.87	11.22	1.33
10	Robinson Value Management, Ltd. Contrarian Value Equity	500	Gross	Unaudited	Yes	10	1997	14.96	11.46	1.31
11	Wood Asset Management, LLC Dividend Income	100	Gross	Audited	Yes	6	1994	14.09	10.90	1.29
12	Barrow, Hanley, Mewhinney & Strauss, LLC Dividend Focused Value	20,000	Gross	Unaudited	Yes	4,334	1979	17.72	14.39	1.23
13	OakBrook Investments, LLC Enhanced Large Cap Value	1,000	Gross	Audited	Yes	11	1998	19.47	16.04	1.21
14	PNC Capital Advisors, LLC Large Cap Value Dividend Focus	2,000	Gross	Audited	Yes	648	2009/1995	16.85	13.93	1.21
15	SIPCO U.S. Value Leaders	100	Gross	Audited	Yes	4	1999	14.24	11.89	1.20
16	Chartwell Investment Partners Premium Yield Equity	5,000	Gross	Audited	Yes	656	1997	15.41	12.95	1.19
17	Artisan Partners Limited Partnership Artisan Value Equity	30,000	Gross	Audited	Yes	2,652	1995	15.73	13.46	1.17
18	PNC Capital Advisors, LLC Large Cap Value Advantage	2,000	Gross	Audited	Yes	916	2009/1995	16.91	14.75	1.15
19	Great Lakes Advisors, LLC Large Cap Value Equity	5,000	Gross	Audited	Yes	1,833	1981	17.14	15.14	1.13
20	Rothschild Asset Management Inc. Rothschild U.S. Large-Cap Value	10,000	Gross	Audited	Yes	584	1962	18.43	16.26	1.13
21	Ferguson Wellman Capital Management, Inc. Dividend Value	2,000	Gross	Representative	Yes	48	1975	14.50	12.97	1.12
22	Allianz Global Investors NFJ Dividend Value	25,000	Net	Audited	Yes	20,170	2009	15.92	14.45	1.10
23	Barrow, Hanley, Mewhinney & Strauss, LLC Diversified Large Cap Value	20,000	Gross	Representative	Yes	2,419	1979	17.87	16.31	1.10
24	Babson Capital Management LLC Enhanced Core Value	25,000	Gross	Audited	Yes	366	1940	16.71	15.33	1.09
25	Federated Investors MDT Large Cap Value	25,000	Gross	Unaudited	Yes	283	1955	20.69	19.01	1.09
26	Barrow, Hanley, Mewhinney & Strauss, LLC Large Cap Value	20,000	Gross	Audited	Yes	54,148	1979	16.09	14.86	1.08
27	INTECH Investment Management LLC U.S. Large Cap Value	50,000	Gross	Audited	Yes	4	1987	16.85	15.64	1.08
28	Rhumblin Advisers Russell Top 200 Value Index Fund	10,000	Gross	Unaudited	Yes	110	1991	16.13	15.01	1.07
29	HGK Asset Management, Inc. Large Cap Value	1,000	Gross	Audited	Yes	2,991	1983	16.26	15.24	1.07
30	Allianz Global Investors NFJ Large Cap Value	25,000	Gross	Audited	Yes	1,071	2009	15.97	14.88	1.07
31	Dover Partners Inc. Value Equity	1,000	Gross	Unaudited	No	5	1989	16.00	15.15	1.06
32	NorthPointe Capital LLC Large Cap Value	5,000	Gross	Audited	Yes	107	1999	17.68	16.62	1.06
33	Rhumblin Advisers Russell 1000 Value Pooled	15	Gross	Unaudited	Yes	156	1991	16.20	15.48	1.05
34	LSV Asset Management Large Cap Value-Open	25,000	Gross	Audited	Yes	27,075	1994	19.10	18.30	1.04
35	Legg Mason Capital Management, LLC LCM Value Equity	1,000	Gross	Audited	Yes	4,379	1982	16.65	15.97	1.04

**Money Manager Review (MMR)** has tracked, ranked and analyzed the performance of private money managers since 1987. Money Manager Review provides in-depth analysis on hundreds of the nation's leading private money managers. As the largest source of its kind on the internet, thousands of individuals, consultants, plan sponsors, foundations and charities utilize MMR to find, compare and analyze private money managers. MMR tracks over 465 money managers and over 1850 products. MMR charges a fee to individuals and institutions to access this information. MMR collects information from tracked money managers, including information about company history, products, performance and personnel. Investment managers do not pay MMR to be included in the MMR data base. MMR is not responsible for the accuracy of the data provided to MMR by the individual money managers.



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# Money Manager Review

## US Equity Large Cap Value Mgrs. Ranked by 3 Year Ann. Returns As of December 31, 2013

Rank	Manger & Product Name	Min Acct Size(\$'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Product Assets(MMs)	First Year	Return (%)	Risk (%)	Ret/ Risk
1	O'Shaughnessy Asset Management, LLC Market Leaders Value	5,000	Gross	Audited	Yes	2,032	2007	21.28	14.62	1.46
2	MPI Investment Management MPI Dividend Equity	500	Gross	Unaudited	Yes	9	1986	21.04	9.44	2.23
3	Federated Investors MDT Large Cap Value	25,000	Gross	Unaudited	Yes	283	1955	20.69	19.01	1.09
4	Delaware Investments Large Cap Value Focus	25,000	Gross	Audited	Yes	11,222	1929	19.66	13.50	1.46
5	OakBrook Investments, LLC Enhanced Large Cap Value	1,000	Gross	Audited	Yes	11	1998	19.47	16.04	1.21
6	UAS Asset Management Concentrated	500	Gross	Unaudited	No	12	1987	19.14	35.16	0.54
7	LSV Asset Management Large Cap Value-Open	25,000	Gross	Audited	Yes	27,075	1994	19.10	18.30	1.04
8	UAS Asset Management Core Equity	100	Gross	Audited	Yes	145	1987	18.65	9.41	1.98
9	Rothschild Asset Management Inc. Rothschild U.S. Large-Cap Value	10,000	Gross	Audited	Yes	584	1962	18.43	16.26	1.13
10	The London Company Income Equity	10,000	Gross	Audited	Yes	1,198	1994	18.36	9.94	1.85
11	LSV Asset Management Managed Volatility	25,000	Gross	Audited	Yes	1,682	1994	18.17	11.85	1.53
12	TCW Group TCW Relative Value Dividend Focused	10,000	Gross	Audited	Yes	1,363	1971	18.07	17.94	1.01
13	Barrow, Hanley, Mewhinney & Strauss, LLC Diversified Large Cap Value	20,000	Gross	Representative	Yes	2,419	1979	17.87	16.31	1.10
14	Poplar Forest Capital Poplar Forest Fund	2,500	Net	Audited	No	871	2007	17.76	18.97	0.94
15	Barrow, Hanley, Mewhinney & Strauss, LLC Dividend Focused Value	20,000	Gross	Unaudited	Yes	4,334	1979	17.72	14.39	1.23
16	NorthPointe Capital LLC Large Cap Value	5,000	Gross	Audited	Yes	107	1999	17.68	16.62	1.06
17	LSV Asset Management LSV Russell 1000 Value Enhanced - Open	100,000	Gross	Audited	Yes	230	1994	17.46	17.23	1.01
18	Great Lakes Advisors, LLC Large Cap Value Equity	5,000	Gross	Audited	Yes	1,833	1981	17.14	15.14	1.13
19	TCW Group TCW Relative Value Large Cap	10,000	Gross	Audited	Yes	5,738	1971	17.08	19.01	0.90
20	PNC Capital Advisors, LLC Large Cap Value Advantage	2,000	Gross	Audited	Yes	916	2009/1995	16.91	14.75	1.15
21	INTECH Investment Management LLC U.S. Large Cap Value	50,000	Gross	Audited	Yes	4	1987	16.85	15.64	1.08
22	PNC Capital Advisors, LLC Large Cap Value Dividend Focus	2,000	Gross	Audited	Yes	648	2009/1995	16.85	13.93	1.21
23	Snow Capital Management LP Large Cap Value	5,000	Gross	Audited	Yes	413	1980	16.79	20.21	0.83
24	Babson Capital Management LLC Enhanced Core Value	25,000	Gross	Audited	Yes	366	1940	16.71	15.33	1.09
25	Legg Mason Capital Management, LLC LMCM Value Equity	1,000	Gross	Audited	Yes	4,379	1982	16.65	15.97	1.04
26	ValueWorks LLC ValueWorks Capital Appreciation	100	Gross	Audited	Yes	93	1996	16.58	17.25	0.96
27	Schafer Cullen Capital Management High Dividend Value Equity	250	Gross	Unaudited	Yes	11,156	1983	16.54	9.48	1.74
28	First Fiduciary Investment Counsel Large-Cap Value	250	Gross	Audited	Yes	403	1975	16.40	11.41	1.44
29	Deprince, Race, Zollo, INC. Large Cap Value	5,000	Gross	Audited	Yes	4,559	1995	16.37	16.82	0.97
30	Delaware Investments Large Cap Core	10,000	Gross	Audited	Yes	1,356	1929	16.32	15.83	1.03
31	HGK Asset Management, Inc. Large Cap Value	1,000	Gross	Audited	Yes	2,991	1983	16.26	15.24	1.07
32	Herndon Capital Management, LLC. Large Cap US Value Equity	5,000	Gross	Audited	Yes	9,360	2001	16.24	16.42	0.99
33	Rhumblin Advisers Russell 1000 Value Pooled	15	Gross	Unaudited	Yes	156	1991	16.20	15.48	1.05
34	Rhumblin Advisers Russell Top 200 Value Index Fund	10,000	Gross	Unaudited	Yes	110	1991	16.13	15.01	1.07
35	Barrow, Hanley, Mewhinney & Strauss, LLC Large Cap Value	20,000	Gross	Audited	Yes	54,148	1979	16.09	14.86	1.08

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# Money Manager Review

## US Fixed-Income Government Short Term Mgrs. Ranked by 7 Year Annual Efficiency As of December 31, 2013

Rank	Manger & Product Name	Min Acct Size(\$'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Product Assets(MMs)	First Year	Return (%)	Risk (%)	Ret/Risk
1	Dana Investment Advisors, Inc. Limited Volatility	3,000	Gross	Audited	Yes	1,141	1980	3.23	1.09	2.96
2	D.B. Fitzpatrick & Co. Short Duration Govt/Agency	2,000	Gross	Unaudited	No	285,021,429	1984	3.59	1.60	2.24
<b>3</b>	<b>MPI Investment Management Taxable U.S. Fixed Income</b>	<b>500</b>	<b>Gross</b>	<b>Unaudited</b>	<b>Yes</b>	<b>108</b>	<b>1986</b>	<b>3.51</b>	<b>1.73</b>	<b>2.03</b>
4	Semper Capital Management, L.P. Short Duration Fixed Income Strategy	-	Gross	Audited	Yes	171	1992	2.70	1.33	2.03
5	Seix investment Advisors LLC Enhanced Short Maturity	500,000	Gross	Audited	Yes	1,704	1992	3.01	1.51	1.99
6	RBC Global Asset Management (US) Inc. Short Government Fixed Income	25,000	Gross	Audited	Yes	3,073	1983	3.23	1.71	1.89
7	Redstone Advisors Short Intermediate Composite	1,000	Gross	Unaudited	Yes	55	1991	4.32	2.38	1.82
8	Ryan Labs, Inc. Short Duration Enhanced	10,000	Gross	Unaudited	Yes	227	1988	3.06	1.68	1.82
9	Garcia Hamilton & Associates, LP Fixed Income - Short Duration	5,000	Gross	Unaudited	Yes	64	1988	3.49	1.98	1.76
10	Federated Investors Low Duration Government Non-MBS Composite	25,000	Gross	Representative	Yes	332	1955	2.96	1.91	1.55
11	Chandler Asset Management, Inc. Short Term Bond SMA	250	Gross	Audited	Yes	267	1988	3.79	2.53	1.50
12	Federated Investors Short-Intermediate US Govt Fixed Income Composite	25,000	Gross	Representative	Yes	561	1955	4.56	3.86	1.18
13	Great Lakes Advisors, LLC Core Government Only	5,000	Gross	Audited	Yes	269	1981	4.77	4.24	1.13

## US Fixed-Income Government Short Term Mgrs. Ranked by 3 Year Annual Returns As of December 31, 2013

Rank	Manger & Product Name	Min Acct Size(\$'000)	Gross/Net Of Fees	Reporting Method	GIPS Compliant	Product Assets(MMs)	First Year	Return (%)	Risk (%)	Ret/Risk
1	Great Lakes Advisors, LLC Core Government Only	5,000	Gross	Audited	Yes	269	1981	3.04	3.95	0.77
2	Redstone Advisors Short Intermediate Composite	1,000	Gross	Unaudited	Yes	55	1991	2.97	2.20	1.35
3	Federated Investors Short-Intermediate US Govt Fixed Income Composite	25,000	Gross	Representative	Yes	561	1955	1.89	2.32	0.81
4	Chandler Asset Management, Inc. Short Term Bond SMA	250	Gross	Audited	Yes	267	1988	1.87	0.97	1.93
<b>5</b>	<b>MPI Investment Management Taxable U.S. Fixed Income</b>	<b>500</b>	<b>Gross</b>	<b>Unaudited</b>	<b>Yes</b>	<b>108</b>	<b>1986</b>	<b>1.85</b>	<b>1.37</b>	<b>1.35</b>
6	Garcia Hamilton & Associates, LP Fixed Income - Short Duration	5,000	Gross	Unaudited	Yes	64	1988	1.71	0.94	1.82
7	D.B. Fitzpatrick & Co. Short Duration Govt/Agency	2,000	Gross	Unaudited	No	85,021,429	1984	1.57	1.32	1.19
8	Dana Investment Advisors, Inc. Limited Volatility	3,000	Gross	Audited	Yes	1,141	1980	1.49	0.65	2.29
9	RBC Global Asset Management (US) Inc. Short Government Fixed Income	25,000	Gross	Audited	Yes	3,073	1983	1.22	0.51	2.39
10	Semper Capital Management, L.P. Short Duration Fixed Income Strategy		Gross	Audited	Yes	171	1992	1.14	1.01	1.13
11	Seix investment Advisors LLC Enhanced Short Maturity	500,000	Gross	Audited	Yes	1,704	1992	1.13	0.52	2.17
12	Ryan Labs, Inc. Short Duration Enhanced	10,000	Gross	Unaudited	Yes	227	1988	1.07	0.55	1.95
13	Federated Investors Low Duration Government Non-MBS Composite	25,000	Gross	Representative	Yes	332	1955	0.83	0.83	1.00
14	Credit Suisse Group Credit Suisse Risk Parity Commodity Fund LP	100	Net	Audited	No	332	1935	-6.57	8.49	-0.77

**Money Manager Review (MMR)** has tracked, ranked and analyzed the performance of private money managers since 1987. Money Manager Review provides in-depth analysis on hundreds of the nation's leading private money managers. As the largest source of its kind on the internet, thousands of individuals, consultants, plan sponsors, foundations and charities utilize MMR to find, compare and analyze private money managers. MMR tracks over 465 money managers and over 1850 products. MMR charges a fee to individuals and institutions to access this information. MMR collects information from tracked money managers, including information about company history, products, performance and personnel. Investment managers do not pay MMR to be included in the MMR data base. MMR is not responsible for the accuracy of the data provided to MMR by the individual money managers.

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 16, 2014

**Board of Trustees Regular Meeting  
April 16, 2014 – 7 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 7:04 p.m. Secretary Deshmukh called the roll.

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

Absent: Victoria Suriano

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Mary Krekelberg

Others:

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

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

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

C. Trustee Oath of Office - Diane Ruscitti took the oath of office.

D. Public Comment – none

At this point Krekelberg gave the staff report. She left at 7:25 p.m. and the Board continued with Communications and Announcements and the rest of the agenda.

E. Communications and Announcements

1. ATLAS Trustee Workshop May 3, 2014
2. Early to Birmingham re: College of DuPage LTA Practicum
3. Popowitch to Roskam re: Grant

F. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 19, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2014-1 Authorizing Non-Resident Cards
5. Determination to Dispose of Library Property

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

H. Library Director's Report

Bukovac reported that Congressman Bill Foster's office contacted her about the Congressman participating in the library's 25<sup>th</sup> birthday party on April 26. He will attend the ribbon-cutting ceremony and will say a few words. The Board was pleased with the specifics contained in Birmingham's report regarding the recycling event. Krupicka said that the next Darien Committee Intergovernmental Coordination meeting is May 6.

- I. Staff Report - Mary Krekelberg, Adult Services Librarian, spoke to the Board about local history and demonstrated the local history page on the library's website. Krekelberg explained that one of her responsibilities is handling the print and digital local history archives. She distributed a new marketing piece that the library uses as a promotional tool and to highlight associated collections. Krekelberg's partnership with the Darien Historical Society led to the book *Images of America: Darien* authored by the DHS and Krekelberg. Krekelberg has partnered with the DHS, the Flagg Creek Heritage Society and the Village of Willowbrook to gather the histories of our communities and to create digital collections of historical images. Bukovac said that Krekelberg has done a great job forming relationships with the local groups, preserving the local histories and making the information accessible to the community. It's wonderful to have an embedded librarian who is very active with local groups to help them reach their goals and in the process the library reaches its goals. Krekelberg said it has been a great experience.

J. Reports

1. WB/BR Chamber of Commerce – backup in packet.
2. Darien Chamber of Commerce - (no report)
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 – (no report)

K. Unfinished Business

1. 25<sup>th</sup> Birthday Party April 26 – Birmingham reviewed the day's schedule.

L. New Business

1. Board Committees – Bukovac explained that committee meetings are scheduled in agreement with committee members and any Trustee can attend a meeting. She also explained the committees and the time commitment involved with each. Ruscitti and Schardt will let Bukovac know which committees they are interested in. The Board President appoints Trustees to committees.
2. Presentation on Library Maker Spaces – Bukovac explained that libraries are becoming part of the maker movement. They're doing what they've always done but in different ways in order to meet the community's needs. Bukovac's powerpoint presentation highlighted various maker spaces that libraries have incorporated into the services they offer. Maker spaces bring people together to share materials and learn new skills. They foster participatory learning and social connections. IPPL will be starting a year-long objective (learn, create, share) in June. Programming will emphasize hands-on, active engagement and/or teaching skills that lead to creation/DIY. We will offer programming that will create connections and relationships through shared interests and shared learning. Our goal is to cap off the year with a maker or DIY fair in which people from the community will come together to share their skills.

M. Scheduled Meetings

Annexation/Strategic Plan Committee meeting was scheduled for May 27 at 7 p.m.

N. Community Events

O. Library Events

P. Adjournment

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

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Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2014

Balance on hand as of March 31, 2014.....	2,476,099.46
Cash Receipts for April.....	68,801.98
Cash Disbursements for April.....	278,316.22
Cash on hand as of April 30, 2014.....	2,266,585.22

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.014%

General.....	221,747.95
Special Reserve.....	20,950.91
Working Cash.....	315.06
Bond.....	7,443.84
Children's Endowment.....	2,886.03
Endowment.....	11,171.32
MPI Investment (Corporate Fund).....	1,148,753.57
MPI Investment (Working Cash Fund).....	389,445.35

JP Morgan Chase - Checking

General.....	4,970.38
Hinsdale Bank & Trust - Checking.....	6,023.92
JP Morgan Chase - Savings - Rate .03%	
General.....	452,272.89
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2014.....	2,266,585.22

FUND BALANCES AS OF 04/30/2014

Corporate Fund.....	1,488,689.27
Building & Maintenance Fund.....	80,508.14
I.M.R.F. Fund.....	6,940.18
Liability Fund.....	7,357.17
Social Security Fund.....	5,702.68
Special Reserve Fund.....	22,074.81
Working Cash Fund.....	389,847.70
Bond Fund.....	84,798.15
Deferred Property Taxes.....	116,205.49
Current Liabilites.....	64,461.63
Grand Total All Funds.....	2,266,585.22

**Indian Prairie Public Library District  
Consolidated Revenue Report for April 2014**

Percent of Year: 83.33

	RECEIVED April 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,267,668.53	101.00%	3,235,315.00	-32,353.53
41110 · Bond Property Taxes	0.00	244,458.82	51.59%	473,860.00	229,401.18
41150 · Non-current Property Taxes	0.00	870.12	290.04%	300.00	-570.12
43100 · Interest-Tax Levy	0.00	101.25	0.00%	0.00	-101.25
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,513,098.72</b>	<b>94.71%</b>	<b>3,709,475.00</b>	<b>196,376.28</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	53,161.25	53,161.25	126.57%	42,000.00	-11,161.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>53,161.25</b>	<b>53,161.25</b>	<b>126.57%</b>	<b>42,000.00</b>	<b>-11,161.25</b>
<b>INTEREST</b>					
43200 · Interest -Checking	0.00	27.85	27.85%	100.00	72.15
43500 · Interest - Investment	17.35	576.27	57.63%	1,000.00	423.73
<b>TOTAL INTEREST</b>	<b>17.35</b>	<b>604.12</b>	<b>54.92%</b>	<b>1,100.00</b>	<b>495.88</b>
<b>DESK MONIES</b>					
45100 · Copier	483.55	4,299.31	95.54%	4,500.00	200.69
45120 · Computer Copies	1,161.89	10,076.55	100.77%	10,000.00	-76.55
45200 · Fines/Fees	4,049.74	44,673.36	78.37%	57,000.00	12,326.64
45250 · Gifts/Donations	350.00	2,025.00	101.25%	2,000.00	-25.00
45300 · Lost Materials	714.58	12,377.27	112.52%	11,000.00	-1,377.27
45350 · Non-Resident Fees	7,420.00	70,690.51	83.17%	85,000.00	14,309.49
45400 · DVD Fines	773.70	10,191.56	113.24%	9,000.00	-1,191.56
45450 · Book Rental	156.00	2,028.40	96.59%	2,100.00	71.60
45550 · Meeting Room Rental	0.00	225.00	112.50%	200.00	-25.00
45600 · ILL Fees	66.15	357.00	71.40%	500.00	143.00
<b>TOTAL DESK MONIES</b>	<b>15,175.61</b>	<b>156,943.96</b>	<b>86.57%</b>	<b>181,300.00</b>	<b>24,356.04</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	21.30	136.97	8.56%	1,600.00	1,463.03
46750 · Collection Agency Fee	20.00	360.00	0.00%	0.00	-360.00
* 49000 · Operating Transfer In	0.00	226,590.00	0.00%	0.00	-226,590.00
<b>TOTAL OTHER INCOME</b>	<b>41.30</b>	<b>227,086.97</b>	<b>0.00%</b>	<b>1,600.00</b>	<b>-225,486.97</b>
<b>GRAND TOTAL</b>	<b>68,395.51</b>	<b>3,950,895.02</b>	<b>100.39%</b>	<b>3,935,475.00</b>	<b>-15,420.02</b>

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**Indian Prairie Public Library District  
Consolidated Expenditures Report for April 2014**

Percent of Year: 83.33

	April 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 - Salaries	153,378.44	1,561,926.89	79.12%	1,974,041.00	412,114.11	2,033,262.00	76.82%
61310 - Benefits - Medical / Life Ins.	8,213.96	78,373.99	68.45%	114,500.00	36,126.01	132,000.00	59.37%
61320 - Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 - Benefits - IMRF	29,075.28	147,938.40	79.08%	187,083.00	39,144.60	207,500.00	71.30%
61340 - Benefits - FICA	11,578.13	118,175.02	80.73%	146,389.00	28,213.98	158,500.00	74.56%
61400 - Staff Development	2,470.31	16,603.58	90.24%	18,400.00	1,796.42	25,000.00	66.41%
61500 - Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 - Board Development	467.99	1,089.24	72.62%	1,500.00	410.76	22,000.00	4.95%
61710 - Workers Compensation	0.00	12,414.00	112.64%	11,021.00	-1,393.00	15,000.00	82.76%
61720 - Unemployment Insurance	219.10	3,800.29	84.45%	4,500.00	699.71	7,000.00	54.29%
<b>TOTAL PERSONNEL</b>	<b>205,403.21</b>	<b>1,942,821.41</b>	<b>78.98%</b>	<b>2,459,934.00</b>	<b>517,112.59</b>	<b>2,603,862.00</b>	<b>74.61%</b>
<b>MATERIALS</b>							
62100 - Books	9,312.54	160,712.71	64.50%	249,175.00	88,462.29	255,000.00	63.02%
62200 - Periodicals	1,114.01	27,074.36	74.89%	36,150.00	9,075.64	42,000.00	64.46%
62300 - Audio	1,570.48	32,806.27	65.55%	50,050.00	17,243.73	52,000.00	63.09%
62400 - Video	1,602.36	38,996.63	70.65%	55,200.00	16,203.37	60,000.00	64.99%
62500 - Multi-Media	0.00	1,737.37	86.87%	2,000.00	262.63	2,300.00	75.54%
62600 - Electronic Reference Resources	2,060.00	49,302.48	75.32%	65,455.00	16,152.52	69,500.00	70.94%
62800 - Processing Supplies	744.84	20,477.93	89.03%	23,000.00	2,522.07	25,000.00	81.91%
<b>TOTAL MATERIALS</b>	<b>16,404.23</b>	<b>331,107.75</b>	<b>68.83%</b>	<b>481,030.00</b>	<b>149,922.25</b>	<b>505,800.00</b>	<b>65.46%</b>
<b>BUILDING</b>							
63100 - Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
63200 - Cleaning Service	8,710.30	48,051.25	73.93%	65,000.00	16,948.75	70,000.00	68.64%
63300 - Utilities (1-8-11 - Gas)	2,073.69	12,273.66	102.28%	12,000.00	-273.66	22,000.00	55.79%
63300 - Utilities (1-8-12 - Electric)	3,033.87	43,599.71	72.67%	60,000.00	16,400.29	80,000.00	54.50%
63300 - Utilities (1-8-13 - Telephone)	1,027.11	6,505.72	77.33%	11,000.00	2,494.28	21,000.00	40.50%
63300 - Utilities (1-8-14 - Water/Sewer)	0.00	5,098.93	121.40%	4,200.00	-898.93	19,000.00	26.84%
63300 - Utilities (1-8-15 - Garbage Disposal)	533.29	2,659.60	88.65%	3,000.00	340.40	8,000.00	33.25%
63400 - Maintenance Supplies	2,241.92	14,077.10	87.98%	16,000.00	1,922.90	20,000.00	70.39%
63500 - Security System Monitoring	0.00	678.00	45.20%	1,500.00	822.00	2,000.00	33.90%
63600 - Property Maintenance	2,142.27	16,096.97	76.65%	21,000.00	4,903.03	30,000.00	53.66%
63800 - Building Maintenance/Repairs	3,211.75	37,646.97	87.55%	43,000.00	5,353.03	55,000.00	68.45%
<b>TOTAL BUILDING</b>	<b>22,974.20</b>	<b>188,687.91</b>	<b>79.72%</b>	<b>236,700.00</b>	<b>48,012.09</b>	<b>327,000.00</b>	<b>57.70%</b>
<b>OPERATIONS</b>							
64200 - Supplies - Office	846.59	10,205.03	78.50%	13,000.00	2,794.97	16,000.00	63.78%
64300 - Photocopy Supplies	766.18	3,999.45	88.88%	4,500.00	500.55	5,500.00	72.72%
64400 - Patron Card Supplies	0.00	3,973.69	88.30%	4,500.00	526.31	5,000.00	79.47%
64500 - Postage	8.85	3,119.60	44.57%	7,000.00	3,880.40	9,000.00	34.66%
64600 - Non-Payment Reimbursement	0.00	2,658.00	75.94%	3,500.00	842.00	6,000.00	44.30%
64700 - Travel	38.42	373.63	57.48%	650.00	276.37	1,000.00	37.36%
64800 - Organizational Memberships	0.00	860.00	47.78%	1,800.00	940.00	2,200.00	39.09%
64900 - Bank Fees	167.58	2,201.76	81.55%	2,700.00	498.24	0.00	0.00%
<b>TOTAL OPERATION</b>	<b>1,827.62</b>	<b>27,391.16</b>	<b>72.75%</b>	<b>37,650.00</b>	<b>10,258.84</b>	<b>44,700.00</b>	<b>61.28%</b>
<b>AUTOMATION</b>							
65100 - Supplies (paper, ink cartridge)	0.00	10,530.91	110.85%	9,500.00	-1,030.91	11,000.00	95.74%
65200 - Automation-Prof Services	2,090.00	2,119.99	42.40%	5,000.00	2,880.01	10,000.00	21.20%
65300 - Purchase of Equipment	0.00	14,477.67	80.57%	17,970.00	3,492.33	21,000.00	68.94%
65400 - Automation Equip Mnt/Repair	354.46	1,906.79	127.12%	1,500.00	-406.79	4,000.00	47.67%
65500 - Software	0.00	18,192.52	86.03%	21,148.00	2,955.48	24,000.00	75.80%
65600 - SWAN	12,729.50	50,918.00	100.79%	50,518.00	-400.00	53,000.00	96.07%
65700 - Telecommunications	527.97	5,250.34	83.34%	6,300.00	1,049.66	9,000.00	58.34%
<b>TOTAL AUTOMATION</b>	<b>15,701.93</b>	<b>103,396.22</b>	<b>92.37%</b>	<b>111,936.00</b>	<b>8,539.78</b>	<b>132,000.00</b>	<b>78.33%</b>



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

Percent of Year: 83.33

	April 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 - General Professional Services	1,196.00	6,698.00	49.62%	13,500.00	6,802.00	29,000.00	23.10%
66200 - Credit Bureau	44.75	826.00	55.07%	1,500.00	674.00	2,000.00	41.30%
66300 - Equipment-Maintenance Repair	916.95	3,834.39	46.76%	8,200.00	4,365.61	9,800.00	39.13%
66900 - Fees - Bond Registrar	0.00	10.00	2.00%	500.00	490.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,157.70</b>	<b>11,368.39</b>	<b>47.97%</b>	<b>23,700.00</b>	<b>12,331.61</b>	<b>40,800.00</b>	<b>27.86%</b>
<b>INSURANCE</b>							
67100 - Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	8,841.00	100.00%
67200 - Bonding	0.00	0.00	0.00%	2,100.00	2,100.00	4,892.00	0.00%
67300 - Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	2,984.00	100.00%
67400 - Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	3,283.00	100.00%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>15,108.00</b>	<b>87.80%</b>	<b>17,208.00</b>	<b>2,100.00</b>	<b>20,000.00</b>	<b>75.54%</b>
<b>MARKETING</b>							
68110 - Marketing Newsletter	0.00	17,844.56	78.66%	22,685.00	4,840.44	25,800.00	69.16%
68111 - eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	0.00	0.00%
68210 - Marketing Advertising	500.00	2,934.24	97.81%	3,000.00	65.76	5,000.00	58.68%
68310 - Marketing Supplies	768.24	2,864.17	114.57%	2,500.00	-364.17	4,000.00	71.60%
68410 - Marketing-Information Printing	69.50	1,077.68	26.94%	4,000.00	2,922.32	7,500.00	14.37%
68500 - Legal Notices	0.00	988.80	82.40%	1,200.00	211.20	2,000.00	49.44%
68600 - Special Events	2,451.75	15,222.05	60.41%	25,200.00	9,977.95	30,000.00	50.74%
<b>TOTAL PUBLIC INFORMATION</b>	<b>3,789.49</b>	<b>42,275.50</b>	<b>70.36%</b>	<b>60,085.00</b>	<b>17,809.50</b>	<b>74,300.00</b>	<b>56.90%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 - Building Improvements	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69300 - Bond Interest and Principal	0.00	461,597.50	100.00%	461,597.00	-0.50	480,000.00	96.17%
* 69800 - Operating Transfer Out	0.00	226,590.00	0.00%	0.00	-226,590.00	0.00	0.00%
69900 - Contingency	2,388.09	26,078.20	84.14%	33,372.00	5,293.80	60,000.00	35.10%
<b>GRAND TOTAL</b>	<b>270,646.47</b>	<b>3,378,422.04</b>	<b>86.11%</b>	<b>3,923,212.00</b>	<b>544,789.96</b>	<b>4,406,462.00</b>	<b>76.63%</b>

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

ACTION ON BILLS April 2014

<u>Account</u>	<u>Check #s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45431 thru 45533	\$ 81,699.18
Chase Bank-Salaries for April	35722 thru 35750	\$ 8,875.69
Hinsdale Bank-Direct Deposits	& 17508 thru 17664	\$ 101,582.86

MONTH'S TOTAL: \$ 192,157.73

Indian Prairie Public Library District  
Account QuickReport

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Type	Date	Num	Name	Amount
<b>10121 - Checking JP Morgan Chase</b>				
Liability Check	04/10/2014	45431	Adler & Associates	35.22
Liability Check	04/10/2014	45432	Nationwide Retirement	610.00
Liability Check	04/10/2014	45433	Vantagepoint	1,078.23
Bill Pmt Check	04/10/2014	45434	Aurico	30.00
Bill Pmt Check	04/10/2014	45435	Babson Library, Springfield College	240.00
Bill Pmt Check	04/10/2014	45436	Baker & Taylor	602.02
Bill Pmt Check	04/10/2014	45437	BCBS	9,178.31
Bill Pmt Check	04/10/2014	45438	Bukovac, Jamie	99.00
Bill Pmt Check	04/10/2014	45439	Call One	210.00
Bill Pmt Check	04/10/2014	45440	Canon Business Solutions	706.95
Bill Pmt Check	04/10/2014	45441	Case Lots Inc.	300.30
Bill Pmt Check	04/10/2014	45442	Cavendish Square	395.10
Bill Pmt Check	04/10/2014	45443	Colonial Life	47.32
Bill Pmt Check	04/10/2014	45444	Constellation	3,033.87
Bill Pmt Check	04/10/2014	45445	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	04/10/2014	45446	DAC	124.50
Bill Pmt Check	04/10/2014	45447	Darien Park District	1,320.39
Bill Pmt Check	04/10/2014	45448	DEMCO	125.63
Bill Pmt Check	04/10/2014	45449	Dr. Oz The Good Life	15.00
Bill Pmt Check	04/10/2014	45450	Durepos, Joseph	285.00
Bill Pmt Check	04/10/2014	45451	Edmonds Incorporated	552.68
Bill Pmt Check	04/10/2014	45452	FedEx	8.85
Bill Pmt Check	04/10/2014	45453	Flying Fox Conservation Fund	250.00
Bill Pmt Check	04/10/2014	45454	Fox Valley Fire & Safety	696.00
Bill Pmt Check	04/10/2014	45455	Heaney Electric	1,988.00
Bill Pmt Check	04/10/2014	45456	Home Depot	80.47
Bill Pmt Check	04/10/2014	45457	Illinois Library Association	75.00
Bill Pmt Check	04/10/2014	45458	Inkwell	94.19
Bill Pmt Check	04/10/2014	45459	Kroeschell Service	204.75
Bill Pmt Check	04/10/2014	45460	Li, Hegan	12.00
Bill Pmt Check	04/10/2014	45461	Library Display Design Systems	74.00
Bill Pmt Check	04/10/2014	45462	Lindsey, Robert J.	275.00
Bill Pmt Check	04/10/2014	45463	Lisoleil, Catherine	50.00
Bill Pmt Check	04/10/2014	45464	Michalak, Ellen	67.00
Bill Pmt Check	04/10/2014	45465	Midwest Tape	528.22
Bill Pmt Check	04/10/2014	45466	NCPERS Group Life	64.00
Bill Pmt Check	04/10/2014	45467	Neighbors of Darien	500.00
Bill Pmt Check	04/10/2014	45468	OverDrive	303.54
Bill Pmt Check	04/10/2014	45469	Palmisano, Stacy.	39.93
Bill Pmt Check	04/10/2014	45470	Phillip's Interior Plants	215.00
Bill Pmt Check	04/10/2014	45471	ProQuest LLC	2,060.00
Bill Pmt Check	04/10/2014	45472	Quill	421.19
Bill Pmt Check	04/10/2014	45473	Research Technology International	354.46
Bill Pmt Check	04/10/2014	45474	Rogers Vending	142.92

11:30 AM  
04/10/14  
Accrual Basis

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## Indian Prairie Public Library District Account QuickReport

As of April 30, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	04/10/2014	45475	Runco	772.17
Bill Pmt Check	04/10/2014	45476	Sealkote	124.88
Bill Pmt Check	04/10/2014	45477	Sebert Landscaping	697.00
Bill Pmt Check	04/10/2014	45478	Siebert Enterprises	75.00
Bill Pmt Check	04/10/2014	45479	Speciality Mat Service	171.30
Bill Pmt Check	04/10/2014	45480	Stovall, Ann	129.00
Bill Pmt Check	04/10/2014	45481	Suburban Door Check & Lock Service	149.00
Bill Pmt Check	04/10/2014	45482	Unique Management	44.75
Bill Pmt Check	04/10/2014	45483	Weber, Keith	75.00
Bill Pmt Check	04/10/2014	45484	Wolper Information Services	1,099.01
Bill Pmt Check	04/10/2014	45485	Works, Tyler	44.18
Bill Pmt Check	04/15/2014	45486	Business Card	1,595.74
Liability Check	04/15/2014	45487	LIMRiCC	1,797.34
Bill Pmt Check	04/15/2014	45488	Baker & Taylor	6,039.90
Bill Pmt Check	04/15/2014	45489	Baker & Taylor (video)	552.48
Bill Pmt Check	04/15/2014	45490	Center Point Large Print	173.76
Bill Pmt Check	04/15/2014	45491	DEMCO	347.10
Bill Pmt Check	04/15/2014	45492	Gale/CENGAGE Learning	791.71
Bill Pmt Check	04/15/2014	45493	Groot Industries, Inc.	533.29
Bill Pmt Check	04/15/2014	45494	Guest, Laurie	1,166.00
Bill Pmt Check	04/15/2014	45495	Heritage House Florist	60.00
Bill Pmt Check	04/15/2014	45496	JavaSmart USA LLC	106.70
Bill Pmt Check	04/15/2014	45497	KHM Plastics	260.05
Bill Pmt Check	04/15/2014	45498	Midwest Tape	1,369.94
Bill Pmt Check	04/15/2014	45499	Overdue Media LLC	34.88
Bill Pmt Check	04/15/2014	45500	RAILS	792.00
Bill Pmt Check	04/15/2014	45501	Random House	43.75
Bill Pmt Check	04/15/2014	45502	Rebecca Caudill Young Readers' Book Award	10.00
Bill Pmt Check	04/15/2014	45503	Recorded Books, LLC	606.60
Bill Pmt Check	04/15/2014	45504	Roy, Nancy	72.26
Bill Pmt Check	04/15/2014	45505	Uline	50.18
Bill Pmt Check	04/15/2014	45506	Unique Books, Inc.	312.39
Bill Pmt Check	04/21/2014	45507	Petty Cash	184.36
Liability Check	04/24/2014	45508	Adler & Associates	35.22
Liability Check	04/24/2014	45509	Nationwide Retirement	610.00
Liability Check	04/24/2014	45510	Vantagepoint	1,080.08
Bill Pmt Check	04/24/2014	45511	A.N.S., Inc.	724.00
Bill Pmt Check	04/24/2014	45512	Bank of America	4,312.79
Bill Pmt Check	04/24/2014	45513	Basecamp Web Solutions	2,090.00
Bill Pmt Check	04/24/2014	45514	Bukovac, Jamie	98.09
Bill Pmt Check	04/24/2014	45515	Call One	952.11
Bill Pmt Check	04/24/2014	45516	Case Lots Inc.	553.20
Bill Pmt Check	04/24/2014	45517	Comcast	229.85
Bill Pmt Check	04/24/2014	45518	Cosmopolitan Building Services	2,825.00
Bill Pmt Check	04/24/2014	45519	Fox Valley Fire & Safety	149.00

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11:30 AM  
04/10/14  
Accrual Basis

# Indian Prairie Public Library District Account QuickReport

As of April 30, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	04/24/2014	45520	Illinois Library Association	375.00
Bill Pmt Check	04/24/2014	45521	Inkwell	146.90
Bill Pmt Check	04/24/2014	45522	Jeannie McQueenie Productions	200.00
Bill Pmt Check	04/24/2014	45523	Lincoln National Life	117.99
Bill Pmt Check	04/24/2014	45524	Movie Licensing USA	200.00
Bill Pmt Check	04/24/2014	45525	OverDrive	204.59
Bill Pmt Check	04/24/2014	45526	Palmisano, Stacy.	46.76
Bill Pmt Check	04/24/2014	45527	Popowitch, Joe	418.59
Bill Pmt Check	04/24/2014	45528	Rodriguez, Robert A.	150.00
Bill Pmt Check	04/24/2014	45529	Rogers Vending	31.60
Bill Pmt Check	04/24/2014	45530	ScotPress Printing	69.50
Bill Pmt Check	04/24/2014	45531	SWAN	12,729.50
Bill Pmt Check	04/24/2014	45532	VSP Vision	92.85
Bill Pmt Check	04/24/2014	45533	Ultimate Collision Repair Network	705.80

Total 10121 - Checking - JP Morgan Chase

81,699.18

**TOTAL**

**81,699.18**

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

April 2014

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	04/11/2014	18,800.70
ILDOR-State	Payroll taxes	04/11/2014	3,333.84
EFTPS-Federal	Payroll taxes	04/25/2014	18,774.56
ILDOR-State	Payroll taxes	04/25/2014	3,319.07
IMRF	Payroll Pension	04/01/2014	19,083.75
AT&T	Telecommunications	04/14/2014	298.12
Nicor	Gas	04/17/2014	2,073.69
DAC	Deposit to HRA	04/02/2014	1,000.00
IMRF	Payroll Pension	04/30/2014	19,337.18
US Bank	Credit Card Fee	04/02/2014	147.58
Hinsdale Bank	Fee-Direct Deposit	04/03/2014	20.00

**Director's Report  
May 2014**

**Agenda**

**Staff Reports:**

Early Literacy Katie Salo will be at the meeting to introduce herself.

We are kicking off a special year-long programming effort:



- Junction will bring people together on a journey to learn, create and share.
- We'll offer programming that creates connections and relationships through shared interests and shared learning.
- Plus programming that includes hands-on active engagement and/or teaching skills that lead to creation/DIY.

*Junction* supports three initiatives from the library's 2012-2014 strategic plan:

- Enhance our residents' leisure time
- Foster life-long learning
- Create community by encouraging interaction and sharing of interests

It ties into the "makerspace" programming and services that I discussed at last month's board meeting.

Adult Services Programmer Cindy Kline and Head of Youth Services Natalie Williams will each make a presentation about upcoming programming that is being developed to support *Junction*.

I've included some articles about library makerspaces to provide more information.

**Unfinished Business:**

Dorothy and Diane have indicated their interests in the board committees and Vicki will make the appointments at the meeting.

**New Business:**

I will give an overview of the Edge Initiative Technology Assessment Tool. Reviewing this assessment tool is part of the coming year's State Per Capita Grant requirements.

### Trustee Orientation

My portion of the orientation process for Diane is complete and we have scheduled the department tours.

### Non-Resident Fee

The non-resident fee using the formula provided by the State Library will be \$186.00 effective July 1. This is down from \$211.00. The reason is because we paid off the building bond.

### Burr Ridge Board Presentation

I was contacted by Burr Ridge to schedule a presentation to the Village Board. They meet the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00. Who would like to attend?

### 3D Printer

The 3D printer has arrived and will be advertised in the newsletter. Starting around May 24 it will be featured in the lobby. During the summer it will be part of the activities in the Kids & Teen Department. We will be keeping statistics on how it is used.

### Digital Media Lab

The Kids & Teens department is turning their group study room into a digital media lab. The 3D printer will spend part of its time there but we'll also provide equipment for video and sound recording and editing plus animation creation. This is being offered as part of the Summer Reading Challenge. It will also support the Memory Drive project.

### Artist in Residence

As you may recall, local artist Jenn Weinschenker has offered to donate a painting to the library. I suggested that she actually do the painting in the library. She loves that idea and plans on painting in the library Tuesday and Friday afternoons. She will be set up in the gallery, at the top of the stairs. We plan on videotaping her work and creating an online experience. I've attached her biography to my report. Her website is [chicagostudioworks.com](http://chicagostudioworks.com).

### Staff

The Staff Institute Day was held Friday, May 9. First, I want to thank Laura who helped with organizing the day but then also had to step in that day to cover for me because I was sick and wasn't able to be there. The goals of the day were to

1. Provide a big picture speaker to inspire staff and take them out of their everyday jobs.
2. Learn about library services.
3. Provide a customer service take away.
4. Learn about upcoming plans for the library.
5. Helping staff get to know people they don't normally work with.



This year Laura and I developed an idea for connecting staff who normally don't work together by creating 10 teams that were identified by buttons that declared the importance of each person. The sayings on the buttons were along the lines of "I'm a superstar", "I'm amazing", "I'm a big deal", "I'm dazzling". Each team of eight had to sit together during the day. In the afternoon they worked together to compete in an IPPL trivia game and then met together in small groups where each person shared with the members of their group "What is a success that you feel proud of relative to your job?" These were written down. Then the groups gathered in the meeting room and a reporter for each group shared each person's success story. The staff really enjoyed hearing each story and it was a great sharing time.

For the keynote, we had Bill Barnes speak. Bill is one-half of the team that creates the comic strip titled *Unshelved*. *Unshelved* is about finding the funny side of situations that occur in most libraries. This is a description of *Unshelved*

Working in a library, you know that sometimes you have to laugh or else you'll cry. Laughing got a lot easier twelve years ago when a new comic strip called *Unshelved* appeared. It told the story of a hip young librarian named Dewey, his dysfunctional coworkers, and the quirky people they're supposed to be helping. It was an instant hit among library workers and civilians alike, and now boasts seventy five thousand readers and ten published collections. *Unshelved* succeeds because it pokes gentle fun at our serious profession, but also because it tells the truth about people. The staff and patrons of the "Mallville Public Library" are supposed to be fictional, but I think you'll recognize them.

Bill's presentation focused on working with patrons and reminded everyone that we're all in this together, no matter what your job is.

Bill also presented on graphic novels discussing their history and interest to people. Staff members Jez Layman, Tyler Works and Katie Salo shared with staff how the library uses graphic novels in serving patrons.

We presented awards for the staff longevity for 5, 10, 15, 20 and 25 year anniversaries. Laura gave a presentation on serving people with disabilities titled *Positive Interactions: Making the Library a Welcoming and Empowering Place for People with Disabilities*. Laura also presented the power point that I had shown to the trustees in April about makerspace services in libraries which led into an overview, by Ann Stovall, Debbie Wordinger and Natalie Williams, of the year-long *Junction* programming. The day ended with the unveiling of #YOLO (more information below) which included a song and dance by Laura and the department heads promoting #YOLO with words written by Laura to the song "YMCA".

So what is #YOLO? It is Year of Learning Opportunity and it is a year-long program to teach staff about the library. One of our continuing challenges is keeping staff up-to-date with all the services we provide. #YOLO will offer short classes starting in June and running through May. Staff are required to attend at least 6 classes throughout the year – one from each department. Each class they attend they get a chance at a drawing for a prize which will be held quarterly with a grand prize in May. Classes this summer will be about online readers advisory, the 3D printer, and the digital media lab in Kids & Teens. The department heads are currently

developing ideas for more classes but some ideas are how to present a storytime, local history, programming that supports STEM, oral history interviews, running a book discussion, and how to download an ebook.

Bill Watts, Circulation Services Page, has given his resignation effective May 4 however he will remain on as a substitute. Bob Tuggle has been hired as a Circulation Services Page at a salary of \$8.77/hour starting May 1. Nicole Pierce is rejoining us this summer as a Summer Youth Services Associate starting May at a salary of \$9.27/hour. Jacqueline Brogdon has also been hired as a Summer Youth Services Associate at the same salary starting May 12.

Jamie Bukovac, Director

## Bio of Jenn Weinshenker

Jenn Weinshenker is a local artist and poet. She is the author of, "Down the Road," which is a poetic telling of how she found her way to living purposefully; after a serious car accident left her with a Traumatic Brain Injury. Jenn has peripheral blindness and balance problems. You may have seen her at the library with her Akita Service Dog, Coco. Jenn graduated from Columbia College in Chicago in 2005 at the age of 51 on the Dean's List with a 3.8 GPA.

It usually takes Jenn about a year to finish a painting. A few have taken closer to two years to complete. Every year Jenn gives a humanitarian an oil painting and every year she also gives a painting to a group of people or an organization that contributes to their community. There is one at the Chicago Comer's Children's Hospital and one at The Chicago Lighthouse and she gave another to her favorite Fire Department, in honor of her Grandfather, who was a volunteer fireman most of his life. Last year she gave a painting to one of her favorite Fire Stations, in honor of first responders, for their permanent 911 Memorial Exhibit.

This year Jenn has decided to take on one of her most ambitious projects. She is going to paint a wall of canvases that are going to be inspired by studies she does at the Morton Arboretum. And she is going to give a painting to her favorite local police department, hospital and another much deserving humanitarian. Jenn is especially excited about painting a work of art for the Indian Prairie Library this year, at the library.

These gifts of love and appreciation are given with the hope that every time people look at them, they feel uplifted and appreciated by their community.

## Assistant Director's Report May 2014

### Building and Grounds:

The old staff chairs will be listed for sale on the RAILS website beginning June 2<sup>nd</sup> for \$10 per armless chair and \$15 for chairs with arms.

David Schwartz of Midco Systems reviewed the phone plan we currently have with Call One. I am happy to report that his findings are that we are not paying overages under our current contract.

### 25<sup>th</sup> Birthday Celebration; April 26<sup>th</sup>:

We had a very successful birthday party on April 26<sup>th</sup>! The photo booth was especially popular and I would like to give David Bunn and Ann Stovall a special mention for their tireless help running the booth that day. Overall the day was a lot of fun and I know patrons enjoyed themselves learning "Thriller", eating and drinking delicious refreshments, playing games and making crafts.

### Special Events:

We honored staff throughout the week during National Library Week (April 14<sup>th</sup>- April 18<sup>th</sup>) with special food days and having some themed-dress days.

The week leading up to the birthday party was "80's Spirit Week" wear staff wore a different 80's related theme every day.

### Staff Institute Day:

Staff Institute Day was held on Friday, May 9<sup>th</sup>. Our morning speaker was Bill Barnes, one of the authors of a well-known library comic strip called *Unshelved*. Bill started the day with his keynote "*A Funny Thing Happened on the Way to the Library*" followed by a session about graphic novels as a literary genre. We had a great lunch from Buona Catering. In the afternoon, I did a presentation based on a webinar that I had viewed about giving good customer service to patrons with disabilities. There was a breakout session for staff to answer and discuss a time at work that made them feel successful, then the groups came back and shared their answers and it was very rewarding listening to their stories.

Friends of the Library:

The Friends met on Tuesday, May 6<sup>th</sup>. Highlights of the meeting are:

- The Friends approved: \$330 for the for teen volunteer shirts for "The Sound", \$1000 towards Make Some Noise book prizes, \$800 for prizes for Adults' The Junction year-long program.
- The current Friends bags have been discontinued and the Friends selected two new bags to sell for \$1 and \$5. We will be selecting colors and design at the June meeting.

The next meeting will be Tuesday, June 17<sup>th</sup> at 1:30pm.

Meetings and Workshops:

- 4/23 ALA Webinar "How to Build a Great Team" Part 2
- 5/1 "Learn Create Share" meeting
- 5/6 Friends of the Library Meeting
- 5/9 Staff Institute
- 5/13 Department Head Meeting
- 5/21 Board Meeting

Submitted by:



Laura Birmingham

## **Marketing Department Report – April 2014**

### **25th Anniversary Celebration**

The Marketing Department assisted with the planning and promotion of the library's 25<sup>th</sup> anniversary celebration, including the 1980's-themed Birthday Party on April 26 and employee Spirit Week April 21-26. The department also assisted with Library Week activities.

### **Promotional Support**

In addition to the 25<sup>th</sup> anniversary celebration, the Marketing Department supported and promoted several other library events and programs, including the Make Some Noise Summer Reading Challenge, The Junction, the May Kids' Library Card Promotion, MoneySmart Week programs, National Library Week programs, World Book Night, and Free Comic Book Day.

### **Newsletter**

Production of the summer newsletter began in April. It is at the printer and will be delivered to resident mailboxes by May 24. The newsletter includes articles on The Junction, the library's new 3D printer, the Memory Drive program, local artist Jenn Weinschenker and her painting on location in the library this summer, new trustee Diane Ruscitti, the Make Some Noise Summer Reading Challenge including the new Makerspace and Digital Media Lab, new Nook Colors for mid-kids, new online resource for legal forms, Books (and Movies) Just For You service, Kindle check-out, hoopla, new iPads in Adult Services, and assistance with citizenship issues, plus programs for kids and families, teens and adults.

### **Neighbors of Darien**

The Marketing Department provided copy and photos for an editorial page in the May/June Community Guide and Chamber Directory issue.

### **E-news**

The Marketing Department continues to send the library's weekly e-news. There are currently 13,797 contacts on our e-news mailing list.

### **Misc.**

Marianne attended the Willowbrook/Burr Ridge Chamber of Commerce Meeting April 2.

Marianne attended a Trello training workshop April 3.

Marianne attended the Volunteer Appreciation Luncheon April 9.

Marianne and Theresa attended the Website Committee meeting April 10.

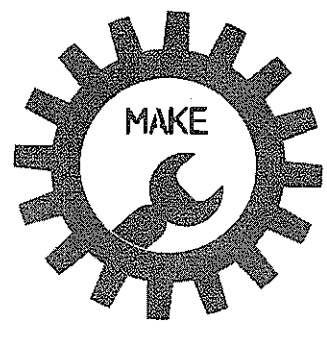
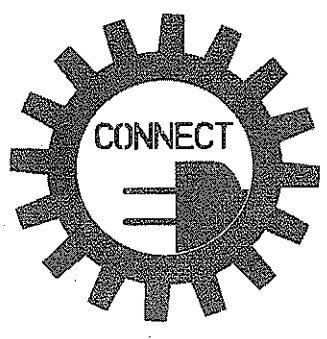
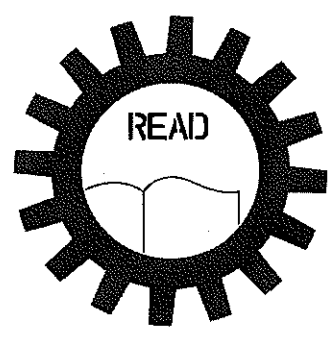
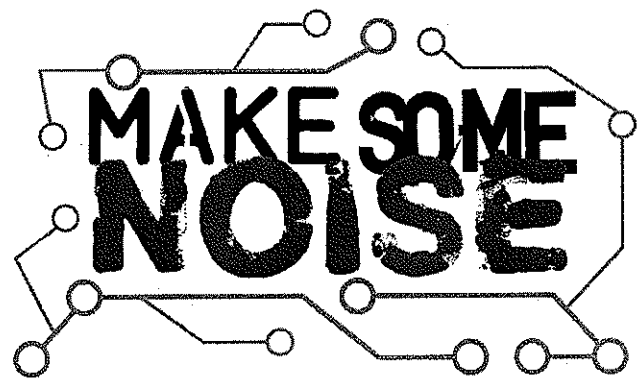
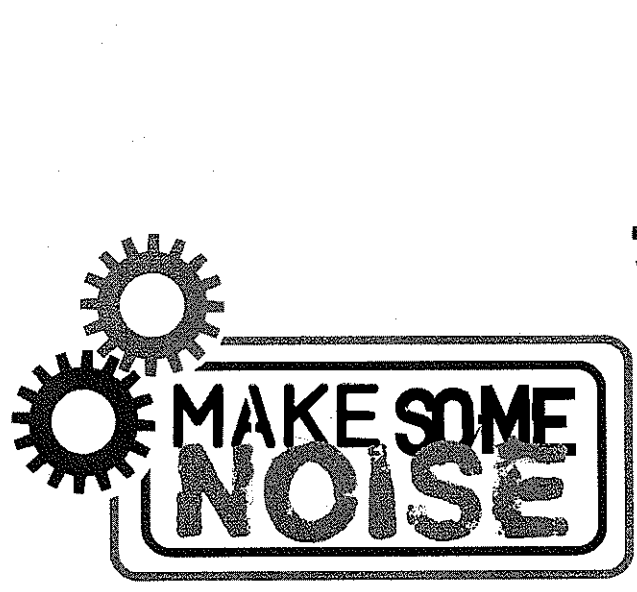
Marianne and Theresa attended a What Makes a Great Library Website webinar April 30.

### **Graphics/Website**

In addition to day-to-day publications and website updates, Theresa created logos for the Make Some Noise Summer Reading Challenge and The Junction as well as many promotional pieces for the 25<sup>th</sup> Birthday Party and Free Comic Book Day (see attached pages – color copies will be distributed at meeting).

Marianne Ryan, Marketing Coordinator  
May 14, 2014

**junction**  
*learn, create, share*



**Sat., April 26, 1-4 p.m.**

**1st Floor**

**2nd Floor**

**3rd Floor**

**4th Floor**

**5th Floor**

**6th Floor**

**7th Floor**

**8th Floor**

**9th Floor**

**10th Floor**

**11th Floor**

**12th Floor**

**13th Floor**

**14th Floor**

**15th Floor**

**16th Floor**

**17th Floor**

**18th Floor**

**19th Floor**

**20th Floor**

**21st Floor**

**22nd Floor**

**23rd Floor**

**24th Floor**

**25th Floor**

**25th BIRTHDAY**

You're invited to our

**ANNIVERSARY**

**Sat., April 26, 1-4 p.m.**

Join us for a totally tubular family-friendly celebration—'80s style!



401 Plainfield Rd., Darien, IL 60561  
630/887-8760 | www.ippl.info  
Check out our 25th anniversary page at anniversary.ippl.info

**FREE COMIC BOOK DAY**

**FOR KIDS, TEENS, AND ADULTS**

**FREE**

**SATURDAY, MAY 3**  
from 12 P.M. TO 3 P.M.

**ALL AGES!**

**COMIC-THEMED PHOTO BOOTH**

**REFRESHMENTS**

**FREE COMICS FOR KIDS, TEENS, and ADULTS**

**Indian Prairie Public Library**

401 Plainfield Rd., Darien, IL 60561  
630/887-8760 | www.ippl.info



**TECHNOLOGY & TECHNICAL SERVICES REPORT  
Board Report April 2014**

**Strategic Plan Goals**

- Expand Technology Resources on the Web to assist with Technology Literacy- Resources were added and updated for Senior Boot Camp.
- Improve patron browsing within Dewey topics - Improved browsing within the adult materials on citizen by creating a new topic area to bring all materials on citizenship together; reclassified the fantasy adult movie DVDs into other genres of the DVD collection making them easier to find.

**Completed Projects/Improvements for Public Service**

- **Adult Reference Database Computers-** Improved computer performance and access to the newer version of software by Upgraded to Windows 7 and Office 2010 Pro.
- **Junior Nook Colors-** Two Nook Colors with books and Apps selected for mid-kids were made available for checkout.
- **Improved website speed** – scripting on heavily used pages was adjusted to improve speed.

**Sharing**

- **Tech Talk** – I was contacted by Dale at Downers Grove Library who wanted to know more about our new Tech Talk discussion group.
- **Rokus-** Downers Grove Library reached out to us on how we processed the Roku devices and asked if they can borrow out eTutor video on configuring the Roku player. **Board Report April**
- **American Libraries-** We were contacted by American Library Association to participate in an article about Rokus. I was interviewed and the article will be published in the June issue of American Libraries.

Ann M. Stovall, Head of Technical & Computer Services, May 12, 2014

Circulation Services

April 2014

This year we circulated 68,376 items as compared to 71,161 last year. This is a decrease of 4%. However, electronic circulation was up 65%. In addition, patron visits were up 3% from last year. Holds placed were down slightly from 8,807 last year to 8,094 this year. We saw a significant decrease in ILLs processed - they were down 16%.

Our patrons continue to enjoy self-service -- over 58% of our checkouts and renewals were done at a self-check station or through the internet. We are pleased that we can offer them a choice.

At the end of March, I was able to contact someone from the Du Page County Revenue Department about having new maps of our library district made. The ones we have been using were several years old and difficult to read. (Because our borders are very irregular, a map is sometimes necessary to tell if a patron resides within our district). I am happy to report that we received the new maps and they are much easier to use! In fact, the county also provided us with a much larger size than we are currently using.

We are still dealing with issues at the Kids and Teens Self-Check. Ann Stovall has been in contact with the vendor and hopefully they will be out soon to install the new computer.

Sharing Expertise:

I am so pleased that Indian Prairie Library continues to be viewed as the "gold standard" for Circulation in SWAN. As new Heads of Circulation start at other libraries, they often call and ask if they can come and see our processes and procedures. In April I hosted the new Heads of Circulation from LaGrange Library and LaGrange Park Library. They took away many ideas to make their own departments more efficient.

Debbie Sheehan  
Head of Circulation Services

				Circ Stats								
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	
Sept.	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	
Oct.	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	
Nov.	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	69,912	
Dec.	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	
Jan.	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	
Feb.	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	70,071	
Mar.	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	
Apr.	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	
May	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429		
June *	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392		
Renewals through the webpact not included before April						1,284						
						Electronic Circulation	3,852					
Yearly												
Total	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	719,360	
*Missing data--used an average number to get a total												

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

**Overview**

April concluded our spring storytime session. This month we offered 53 programs to 1,312 kids and teens, including interactive *Do-It-Yourself-Teens (DIYT)* projects, *Kids Read* programming such as *Pages for All Ages* and the *Souvenir Suitcase* event, *Little U* classes for babies, toddlers, and preschoolers, evening storytimes, and another special Saturday spring-themed storytimes.

**Programs**

**Money Smart Week**

In April, our Senior Librarian, Tyler Works offered two Money Smart programs for teens and adults. On April 8<sup>th</sup> Harris Bank and 16 people joined us for *Paying for College and Cars* and on April 10<sup>th</sup> 12 people attended the *Inventing 101* event with local inventor Keith E. Weber. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

**National Library Week Memes**

Tyler Works worked with the TAB committee to create humorous library related memes (rhymes with "team," they are pre-existing photos with funny text added) to post to the library's social media accounts. This was a fun way to celebrate National Library Week and make our patrons laugh.

**Kids Read 2014**

We have completed another successful season of *Kids Read!* We are very pleased with the attendance and enthusiasm for the events we offered to celebrate "Go, Go America." On April 14<sup>th</sup> Monica Dzierzbicki hosted the second *Pages for All Ages* event where our adult/child pairs met up to discuss books and exchange letters. On April 2<sup>nd</sup>, we hosted a *Souvenir Suitcase* program and families joined us to create suitcases from new and recycled materials. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and shoring of skills and tools.)*

**K-RoT (Kids Reading on Tuesdays)**

Monica Dzierzbicki wrapped another session of *K-RoT*. In the Spring session the group shared author interviews, music performances connected to books, played games, and read and discussed *Next Big Thing* titles, like "Fortunately the Milk," "The Rooftoppers," "Zombie Baseball Beatdown," "The True Blue Scouts of Sugar Man Swamp," "The Jedi Academy," and "The Gum-azing Gum Girl." *K-Rot* registration increased to nine regularly attending 4-6th graders. The program evaluations and comments from kids and parents were very positive. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

**Tuesday Tales**

One of our substitute Librarians, Judy Cochran, performed classic folktales and storytelling favorites every Tuesday evening this session. This program consistently brought in around 20 people and received compliments and comments of gratitude from families. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

**25<sup>th</sup> Anniversary Event**

On April 26<sup>th</sup> staff from all departments worked together to throw a fabulous 80's themed birthday party for the library. There was a lot of activity in the Youth Department. We set up several popular 80s crafts, like Perler beads and friendship bracelets, 80's themed coloring sheets and games like Hungry Hungry Hippos and Rock'em Sock'em Robots, and retro arcade gaming, like Pacman. We had on staff member on roller skates and another dressed like Leonardo, the Teenaged Mutant Ninja Turtle. It was a

lot of fun for staff and for the community. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

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## **Partnerships**

### **Hinsdale South High School**

Tyler Works continues to build relationships with HSHS staff. He attended the HSHS book club again in April. Tyler Works also met with HSHS teachers during the HSHS library's open houses to promote library tech and summer reading. He promoted the recently purchased Arduino microcontrollers and 3D printer. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

### **World Book Night**

Tyler Works partnered with Hinsdale South High School to celebrate World Book Night. Tyler collected teen titles and visited the high school during lunch periods to hand out free books to the teens. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

## **Sharing**

### **American Library Association Committee**

Our Early Literacy Librarian, Katie Salo, has accepted an appointment for Association of Library Services to Children on the Public Awareness Committee. This appointment will begin in June of 2014 and go until July of 2016 and Katie will attend ALA Annual and Mid-Winter conferences to attend meetings. This is quite an honor to be offered this position. We are very proud of Katie.

### **Flannelboard Presentation**

On April 28, Katie Salo presented a Flannelboard Workshop in Greendale, WI to Milwaukee County librarians. Katie is well known for her experience and skill planning and teaching storytime concepts. We are happy that she is able share her expertise and even happier that she is a regular part of our team.

## **Grants**

### **Target Grant**

On April 14, Katie Salo completed and submitted a proposal for a Target Grant. We are requesting funds to support a new service for preschool-aged children which we will likely call *Book Bundles*. We will package a couple of age-appropriate books and a small game or learning toy into mini book bags with our logo on them and let them circulate. Each bundle will address an important early learning concept, such as letters, numbers, and colors, and will include additional tips for parents to encourage development.

## **New Summer Associates**

Natalie Williams and Tyler Works interviewed four candidates for our two open Summer Youth Services Associate positions. This is a part-time position which serves on our Ask Us desk and helps with the summer program. We selected Nicole Pierce who will joining us for a third summer in a row and Jacqueline Brogdon who is an enthusiastic patron and who was a TAB member at IPPL when she was in high school. We are delighted to have both of these young women join our team for the summer. Both will begin work in May.

*Submitted by Natalie Williams 5/7/2014*

Your Target grant application has been submitted

Target Community Relations [mailto:[mail@grantapplication.com](mailto:mail@grantapplication.com)]

Actions

To:

Katie Salo

Monday, April 14, 2014 3:22 PM

Thank you for submitting your Target grant application online. A copy is included below for your records..

Please note that now that you have submitted your application, you are unable to make further updates. If we need additional information or have any questions, we will contact you.

You will be notified by August 31st regarding the status of your application. If your application has been approved, an email and check will be sent directly to your organization. If your application has been declined, you will receive an email by this date.

Please note that Target grants are one-time gifts and reviewed on an annual basis.

#### Organization Information

E-mail questions to [Community.Relations@Target.com](mailto:Community.Relations@Target.com)

#### Organization Information

##### Organization Name

Please limit your response to 25 characters maximum.

Indian Prairie Public Library District

##### AKA Name

#### Street Address or P.O. Box

Please include your primary mailing address in the first line. If applicable, put your Suite Number in the second line. Please limit your response on each line to 25 characters maximum.

401 Plainfield Road

##### City

Darien

##### State

IL

**5-Digit ZIP Code**

60561

**Extended 4-Digit ZIP Code**

(to find your extended code, please [click here](#) to open a window to USPS.com)

4207

**County**

DuPage

**Main Phone Number**

10 digits only without punctuation (i.e., 6122334567)

6308878760

**Main Fax Number**

10 digits only without punctuation (i.e., 6122334567)

**General E-mail Address**

ippl@ippl.info

**Website**

http://ippl.info

**Organization Detail**

**Which best describes the organization?**

Libraries (EDUCATION)

**What is the organization's Mission Statement:**

We enrich people's lives by providing opportunities to explore, connect, and be inspired.

**What year was the organization founded?**

1988

**Is the organization a part of a State, the United States, or the District of Columbia (i.e., a public school, public agency, or public library)?**

yes

Is this donation being requested exclusively for public purposes?

yes

**Tax Status**

Please select from drop-down

Schools, Libraries, Hospitals, Churches, Govt units

Do you have any Target Team Members serving on your board?

No

If you have Target Team Member on your board, please supply the first and last names in the box below (e.g., John Doe) separated by commas.

**Contact Information**

Organization Primary Contact - i.e., Executive Director, President

Prefix

Ms.

First Name

Jamie

Middle Initial

Last Name

Bukovac

Suffix

<None>

Title

Library Director

**Street Address or P.O. Box**

Please include your primary mailing address in the first line. . If applicable, put your Suite Number in the



second line. Please limit your response on each line to 25 characters maximum.  
401 N. Plainfield Rd.

**City**  
Darien

**State**  
IL

**5-Digit ZIP Code**  
60561

**Direct Phone Number**  
10 digits only without punctuation (i.e., 6122334567)  
6308878760

**Fax Number**  
10 digits only without punctuation (i.e., 6122334567)

**E-mail Address**  
jamieb@ippl.info

**Primary Contact for this Funding Request:**  
[Click here if same as Organization Primary Contact](#)  
No

**Prefix**  
Ms.

**First Name**  
Katie

**Middle Initial**

**Last Name**  
Salo

**Suffix**

<None>

**Title**

Early Literacy Librarian

**Street Address or P.O. Box**

Please include your primary mailing address in the first line . If applicable, put your Suite Number in the second line. Please limit your response on each line to 25 characters maximum.

401 N. Plainfield Road

**City**

Darien

**State**

IL

**5-Digit ZIP Code**

60561

**Direct Phone Number**

10 digits only without punctuation (i.e., 6122334567)

6308878760

**Fax Number**

10 digits only without punctuation (i.e., 6122334567)

**E-mail Address**

katies@ippl.info

**Proposal Information**

**Proposal General Information:**

**Proposal General Information:**

**Program Title**

Please limit your response to 30 characters maximum.

Book Bundles

**Program Start Date**

09/01/2014

**Program End Date**

08/31/2015

**Proposal Detail:**

**Which best describes the primary focus of the program?**

Reading Materials (EDUCATION-Reading)

**Please provide an overview of the program.**

Book Bundles is a new collection of books, music, and activities designed to promote early literacy skills at home. Each Book Bundle will contain books, manipulatives, and other educational games. A librarian will also create a brochure in each Book Bundle to help parents teach early literacy skills and do activities to prepare and encourage their child to read.

**Provide a description of how the program will demonstrate success in increasing the reading proficiency of Pre-K and/or Elementary Students.**

By giving parents the tools in our Book Bundles to teach early literacy skills at home, parents will have the ability to work on reading proficiency with librarian selected materials. That means parents can get a jump-start teaching their Pre-K students before the children begin elementary school. Parents will learn early literacy skills in line with the American Library Association's Every Child Ready to Read's five practices: read, write, sing, talk, and play.

**What year was this program first implemented?**

2014

**What is the organization annual budget?**

The organization budget refers to the average amount of funds raised each year to run your organization. We understand this varies by year, so please refer to last year's budget as a point of reference. Please enter one whole number without any punctuation (i.e., no dollar signs or decimal points).

3461615

**What is the proposed program budget?**

The proposed budget refers to the amount of funds needed to fund the project for which you are requesting a grant. Please enter one whole number without any punctuation (i.e., no dollar signs or decimal points).

2000

**List the 5 primary expenses for the program budget.**

i.e., line item: \$0; line item: \$0, etc.

- Books and CDs: \$750
- Manipulatives (Puzzles, Counting Blocks, Lacing Cards, Etc.) & Games: \$720
- Backpacks: \$500
- Luggage Tags: \$30
- Paper

List committed and potential funders of this program. Include the funder's name and funding level.

Target, 100%

What other income sources are being used to support this program?

Replacement materials and future materials would be supported by the library's materials budget.

Are there any recognition opportunities for Target?

Yes

If yes, list any recognition opportunities.

e.g., newsletters, website, etc.

We would recognize Target in the books and materials that would circulate. Other publicity and recognition opportunities include: our print newsletter, e-newsletter and website.

Would there be any volunteer opportunities for Target?

Yes

If yes, list volunteer opportunities that would be available.

Volunteer opportunities would be available as we put together and maintain the Book Bundles.

**When answering the following questions, please think about the mission and/or primary focus of the organization as well as the majority of people served by this program.**

**Ethnicity**

Indicate your best estimate of the percentage of those served by this program for each of the Ethnic Groups below.

You may make more than one selection, but only select those that apply. Your selections should total 100%

- White or Caucasian (79%)
- Asian (13%)
- Latino or Hispanic (5%)
- Black or African American (3%)

**Gender**

Indicate your best estimate of the percentage of those served by this program for each Gender

listed below.

You may make more than one selection, but only select those that apply. Your selections should total 100%

- Male (52%)
- Female (48%)

Age Group

Indicate your best estimate of the percentage of those served by this program for each of the Age Groups listed below.

You may make more than one selection, but only select those that apply. Your selections should total 100%

- Babies/Toddlers (under 5) (50%)
- Elementary Students - Grades K-5 (5-10 years old) (0%)
- Adults (26-64 years old) (50%)

Indicate the percentage of those served by this project/program for each population listed below. You may make more than one selection, but only select those that apply. Your selections do not need to total 100%.

Active Military

Blind/Vision Impaired

Deaf/Hearing Impaired

Economically Disadvantaged

32

Immigrants/Newcomers/Refugees

8

Lesbian, Gay, Bisexual, Transgender and Ally (LGBTQA)

Persons with Developmental Disability

15

Physically Impaired

Single Parents

Veterans

General Population

Target Store

Project Program Zip Code

Please provide the 5-digit zip code for the location of your program

60561

Target Store Location

Please select the Target store closest to your program from the dropdown list below.

Willowbrook

Measurement

Measurement

What are the anticipated outcomes of the program?

We anticipate that families will use the Book Bundles at home to foster a love of reading and to use librarian selected materials to help teach early literacy skills. By teaching these skills, we anticipate that children and their families will use the library's resources more and that this new program will add to our library's collection.

What key metrics do you plan on collecting to determine if the outcomes have been achieved?

We will use circulation statistics to measure the usage of the Book Bundles collection. We have several areas of materials to compare the Book Bundles statistics to to determine if the collection and its desired outcomes were achieved. We will also be able to include a survey in each Book Bundle that encourages patron feedback immediately after they have used the materials.

How many people do you anticipate will be served by this program?

Please enter one whole number only

3308

In 2014 we will be asking grant recipients to complete a program evaluation.

## Adult Services April, 2014: Board Report

We held our last two Big Read programs in April. One was a performer of the songs of Woody Guthrie with 67 in attendance. The other was a portrayal of Walt Whitman with 48 in attendance. We also had fifty in attendance at an "Evening with Ina Pinkney," former Chicago restaurateur who has a book out.

I showed two afternoon movies, *The Butler* with 44 in attendance and *Philomena* with eighty in attendance. This was the first year we tried these afternoon showings of the award nominated movies. The two years previous we showed them on Friday nights. The afternoon showing proved very popular and we have two more scheduled for Thursday afternoons in June.

AARP Tax aid concluded for 2014 with an additional 61 people getting help in April.

World Book Night went well. World Book Night is always scheduled on the anniversary of Shakespeare's birth. This year that fell on the night of the GenLit Book Discussion. Instead of meeting to discuss a book, the group members went out to give away books. In addition to the GenLit people a handful of staff members and other volunteers also went out. Cindy Kline and I were at Whole Foods and had a very good experience. Several of the people we gave books to were the meat cutters who came out from the back especially to see what we had and were very excited about the books they took. (See Suzy's report, attached.)

Since the use of the nonfiction book collection has decreased over the years we were able to weed it down and shift it to the south in order to provide more room for Large Print, where space was sorely needed. Changing DVD cases in the nonfiction, Foreign, Westerns, and Musical sections to narrower cases has allowed for more room for the television shows and other genres in the feature films.

The online personal book and movie recommendation form that Jennifer and I were working on this winter is up and available for the public. So far we have done a soft launch, with more publicity in the early summer. We have had five requests so far for personal recommendations.

## World Book Night 2014

For the second year the library participated in World Book Night. This annual event is held on April 23 to honor Shakespeare's birthday and spread the love of reading with free books. The library signed up to be a group giver and received a selection of titles to hand out. With the help of 18 volunteers that included library board members, staff, book discussion members and more we handed out 400 books in the community.

In addition to reaching out to light and nonreaders the event promoted the library and every book that was handed out had an informational flyer about the library. The volunteers wore IPPL t-shirts and shared information about the library. One volunteer wrote this:

"Many people commented that IPPL was "their" library. One lady even stated that she came from Hinsdale to use Indian Prairie because it was such a great library! Another lady was reluctant to take a book because she thought she would be acting "unfaithful" to Indian Prairie!"

World Book Night is a wonderful way to get out into the community and share our passion for reading with others. Volunteers were able to "sell" the books to people by talking up characters, plot points and readalikes.

"Several people who don't regularly read took books after hearing Jon, Dorothy, or me get excited about a plot or story (especially *Code Name Verity* and *The Tipping Point*). The wide variety of titles – nonfiction, historical fiction, dystopian, mystery, etc. – allowed us to appeal to a diverse group of potential readers."



STATISTICS FOR	Apr-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	41,022	45,480	433,906	473,847	-8.43%
Teen	3,323	2,956	33,036	35,997	-8.23%
Kids	20,845	20,804	215,493	218,147	-1.22%
TOTAL	65,190	69,240	682,435	727,991	-6.26%
Electronic Circulation	3,186	1,921	31,079	18,476	68.21%
GRAND TOTAL CIRC.	68,376	71,161	713,514	746,467	-4.41%
% Reciprocal Borrowing	15%	15%	15%	16%	
Patron Visits	39,347	38,079	383,156	398,412	-3.83%
<b><u>Current Cards</u></b>					
Resident	162	164	22,536	23,107	-2.47%
Non-Resident	72	82	1,017	1,085	-6.27%
TOTAL	234	246	23,553	24,192	-2.64%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,255	4,871	31,552	37,331	-15.48%
Kids - Reference	1,414	1,634	16,361	18,960	-13.71%
TOTAL REFERENCE	4,669	6,505	47,913	56,291	-14.88%
Adult - Other	2,168	746	18,910	15,404	22.76%
Kids - Other	1,401	2,861	14,939	18,277	-18.26%
TOTAL OTHER	3,569	3,607	33,849	33,681	0.50%
GRAND TOTAL ASST.	8,238	10,112	81,762	89,972	-9.13%
<b><u>ILL/Reserves</u></b>					
Holds	8,094	8,807	83,462	76,661	8.87%
ILLs Sent	4,480	5,237	48,256	53,162	-9.23%
ILLs Checked Out	4,911	6,112	52,617	61,932	-15.04%
ILLs Received	5,375	6,521	57,088	66,825	-14.57%
Copy/Fax Sent	1	0	2	5	-60.00%
Copy/Fax Received	11	4	200	47	325.53%
<b><u>Programs - Adult</u></b>					
# Programs	10	13	75	68	10.29%
Attendance	370	363	2,122	2,559	-17.08%
<b><u>Computer Classes</u></b>					
# Programs	13	3	69	64	7.81%
Attendance	85	22	666	702	-5.13%
<b><u>Individual Technology</u></b>					
<b><u>Training</u></b>					
# of Patrons	81	139	1,096	701	56.35%
<b><u>Groups</u></b>					
# Programs	13	13	123	135	-8.89%
Attendance	163	180	1,698	1,855	-8.46%
<b><u>Others</u></b>					
# Programs	3	5	23	20	15.00%
Attendance	61	129	459	452	1.55%
<b><u>Programs - Teen</u></b>					
# Programs	6	7	39	98	-60.20%
Attendance	70	99	589	1,627	-63.80%
<b><u>Programs - Kids</u></b>					
# Programs	47	36	284	329	-13.68%
Attendance	1,242	1,376	8,603	16,358	-47.41%
GRAND TOTAL ATT.	2,072	2,308	15,233	24,254	-37.19%

STATISTICS FOR	Apr-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,383	4,591	42,372	42,755	-0.90%
Kids Computers	1,421	1,333	15,010	15,030	-0.13%
Teen Laptop	218	187	1,757	1,952	-9.99%
Adult Laptop	315	200	2,053	1,869	9.84%
TOTAL PATRON USE	6,337	6,311	61,192	61,606	-0.67%
<b>Hours Used</b>					
Adult Computers	2,970	3,123	27,978	29,819	-6.17%
Kids Computers	840	716	8,251	9,313	-11.40%
Teen Laptop	334	253	2,217	2,327.50	-4.75%
Adult Laptop	562	349	3,652.50	3,458	5.62%
TOTAL HOURS USED	4,706	4,441	42,098.50	44,917.50	-6.28%
<b>IPPL Web Site Visitors</b>	13,625	18,951	74,217	198,399	-62.59%
<b>IPPL Total Page Views</b>	30,706	20,439	170,164	206,391	-17.55%
<b>Subscription Database Logins</b>	2,756	2,556	28,328	26,621	6.41%
<b>Outreach-Homebound</b>					
Items Delivered	105	156	1,481	1,554	-4.70%
<b>Volunteers</b>					
Number Active	34	69			
Hours Worked	303.75	414.25	3,801.75	4,889	-22.24%
<b>Staff Training Hours</b>	66.50	614.50	882.50	1,329.75	-33.63%
<b>Room Use</b>					
Multi-Purpose Room	48	21	204	188	8.51%
Meeting Room					
Library	50	39	355	344	3.20%
Non-Library	40	37	352	289	21.80%
Group Study Room	229	286	2,520	2,475	1.82%
Lobby Programs	4	2	25	18	38.89%
Conference Room	13	15	163	151	7.95%
<b>Clavinova</b>	0	0	1	0	

MATERIALS COLLECTION STATISTICS- APRIL 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1699	5	3	1701	359	125	364	128
Non-Fiction	51942	260	356	51846	3361	5164	3621	5520
Fiction	39216	462	1048	38630	3908	3185	4370	4233
<b>TOTAL</b>	<b>92857</b>	<b>727</b>	<b>1407</b>	<b>92177</b>	<b>7628</b>	<b>8474</b>	<b>8355</b>	<b>9881</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	425	0	0	425	1	466	1	466
Non-Fiction	20381	13	912	19482	618	271	631	1183
Fiction	27630	156	521	27265	2045	2451	2201	2972
<b>TOTAL</b>	<b>48436</b>	<b>169</b>	<b>1433</b>	<b>47172</b>	<b>2664</b>	<b>3188</b>	<b>2833</b>	<b>4621</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	885	1	0	886	94	169	95	169
Fiction	3820	122	63	3879	587	261	709	324
<b>TOTAL</b>	<b>4705</b>	<b>123</b>	<b>63</b>	<b>4765</b>	<b>681</b>	<b>430</b>	<b>804</b>	<b>493</b>
<b>GRAND TOTAL</b>	<b>145998</b>	<b>1019</b>	<b>2903</b>	<b>144114</b>	<b>10973</b>	<b>12092</b>	<b>11992</b>	<b>14995</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	4860	58	4	4914	533	298	591	302
Music CD	10314	58	82	10290	558	308	616	390
Playaway	418	0	2	416	40	17	40	19
Video (VHS & DVD)	16324	180	5	16499	1409	335	1589	340
CD-ROMs	158	0	1	157	0	5	0	6
<b>TOTAL</b>	<b>32074</b>	<b>296</b>	<b>94</b>	<b>32276</b>	<b>2540</b>	<b>963</b>	<b>2836</b>	<b>1057</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	760	0	0	760	92	18	92	18
Childrens Music CD	875	0	0	875	25	10	25	10
Junior Music CD	213	0	1	212	67	9	67	10
Playaway	65	0	0	65	3	0	3	0
Video	4381	63	12	4432	511	228	574	240
<b>TOTAL</b>	<b>6294</b>	<b>63</b>	<b>13</b>	<b>6344</b>	<b>698</b>	<b>265</b>	<b>761</b>	<b>278</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	251	7	0	258	27	11	34	11
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	0	67	2	2	2	2
Video	538	6	1	543	78	11	84	12
Console Games	444	0	0	444	18	27	18	27
<b>PC-GAMES (formally CD-ROMS)</b>	<b>-25</b>	<b>0</b>	<b>0</b>	<b>-25</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>13</b>
<b>TOTAL</b>	<b>1303</b>	<b>13</b>	<b>1</b>	<b>1315</b>	<b>125</b>	<b>355</b>	<b>138</b>	<b>356</b>
<b>GRAND TOTAL</b>	<b>39671</b>	<b>372</b>	<b>108</b>	<b>39935</b>	<b>3363</b>	<b>1583</b>	<b>3735</b>	<b>1691</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	1610	10	1620	367		377	
Kids and Teens ebooks	358	17	375	0		17	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13652	113	13765	695		808	
eRead Illinois	3577	3150	6727	0		3150	

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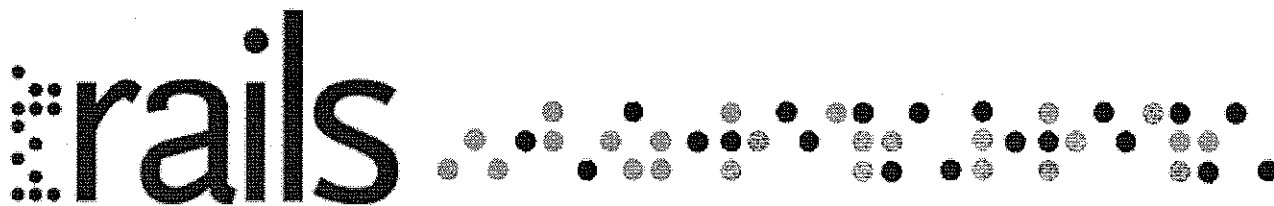
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**Happy Bidding in the RAILS Online Auction!**

The online auction to sell items no longer needed at our Geneva service center is now open until Sunday, April 27, at 11:45 p.m. Full descriptions and photos of auction items can be found at: [www.32auctions.com/rails\\_geneva](http://www.32auctions.com/rails_geneva). You will find bargains galore, including bookcases, movable shelving units, tables for conference rooms and training rooms, framed artwork, equipment carts, workstations, and so much more! Some items have opening bids as low as \$1.00. Winning bidders will need to schedule an appointment with Jaime Ramirez to pick up their item(s) at the RAILS Geneva service center by Friday, May 2. Acceptable forms of payment are cash, certified check, or a check drawn on a library account. If you have any questions, contact Jaime Ramirez at [jaime.ramirez@railslibraries.info](mailto:jaime.ramirez@railslibraries.info) or 779.205.4196

**Update on RAILS Board Election**

Thank you to those who submitted nominations for the upcoming RAILS Board election. The Nominating Committee will meet on Friday, April 18 to prepare the proposed ballot that will be posted on the RAILS website on April 25. The election will be held from April 25 - May 18.

**Only one ballot is permitted from each RAILS library agency.** Each RAILS member library is asked to designate an "eligible elector" to cast the ballot for their library.

Traditionally, members have chosen their library director or a board member as their eligible elector. Watch *RAILS E-News* for more information.

**Upcoming RAILS Member Networking Meetings**

Hear the latest RAILS news from Executive Director Dee Brennan and network with colleagues from other RAILS libraries at:

**Beardstown Houston Memorial Public Library on April 17, 9:30 a.m. - noon.** All RAILS members are welcome to attend this meeting of the Long Distance Libraries networking group. See: [www.librarylearning.info/events/?eventID=17210](http://www.librarylearning.info/events/?eventID=17210).

**Western Illinois University's Malpass Library on April 17, 2 - 4 p.m.** For more information, see: [www.librarylearning.info/events/?eventID=17331](http://www.librarylearning.info/events/?eventID=17331).

**EI Paso Public Library on May 9, 9:30 - noon.** All RAILS members are invited to attend this meeting of the Tri-County Librarians networking group. For more information and to register, see: [www.librarylearning.info/events/?eventID=17528](http://www.librarylearning.info/events/?eventID=17528).

**Special Offers for Academic and Public Libraries**

Through a unique partnership among consortia across the U.S. spearheaded by LYRASIS,

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

[April 25 RAILS Board Meeting](#)

[April 28 RAILS Member Advisory Group](#)

[May 9 Visit RAILS Booth at Reaching Forward](#)

[May 9 Tri-County Librarians with Dee Brennan](#)

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following Gale products:

- National Geographic Virtual Library - brings together a complete archive of *National Geographic* magazine, along with a cross-searchable collection of *National Geographic* books, maps, images, and videos. [More information and discounted pricing \(PDF\)](#)
- Smithsonian Collections Online - *Trade Literature: The Merchandising of Industry and World's Fairs and Expositions: Visions of Tomorrow* (offered together as a package); and *Air & Space* and *Smithsonian Magazine Archive* (combined for the first time as a digital and fully searchable archive). [More information and discounted pricing \(PDF\)](#)

**RAILS academic and public libraries can order these products until June 16, 2014**, for subscription access that will begin July 1, 2014. This offer is also open to IHLS and Chicago Library system members. For further information, please contact Sherry Sullivan at LYRASIS, at [sherry.sullivan@lyrasis.org](mailto:sherry.sullivan@lyrasis.org) or 800.999.8558, x2927.

#### "Customer Service Excellence in Libraries" Workshops

There's still time to register for these popular customer service workshops facilitated by Diane C. Decker of Quality Transitions. The interactive workshops will show you how to meet and exceed both internal and external customers' expectations, how to actively listen to customers, how to interact with challenging customers, and so much more! (The workshop on April 17 has been changed from the Bloomington Public Library to the Normal Public Library, due to repair work being done at the Bloomington Public Library.) The workshops are free to RAILS members. Register on L2 to attend one of the following:

April 17, 9:30 a.m. – 12:30 p.m., Normal Public Library (**note location change**)

May 13, 9:30 a.m. – 12:30 p.m., Stockton Township Public Library

May 20, 1:30 – 4:30 p.m., Quincy Public Library

#### April 23 LLAMA Webinar on Using Rubrics in Hiring and Evaluations

RAILS has arranged for a viewing of "Keeping it Fair: Using Rubrics in Hiring and Evaluations" on April 23, from 1:30 – 3:00 p.m. Are you looking for an equitable way to select new hires and to evaluate your current staff? This webinar will bring you up to speed on how to use rubrics, demonstrate how they can be used to review job applicants equitably, and show how rubrics can be used in annual performance reviews. This webinar, sponsored by the Library Leadership and Management Association, will be shown at the RAILS Burr Ridge service center, the East Peoria service center, and at Indian Trails Public Library District and is free to RAILS members. For registration and more information, see: [www.librarylearning.info/events/?eventID=17373](http://www.librarylearning.info/events/?eventID=17373).

#### RAILS to Host LYRASIS Program on Digital Archives May 7

RAILS is teaming up with LYRASIS to host "The Accidental Digital Curator: Acquiring and Preserving Digital Archives," in person at the RAILS Burr Ridge service center on May 7, from 9:00 a.m. - 12:30 p.m. The program will focus on how to manage and preserve existing digital collections/records, including collections that have been digitized and those that originated in digital form. **There are still opportunities to attend at the Burr Ridge service center.** (The option to view the meeting online is now full.) This program is open to libraries and other institutions, so please share this information with other cultural heritage organizations in your area. For more information and registration, see the [LYRASIS website](#).

#### Lead the Change May 8

Customer Service  
Workshops:

[April 17 - Normal  
Public Library](#)

[May 13 - Stockton](#)

[Township Public Library](#)

[May 20 - Quincy Public  
Library](#)

[April 23 LLAMA  
Webinar on Rubrics](#)

[May 7 Digital  
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[May 22 Word-of-  
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Strategic and  
Development Plans:

[May 8 - Pecatonica](#)

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Change! What Great Library Leaders Know and Do" workshop to the Gail Borden Public Library (Elgin) on May 8, from 9:30 a.m. to 4:00 p.m. This interactive workshop offers a series of collaborative exercises that will help you harness your ideas, clarify your goals, and create a personal leadership plan. You will gain insights and leadership tools that will help you transform your career, your library, and your community! Program developer David Bendekovic will be joined by co-facilitators Carole Medal, Executive Director of the Gail Borden Public Library, and Anne Hughes, Director of the Glen Carbon Centennial Library. The fee is \$80 and includes lunch. Registration is being handled by *Library Journal*. For more information about the program and registration, see [www.ill.libraryjournal.com/lead-the-change/locations/2014-locations](http://www.ill.libraryjournal.com/lead-the-change/locations/2014-locations).

#### **Webinar on Word-of-Mouth Marketing with Peggy Barber May 22**

Do you want to know more about developing a compelling message to help promote your library and its services? Would you like some tips on how to tell your library's success stories? Join us for a group viewing of "Word of Mouth Marketing: The Most Powerful Marketing Strategy" on May 22, from 1:30 - 3:00 p.m. This webinar will help you craft a strategy to develop your message, provide you with a template for creating a word-of-mouth marketing plan, and assist you in starting conversations with your community. The webinar will be presented by Peggy Barber, of Library Communication Strategies. She is the co-author of *Building a Buzz*, a book about the buzz marketing projects that were done in Illinois libraries in 2007. More information on the program and viewing locations can be found at: [www.librarylearning.info/events/?eventID=17471](http://www.librarylearning.info/events/?eventID=17471). Additional viewing locations may be added.

#### **Recorded Webinar on Strategic Planning**

Did you miss the February 5 webinar on developing a strategic plan? RAILS is lining up additional group viewings of this webinar in response to member requests. This webinar will show you how to develop a strategic plan to meet your goals. The program is directed to library directors and management as well as trustees, Friends groups, foundation board members, and staff. Additional dates and viewing locations will be added. These webinars are free to RAILS members. Register on L2 to attend one of the following:

Thursday, May 8, 5:30 - 6:45 p.m., - Pecatonica Public Library  
Friday, May 23, 10 - 11:15 a.m., - South Holland Public Library  
Thursday, May 29, 9:30 - 10:45 a.m., - Kankakee Public Library

#### **RAILS Member Advisory Group Meeting**

The next RAILS Member Advisory Group meeting will be held on April 28, at 1:30 p.m. For an agenda, when available, and more information, see: [www.railslibraries.info/board/meeting/2014-04-28](http://www.railslibraries.info/board/meeting/2014-04-28).

#### **Save the Date: June 4 Member Update**

Mark your calendar for the next RAILS Member Update videoconference on June 4, from 9:30 - 11:30 a.m. This is your opportunity to catch up on the latest RAILS news and to network with RAILS colleagues in your area. You'll also have time to ask any questions you have about RAILS and to share news about what's happening at your library. Watch *RAILS E-News* for more information coming soon.

#### **End of Access to WorldCat Resource Sharing**

Access to WorldCat Resource Sharing ends on May 19, 2014. All WorldCat Resource Sharing users must use WorldShare Interlibrary Loan (ILL) for all interlibrary loan activity

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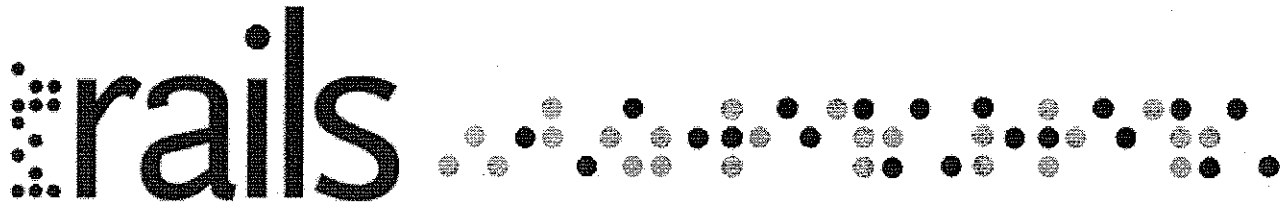
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**RAILS Board Election Opens Friday**

The RAILS Board election will open on Friday, April 25, at 7 a.m., and will close on Sunday, May 18, at 5 p.m. Three candidates are running for one academic library seat, eight candidates are running for four public library trustee seats, and four candidates are running for one school library seat. (Due to the recent resignation of a RAILS Board member, there are now four open public library trustee seats.) **Only one ballot is permitted from each RAILS library agency.** Each RAILS member library is asked to designate an "eligible elector" to cast the ballot for their library. Traditionally, members have chosen their library director or a board member as their eligible elector. Voting instructions, candidate profiles, and a link to the official ballot will be posted to the [RAILS website](#) in the "Latest from RAILS" section on Friday.

**Last Chance for Great Deals in RAILS Online Auction**

The RAILS online auction of items no longer needed at our Geneva service center closes on Sunday, April 27, at 11:45 p.m. Don't miss the great deals at: [www.32auctions.com/rails\\_geneva](http://www.32auctions.com/rails_geneva). There are more than 300 items, including a [high density filing system](#), a [refrigerator](#), [reception area furniture](#), [training tables](#), a [coat rack](#), and so much more! Some items have opening bids as low as \$1.00. Winning bidders will need to schedule an appointment with Jaime Ramirez to pick up their item(s) at the Geneva service center by Friday, May 2. Acceptable forms of payment are cash, certified check, or a check drawn on a library account. If you have any questions, contact Jaime Ramirez at [jaime.ramirez@railslibraries.info](mailto:jaime.ramirez@railslibraries.info) or 779.205.4196. For more information on bidding, and paying for items, see: [www.railslibraries.info/alert/60775](http://www.railslibraries.info/alert/60775).

**RAILS Facilities Update**

The RAILS Geneva service center is being sold to Batavia Enterprises and the sales contract has been signed. RAILS is currently going through the official due diligence period and we anticipate closing on the building sometime in May. In preparation for the closing, Illinois Talking Book and Outreach Center (ITBOC) and MAGIC staff based at Geneva will be moving out of the building by the end of April. The RAILS Burr Ridge service center is already the official ITBOC location and will be the official location for MAGIC effective May 1. RAILS members can continue to reach ITBOC and MAGIC staff at the same [phone numbers and email addresses](#).

**Next RAILS Board Meeting**

The RAILS Board will meet on Friday, April 25, at 1 p.m. The meeting will be held at the RAILS Burr Ridge service center and via videoconference at other locations. This meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and

April 23, 2014

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### RAILS Member Advisory Group Meeting

The next RAILS Member Advisory Group meeting will be held on April 28, at 1:30 p.m. For an [agenda](#) and more information, see: [www.railslibraries.info/board/meeting/2014-04-28](http://www.railslibraries.info/board/meeting/2014-04-28).

### Stop by the RAILS Booth at Reaching Forward

RAILS is having a booth at [Reaching Forward](#) on May 9, at the Donald E. Stephens Convention Center in Rosemont. In addition, colleagues from the [Illinois Talking Book Outreach Center](#) (ITBOC) will be at the Illinois Network of Talking Book and Braille Libraries' booth. We hope you will visit both booths to learn more about how RAILS and ITBOC can assist you and your library customers.

### Upcoming RAILS Member Networking Meetings

Hear the latest RAILS news from Executive Director Dee Brennan and network with colleagues from other RAILS libraries at a RAILS member networking meeting. The following meetings have been scheduled, with many more to come in 2014!

**El Paso Public Library on May 9, 9:30 - noon.** Dee will attend this meeting of the Tri-County Librarians networking group. All RAILS members are welcome. For more information and to register, see: [www.librarylearning.info/events/?eventID=17528](http://www.librarylearning.info/events/?eventID=17528).

**Kankakee Public Library on May 22, at 10 a.m.** Register for this RAILS member networking meeting at: [www.librarylearning.info/events/?eventID=17571](http://www.librarylearning.info/events/?eventID=17571).

**East Dubuque District Library on June 5, at 9 a.m.** Register for this RAILS member networking meeting at: [www.librarylearning.info/events/?eventID=17570](http://www.librarylearning.info/events/?eventID=17570).

### Joanne Zienty Named Soon to Be Famous Author

Author David Vinjamuri presented the award for the [Soon to Be Famous Illinois Author](#) at the RAILS Burr Ridge service center on April 16. Joanne Zienty, a Wheaton resident and the library media specialist at the Forest School Library (Des Plaines CCSD #62) was awarded the honor for her book, *The Things We Save*. The Soon To Be Famous project is the brainchild of library marketing professionals from RAILS who were inspired by Vinjamuri's presentation at the 2013 ALA annual conference. View a recording of the presentation on Gail Borden Public Library's [YouTube channel](#). Some of the photos from the event can be viewed on [RAILS' Facebook page](#).

### eRead Illinois Offers More Than 7,500 Titles

The eRead Illinois Axis 360 collection now offers more than 7,500 unique titles. So far, more than 6,700 e-books have been checked out and books are being added on a weekly basis to meet patron demand. Check out the eRead Illinois collection, the new look to the [Magic Wall](#), and learn more about eRead Illinois at: [www.railslibraries.info/resource-sharing/ebooks](http://www.railslibraries.info/resource-sharing/ebooks). If you have any questions, please contact [ereadillinois@railslibraries.info](mailto:ereadillinois@railslibraries.info).

### Special Offers for Academic and Public Libraries

Through a unique partnership among consortia across the U.S. spearheaded by [LYRASIS](#), RAILS academic and public libraries can take advantage of deeply discounted prices on the following Gale products:

- National Geographic Virtual Library - brings together a complete archive of *National Geographic* magazine, along with a cross-searchable collection of *National*

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- Smithsonian Collections Online - *Trade Literature: The Merchandising of Industry and World's Fairs and Expositions: Visions of Tomorrow* (offered together as a package); and *Air & Space* and *Smithsonian Magazine Archive* (combined for the first time as a digital and fully searchable archive). [More information and discounted pricing \(PDF\)](#)

**RAILS academic and public libraries can order these products until June 16, 2014**, for subscription access that will begin July 1, 2014. This offer is also open to IHLS and Chicago Library system members. For further information, please contact Sherry Sullivan at LYRASIS, at [sherry.sullivan@lyrasis.org](mailto:sherry.sullivan@lyrasis.org) or 800.999.8558, x2927.

#### "Customer Service Excellence in Libraries" Workshops

There are two remaining customer service workshops facilitated by Diane C. Decker of Quality Transitions. The workshops are free to RAILS members. More information and registration is available on L2 for the workshop on [May 13, 9:30 a.m. – 12:30 p.m.](#) at the Stockton Township Public Library, or on [May 20, 1:30 – 4:30 p.m.](#) at the Quincy Public Library.

#### RAILS to Host LYRASIS Program on Digital Archives May 7

RAILS is teaming up with LYRASIS to host "The Accidental Digital Curator: Acquiring and Preserving Digital Archives," in person at the RAILS Burr Ridge service center on May 7, from 9:00 a.m. - 12:30 p.m. The program will focus on how to manage and preserve existing digital collections/records, including collections that have been digitized and those that originated in digital form. **There are still opportunities to attend at the Burr Ridge service center.** (The option to view the meeting online is now full.) This program is open to libraries and other institutions, so please feel free to share this information. For more information and registration, see the [LYRASIS website](#).

#### Lead the Change May 8

RAILS and the Gail Borden Public Library have worked together to bring a "Lead the Change! What Great Library Leaders Know and Do" workshop to the Gail Borden Public Library (Elgin) on May 8, from 9:30 a.m. to 4:00 p.m. This workshop offers a series of collaborative exercises that will help you harness your ideas, clarify your goals, and create a personal leadership plan. The fee is \$80 and includes lunch. Registration is being handled by *Library Journal*. For more information and registration, see [www://lj.libraryjournal.com/lead-the-change/locations/2014-locations](http://www.lj.libraryjournal.com/lead-the-change/locations/2014-locations).

#### Webinar on Word-of-Mouth Marketing with Peggy Barber May 22

RAILS has added additional locations for the group viewing of "Word-of-Mouth Marketing: The Most Powerful Marketing Strategy" on May 22, from 1:30 - 3:00 p.m. If you have an interest in creating a word-of-mouth marketing plan and want tips for telling your library's success stories, you won't want to miss this webinar! For more information, see: [www.librarylearning.info/events/?eventID=17471](http://www.librarylearning.info/events/?eventID=17471).

#### Recorded Webinar on Strategic Planning

In response to member requests, RAILS has added additional viewing locations for "Getting Started on Strategic and Development Plans." This webinar, free to RAILS members, will show you how to develop a strategic plan to meet your organization's goals. Register on L2 to attend one of the following:

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[Friday, May 16, 9:30-10:45 a.m.](#), - RAILS East Peoria Service Center[Friday, May 23, 10 - 11:15 a.m.](#), - South Holland Public Library[Wednesday, May 28, 9:30 - 10:45 a.m.](#), - RAILS Coal Valley Service Center[Thursday, May 29, 9:30 - 10:45 a.m.](#), - Kankakee Public Library

#### End of Access to WorldCat Resource Sharing

Access to WorldCat Resource Sharing ends on May 19, 2014. All WorldCat Resource Sharing users must use WorldShare Interlibrary Loan (ILL) for all interlibrary loan activity beginning on this date. For more information and training on getting started with WorldShare ILL, please visit: <http://oc.ic/start>.

#### Webinar on Edge Initiative

In last week's *ISL E-News*, the Illinois State Library reminded libraries about the orientation webinar on the Edge Initiative that is available for public libraries. Visit [www.libraryedge.org/about-edge](http://www.libraryedge.org/about-edge) and click on the Watch the Edge Overview Webinar link. Public library staff and trustees may view this webinar as part of their technology requirements for the 2015 Per Capita Grant. For more information on the Edge Initiative and the related 2015 Per Capita Grant requirements, see: [www.finditillinois.org/edge/Resource-Page.html](http://www.finditillinois.org/edge/Resource-Page.html).

#### RAILS Member Penny Sympson Receives SLA Award

The SLA Engineering Division awarded the Engineering Librarian of the Year award to Penny Sympson. Sympson manages the corporate library at Wiss, Janney, Elstner Associates in Northbrook. For more information, see: [www.railslibraries.info/members/announce/20140423/66774](http://www.railslibraries.info/members/announce/20140423/66774).

#### RAILS Library Director News

Tara Caldara has been appointed Interim Director of the Zion-Benton Public Library District. Sarah Cottonaro is the new Director of the Alsip-Merrionette Park Public Library District.

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

#### Member News

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

[Soon to Be Famous Author Named](#)[Wheaton Author Wins Illinois Publishing Contest](#)[Authors Speak at Festival at Zion-Benton Public Library](#)[Morton Library Celebrates 90 Years - Celebration on April 23](#)[Naperville Public Library Changes Loan Policy](#)[Local Leaders Support Healthy Local Libraries](#)[Sycamore Library Garden Accessible to All](#)

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News from the Reaching Across Illinois Library System.


 The logo for RAILS (Reaching Across Illinois Library System) features the word "rails" in a lowercase, sans-serif font. To the left of the text is a graphic of a stylized train engine composed of dots, and to the right is a graphic of a train track composed of dots.

e-news

### June 4 RAILS Member Update to Feature RAILS' Top Plans for FY2015

How can you find out about RAILS' priority plans for member programs/services in FY2015 and have ample opportunity to provide feedback and ask questions about those plans? Attend the June 4 RAILS Member Update, from 9:30 – 11:30 a.m. Dee Brennan, RAILS Executive Director, will host the meeting at the Galesburg Public Library. Members are invited to attend at Galesburg, or at one of several other videoconference locations, including the RAILS service centers at Burr Ridge, Coal Valley, East Peoria, Rockford, or Wheeling; or at these RAILS public libraries: Aurora (West Branch), Kankakee, LaSalle, New Lenox, Quincy, Sycamore, or Sterling. The session will also be available via streaming video.

RAILS staff will provide a brief update on: plans for supporting RAILS shared catalogs, other independent consortia, and non-automated libraries; plans for continued standardization of delivery and a delivery outsourcing update; plans for providing opportunities for members throughout the RAILS area to interact and network with each other; digitization plans; plans for expanding RAILS' cooperative purchasing/discount program; eRead Illinois plans; and plans for continuing education and consulting. Attendees will have the opportunity to provide feedback and ask questions throughout the session.

For more information and to register, visit [www.librarylearning.info/events/?eventID=17091](http://www.librarylearning.info/events/?eventID=17091). Questions? Contact Mary Witt, RAILS Communications Director, at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info).

### RAILS Funding News

On Thursday, May 1, RAILS received a payment of \$2,145,000. This represents two Live and Learn payments (\$1,072,500 each) of our FY2014 Area and Per Capita (APC) grant funding. We have now received 78.3% of our FY 2014 APC grant funding. RAILS thanks Secretary of State and State Librarian Jesse White, Illinois State Library Director Anne Craig, and colleagues at the Illinois State Library for their continued support.

### Reminder to Vote in RAILS Board Election

RAILS libraries of all types (academic, public, school, and special) are asked to vote in the RAILS Board election at [www.railslibraries.info/board/election](http://www.railslibraries.info/board/election). Three candidates are running for one academic library seat, eight candidates are running for four public library trustee seats, and four candidates are running for one school library seat. **Only one ballot is permitted from each RAILS library agency, so please designate an "eligible elector" to cast your library's ballot** (usually the library director or a board member).

Since RAILS Board members act on important issues affecting the system and represent the

May 7, 2014

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[May 9 Visit RAILS Booth at Reaching Forward](#)

[May 9 Tri-County Librarians with Dee Brennan](#)

[May 22 RAILS Networking Meeting with Dee Brennan](#)

[May 23 RAILS Board Meeting](#)

[June 4 RAILS Member Update](#)

[June 5 RAILS Networking Meeting with Dee Brennan](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[Customer Service](#)

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help shape the future of RAILS. For voting instructions, candidate profiles, and a link to the ballot, see: [www.railslibraries.info/board/election](http://www.railslibraries.info/board/election). The election is open until May 18, at 5 p.m.

### See you Friday at Reaching Forward

If you are attending [Reaching Forward](#) this Friday, you won't want to miss the RAILS Booth. Please stop by and introduce yourself and learn what RAILS has in store for the near future and for the next fiscal year!

### Public Library Staff Member Needed to Serve on RAILS Member Advisory Group

A public library seat on the [RAILS Member Advisory Group](#) (MAG) is open due to the recent resignation of a MAG member. We are looking for a volunteer from a RAILS member public library to fill this seat through December 31, 2014. To ensure that MAG represents the entire RAILS area, we are particularly looking for volunteers from LaSalle County or adjacent counties.

The 15-member advisory group currently meets bi-monthly. MAG members may participate in meetings via videoconference or conference call. Some of the primary responsibilities of MAG members include: helping to gather feedback from RAILS members in their geographical area, promoting RAILS programs and initiatives, and helping to establish networking relationships between RAILS member library staff.

If you are interested in being considered for appointment by the RAILS Member Advisory Group to fill the open public library seat, please contact Mary Witt, RAILS Communications Director, at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info) by Friday, May 23.

### SWAN Selects New Integrated Library System

[SWAN](#), one of RAILS' four shared online catalogs, has signed a five-year agreement with SirsiDynix. SWAN selected the Symphony integrated library system (ILS), the Enterprise discovery tool, and the eResource Central e-book management tool as part of its suite of software solutions for its 77 member libraries. By next year, SWAN libraries will have full e-book integration in its patron catalogs and the ability to search multiple online resources such as EBSCO, Gale, OCLC, and others. The suite of services will also include BookMyne+, a mobile app for patrons, and MobileCirc, a tablet application for library staff. The migration to the new ILS will take place in Spring 2015. For more information, see: [swan.railslibraries.info/news/category/migration-bulletin](http://swan.railslibraries.info/news/category/migration-bulletin).

### Upcoming RAILS Member Networking Meetings

RAILS member networking meetings offer an opportunity to hear the latest RAILS news and network with your colleagues at the same time. Executive Director Dee Brennan will be attending the following meetings, with more locations to be added soon.

**El Paso Public Library on May 9, 9:30 - noon.** All RAILS members are welcome to join Dee at this meeting of the Tri-County Librarians networking group. For more information and to register, see: [www.librarylearning.info/events/?eventID=17528](http://www.librarylearning.info/events/?eventID=17528).

**Kankakee Public Library on May 22, at 10 a.m.** Register for this RAILS member networking meeting at: [www.librarylearning.info/events/?eventID=17571](http://www.librarylearning.info/events/?eventID=17571).

**East Dubuque District Library on June 5, at 9 a.m.** Register for this RAILS member networking meeting at: [www.librarylearning.info/events/?eventID=17570](http://www.librarylearning.info/events/?eventID=17570).

[May 13 - Stockton Township Public Library](#)  
[May 20 - Quincy Public Library](#)

[May 8 Lead the Change](#)

[May 22 Word-of-Mouth Marketing](#)

[May 28 Website Data Analysis](#)

Strategic Planning Webinar:

[May 8 - Pecatonica](#)  
[May 16 - East Peoria](#)  
[May 19 - Wheaton](#)  
[May 23 - South Holland](#)  
[May 28 - Coal Valley](#)  
[May 29 - Kankakee](#)

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There are two remaining customer service workshops facilitated by Diane C. Decker of Quality Transitions. The workshops are free to RAILS members. More information and registration is available on L2 for the workshop on [May 13, 9:30 a.m. – 12:30 p.m.](#) at the Stockton Township Public Library, or on [May 20, 1:30 – 4:30 p.m.](#) at the Quincy Public Library.

#### **Webinar on Word-of-Mouth Marketing with Peggy Barber May 22**

If you have an interest in marketing, you won't want to miss the group viewing of "Word-of-Mouth Marketing: The Most Powerful Marketing Strategy" on May 22, from 1:30 - 3:00 p.m. For more information, see: [www.librarylearning.info/events/?eventID=17471](http://www.librarylearning.info/events/?eventID=17471).

#### **Webinar on Website Data Analysis May 28**

Ever wonder how to use web analytics to the best advantage? Attend the "Advantages of Website Data Analysis" webinar on May 28, at 1:30 p.m. to learn more. Group viewings of this webinar are free to RAILS members and will be held at: Geneseo Public Library, Illinois State University (Milner Library), Lake Forest College, Mokena Community Public Library District, Northern Illinois University (Founders Memorial Library), and Oak Park Public Library. For more information and registration, see: [www.librarylearning.info/events/?eventID=17559](http://www.librarylearning.info/events/?eventID=17559).

#### **Strategic Planning Webinar**

"Getting Started on Strategic and Development Plans" will show you how to develop a strategic plan to meet your organization's goals. Group viewings of this webinar are free to RAILS members. Register on L2 to attend one of the following:

- [Thursday, May 8, 5:30 - 6:45 p.m.](#), - Pecatonica Public Library
- [Friday, May 16, 9:30-10:45 a.m.](#), - RAILS East Peoria Service Center
- [Monday, May 19, 9:30 - 10:45 a.m.](#) - Wheaton Public Library
- [Friday, May 23, 10 - 11:15 a.m.](#), - South Holland Public Library
- [Wednesday, May 28, 9:30 – 10:45 a.m.](#), - RAILS Coal Valley Service Center
- [Thursday, May 29, 9:30 - 10:45 a.m.](#), - Kankakee Public Library

#### **All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by June 30**

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

#### **Special Offers for Academic and Public Libraries**

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

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Access to WorldCat Resource Sharing ends on Monday, May 19, 2014. All WorldCat Resource Sharing users must use WorldShare Interlibrary Loan (ILL) for all interlibrary loan activity beginning on May 19. For more information and training on getting started with WorldShare ILL, please visit: <http://oc.illstart>.

#### **RAILS Holiday Closing**

RAILS will be closed in observance of Memorial Day on Monday, May 26, 2014. Delivery and Talking Book Services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab and then on Holidays/Closings.

#### **Scholarship Opportunity and Registration for "On the Front Lines" Conference**

The "On the Front Lines" conference will be held at the University of Illinois Springfield on August 4 - 6. The conference, sponsored by the Illinois State Library, will feature sessions on emerging technology trends, Makerspace, library safety and security, aggressive online reference, resource sharing, and much more. The registration fee is \$15. For registration, see: [www.librarylearning.info/events/?eventID=16074](http://www.librarylearning.info/events/?eventID=16074). Forty scholarships will be awarded to help defray conference costs. The scholarship underwrites the cost of registration and a two-night hotel stay, but does not cover travel or incidentals. Apply for the scholarship at [www.surveymonkey.com/s/offl2014](http://www.surveymonkey.com/s/offl2014).

#### **Digitization Survey**

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

#### **Great Lakes Resource Sharing Conference**

Registration is open for the 1st annual [Great Lakes Resource Sharing Conference](#). "Great Lakes! Great Libraries! Navigating Resource Sharing in Rough Waters" will be held on June 5 and 6, at the Hilton Garden Inn in Perrysburg, Ohio. The registration deadline is May 23. For registration and more information, see: <http://qlrsc.org>.

#### **RAILS Library Director News**

Colleen Waltman will be the Director of the Blue Island Public Library, effective May 19.

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

#### **Member News**

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

[Morton Public Library District's 90th Anniversary](#)

[Melrose Park Public Library Awarded "Another Opportunity for Back 2 Books" Grant](#)

[Reception to Honor LaSalle Public Library Directors](#)

[Pekin Public Library's Local History Room Adds Topographic Map Archive](#)

**Kids & Teens**

Mom said to me after Tuesday evening story time..."How can I ever thank you...she really appreciated the evening time".

**Circulation**

I just want to thank the staff of this library for helping my kids, getting all the needed books for their studies. .

Told a patron that we added mailing stamps and he said "You do everything.

"This is so cool!" said a patron to me after I notarized something for him.

IPPL Patron was glad we sent the reminder email that his card was going to expire in a month.

"This is an absolutely wonderful library" said to me at checkout.

Thomas Ford patron said that we have the best selection of rental books of all the area libraries.

A patron said to me that she wished there was more room in the DVD/s. It's hard to sort through with them being so tight.

**Adult & Computer Help Desk**

I like the new slim cases for the DVDs.

There should be a time limit for using the scanner or another one should be available for use. A person was scanning numerous pages from a book and would not take a break so I could scan one document.

I would like to thank whoever took the time to obtain and copy all the sheet music I requested.

"Wow, it's amazing that you people at IPPL provide such a great computer service to your members, the taxpayers, plus all the non-residents and guests. I have talked to all the nearby libraries and you are the best. It's great to know you do such wonderful work there." (The quote from an IT person at Downers Grove Library doing a survey)

"Due to everyone wanting applications via computer your policy of 20 minutes per session is outdated since they all take between 30-45 minutes. As a guest it is hard for me to obtain a job since I can't ever submit anything."

"Why are the computers so slow? I only get 20 minutes but it takes five (5) minutes to get to what I need." (I suggested we get him on a sit down computer. He said he was done for the day but next time he will try a sit down.)

April 2014 Listening Posts

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Adult & Computer Help Desk continued

“We’re so lucky to have this wonderful resource here. (Comment by woman staff printed out an IL1040 Schedule M tax form for.)

Patron really enjoyed the afternoon movies.

Technology

Administration



# TechKnowledge

Test!

Next

The new

## Low Tech, High Gains

*Knitting, arts and crafts, bike repair—doing these? You have a maker program.*

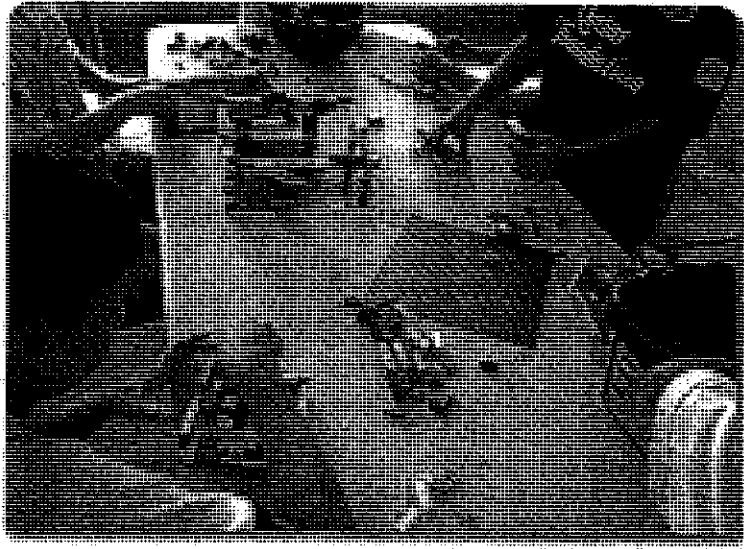
**H**as the maker movement taken hold in your library yet? Starting a maker space is easier—and less costly—than you may think. Technologies such as robotics, digital video production, computer coding, and 3-D printing may garner the most attention. But traditional, hands-on activities instill the same spirit of invention, collaboration, and critical thinking that's at the heart of the maker phenomenon.

Take your pick: Anything from building with LEGOs to arts and crafts, gardening, cooking, astronomy, knitting, jewelry-making, sewing, woodworking, bike repair, metalworking, and paper airplane construction can be offered in a maker space.

Youth services librarians can get started with little investment in supplies, overhead, and outside technical expertise. "It's not just about 3-D printing," says Rebecca Kane, youth services librarian at the Ferguson Library in Stamford, CT. It can involve "teaching people to knit, or recipes. It doesn't have to be a robot." Most libraries already offer programs that qualify as "maker," even if they aren't labeled as such, Kane says.

The 2013 KidLibCamp "unconference" at the Darien (CT) Library in August featured a packed session on maker spaces, with librarians sharing best practices. The takeaway? "Maker" is largely a buzzword like STEM or STEAM (see "Full STEAM Ahead," pp. 22–25) and libraries need to market activities as such. An arts and crafts activity session can be re-billed "Found Maker Art Afternoon," notes Kiera Parrott, Darien's head of children's services (and incoming head of SLJ's Reviews).

A library can boost its maker cred at little cost, KidLibCamp attendees insisted. A few repurposed tables or an activity cart stocked with supplies will do. What matters most is the spirit of DIY creation and discovery, says Dale Dougherty, president and CEO of Maker Media, publisher of *Make* magazine. "Libraries have always been a place in the community for DIY learners." Community involvement is critical to the success of any maker program, asserts Lauren Britton, transliteracy development director at the Fayetteville (NY) Free Library, one of the first librarians to launch a library maker space.



A busy day at Darien (CT) Public Library's LEGO Club.

Dougherty and Britton agree that the ideal maker format is experiential and open-ended, not bogged down in rules and preconceived ideas about what kids will do. Provide raw materials and hands-on training. See what happens. "Making represents a new kind of literacy, involving science and technology, but engaging us creatively in our community and around our own interests," says Dougherty.

Invite community members to share their knowledge and talent with kids and form an intergenerational creative space. Then, offer the finished product back to the community. Kids can scan family pictures and create a historical photo archive of the area. Or they can start a vegetable garden and donate the harvest to a local soup kitchen.

Where to start? KidLibCamp attendees pointed to *Make's* kids' projects ([makezine.com](http://makezine.com)). There's also a "free play-book written for schools and libraries," Dougherty says.

Pinterest offers ideas, and YouTube has learning videos on everything from crafts to building.

"We should not be afraid or intimidated by these new trends in education," says Kane. "We're an industry that has adapted along with several technological waves, in many cases with very little money. We can do this, too." —Karyn M. Peterson

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## List of Idea Lab Hardware

- 3-D Printer
- 3-D Scanner
- VHS/DVD Converter
- Oxygen 61 MIDI Controller Keyboard
- Ion Cassette Tape Converter
- Sony Vinyl Record Converter
- ScanSnap Photo and Document Scanner
- Epson Flatbed Scanner
- Wacom Bamboo Capture Pen & Touch Tablet
- 5' x 7' Green Screen
- Wolverine Slide and Negative Converter
- Blue Yeti Microphone and Sound Filter
- Samsung Blu-ray Burner
- Seagate 3 TB USB 3.0 External Hard Drive
- SuperDrive

## List of Idea Lab Software

### Available on all stations:

- Adobe Photoshop Elements
- Adobe Premiere Elements
- iMovie
- iWork
- iTunes
- iPhoto
- iBooks Author
- Office 2013
- Audacity
- Burn
- GarageBand

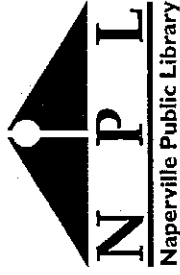
### Available on select stations:

- Adobe CS6 Suite
- MakerWare
- 123D Make
- 123D Design
- SketchBook Express
- Blender
- NetBeans
- Scratch
- Unreal Development Kit (UDK)
- Python
- X-Code
- Java Eclipse-SDK
- Perl
- Visual Basic 2010
- C++ 2010

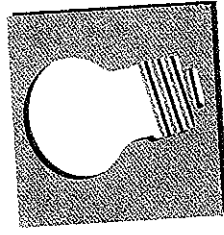
## Naperville Public Library

### Idea Lab Guidelines

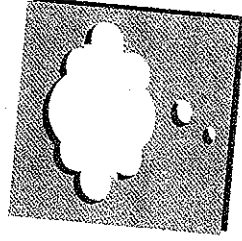
- Check in at the Computer Lab Desk and enjoy two hours of dedicated time on a station. Four hours will be given for VHS/video conversions. Extensions in additional one-hour increments will be made when possible. Reservations may also be made up to two weeks in advance in person or by phone.
- The Idea Lab is open to Naperville Public Library cardholders, business cardholders and students from the following schools presenting a student ID: Naperville North High School, Naperville Central High School, Nequa Valley High School, Waubensie Valley High School, Metea Valley High School and North Central College.
- The cardholder is responsible for other users accompanying him or her.
- The Idea Lab is to be used solely for digital media projects. Those with general computer needs such as Internet access, email and Microsoft Office should use public computers.
- The library's Rules of Conduct apply to those who use the Idea Lab.
- Patrons should keep noise levels to a minimum and use headphones when possible.
- All work, including file saving and file uploading, must be completed by the end of your reservation. Keep this in mind when managing your allotted time in the Idea Lab.
- You are responsible for your files and are advised not to leave them on the computer. They are regularly cleared of user content. The library has flash drives and DVDs for sale as well as external hard drives and SD cards for checkout.
- People of all ages utilize this space. Please keep this in mind if you leave content on these computers temporarily.
- Do not use any of the equipment for illegal or unauthorized reproduction of copyrighted materials or content you have no right to reproduce or distribute.



**Welcome  
to the**



**Idea**



**Lab**

Digital Media Studio

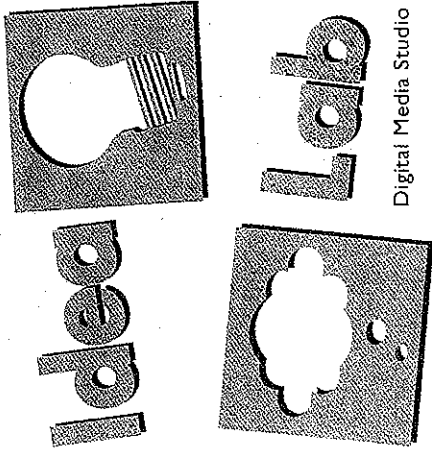
**Naperville  
Public Library**

95th Street Library  
3015 Cedar Glade Drive  
Naperville, IL 60564  
630-961-4100  
ext. 4990

Available to Naperville Public Library  
cardholders, North Central College  
students and high school students of  
school districts 203 and 204.

## What can I do in the Idea Lab?

- Use our 3-D scanner to scan in an item and use our design software to modify the image.
- Print a 3-D object of your own design or use existing online designs.
- Convert your VHS tapes, DVDs, vinyl records and cassette tapes into digital files and archive your family history.
- Use Adobe Premiere Elements to edit and enhance your videos.
- Create and play music using GarageBand.
- Use Adobe Creative Suite to design web pages, create digital art and so much more!
- Check out our Wacom Bamboo tablet to draw cartoons or create art.
- Use ScanSnap to quickly convert multiple photos into digital format.
- Convert your slides and negatives into digital format and preserve your memories.
- Use Adobe Photoshop Elements to organize, document and enhance your photos.
- Program in Java, C++, Visual Basic and Scratch.
- Create podcasts using our professional microphone.
- Check out our green screen to enhance your business video.
- ... and share it all with your family and friends!



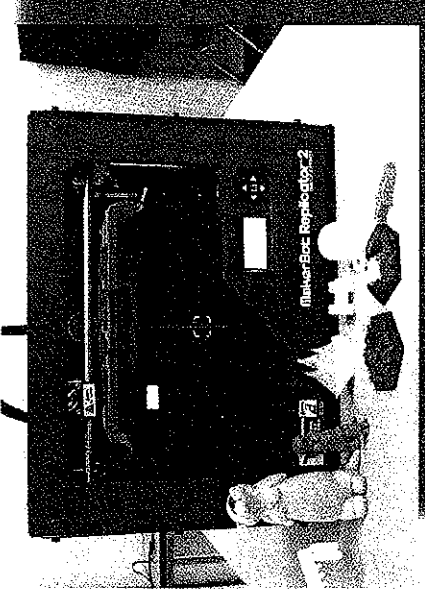
Digital Media Studio



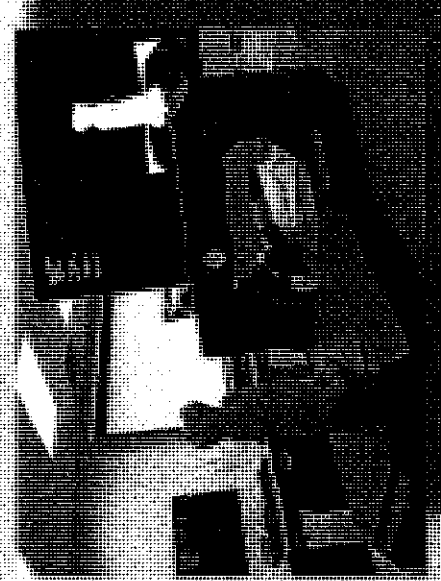
ScanSnap Photo and Document Scanner  
Scan multiple photos in minutes!



3-D Printer



VHS/DVD Converter



MIDI Controller Keyboard

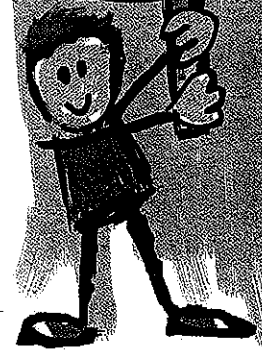


3-D Scanner

# KICKSTART A KIDS' MAKERSPACE

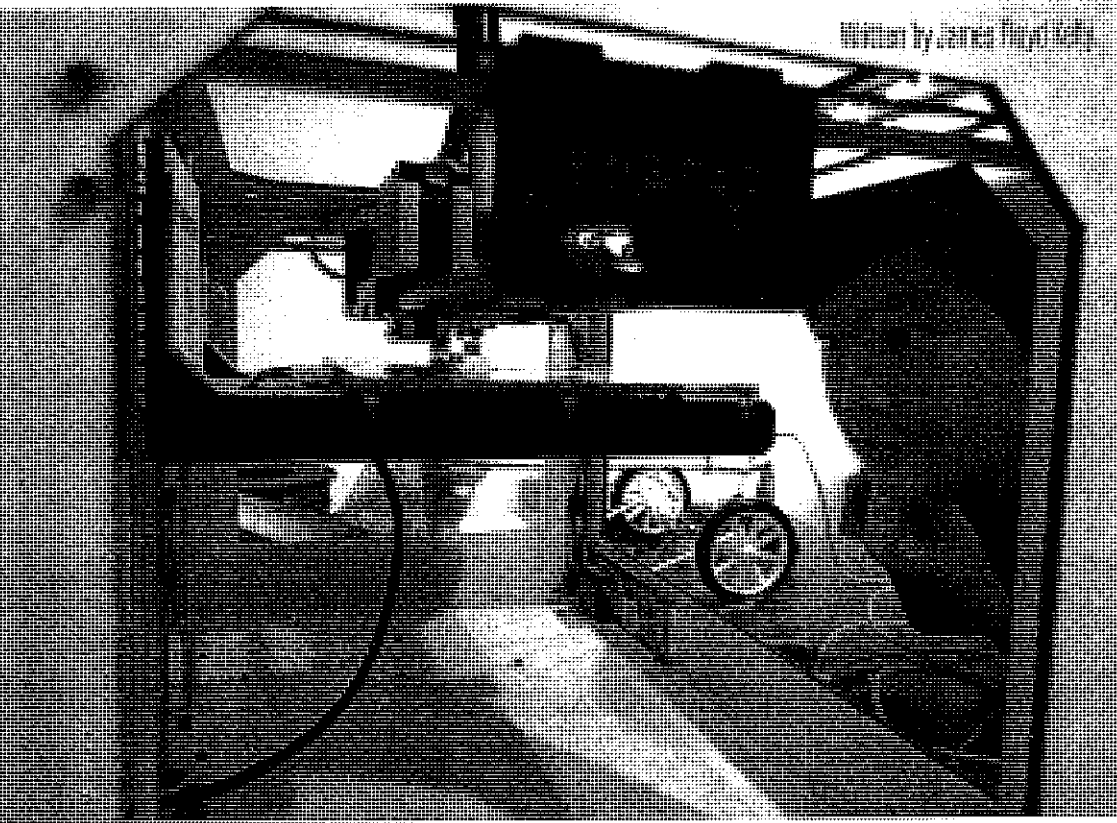
Illustration by James Floyd Kelly

TOOL PRICES ARE DROPPING, AND CROWDFUNDING IS ON THE RISE. HERE'S HOW TO CHOOSE (AND FINANCE) AWESOME HIGH-TECH TOOLS FOR YOUNG MAKERS.



James Burke

**JAMES FLOYD KELLY** ([jamesfloydkelly.com](http://jamesfloydkelly.com)) is a freelance technology writer in Atlanta. He has written numerous books for students on subjects such as Arduino, Lego robotics, and game programming.



**YOUNG MAKERS GROW UP AND BECOME WORLD-CHANGING ENGINEERS AND LEADERS**, and they in turn encourage new generations of young innovators. The world needs young makers. And these young makers need makerspaces.

How many of the nation's 54 million elementary and secondary students have access to the state-of-the-art tools that can spark creativity, nurture curious minds, and ignite the next wave of innovators? Probably less than 1%. Even assuming a generous 5%, that leaves more than 51 million U.S. students without any hands-on time with tools that are nothing short of inspirational.

Fortunately, tool prices have dropped and fundraising has never been simpler. Let's take a look at what tools are a good fit for a kid-focused makerspace and how organizations can achieve funding to get more kids into the workshop and making things.

## THE TOOLS | 3D PRINTERS

What kid wouldn't love to print something in 3D that he or she designed from scratch? With free, easy-to-use design software such as Tinkercad, Autodesk 123D, and 3DTin, kids can jump right in, create and modify and print.

The \$300 Printrbot Simple (Figure A) and the \$2,200 Maker-Bot Replicator 2 (Figure B) both print with enough quality to

make a kid smile. Let's grab two Simples and one Replicator 2 for a basic Kid Makerspace, and double that for a larger Kid Makerspace. And let's budget for filament too (see "Costs" chart, following page).

## LASER CUTTERS

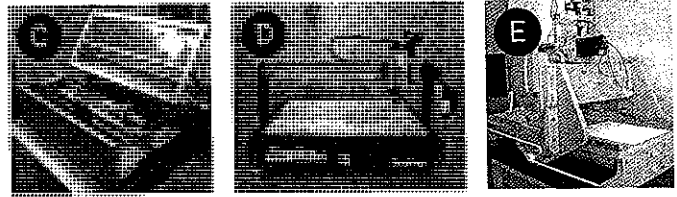
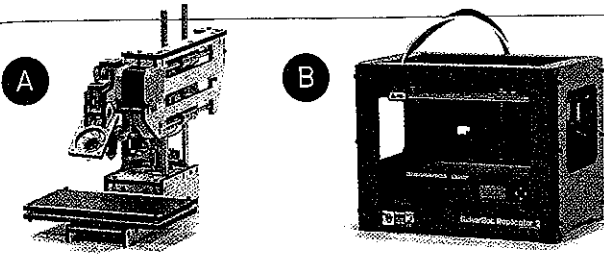
For kids who aren't yet comfortable designing in 3D, the simplicity of drawing a 2D shape and seeing it cut precisely from wood or plastic is quite appealing. I like the fully assembled Blacktooth Laser Cutter ([buildyourtools.com](http://buildyourtools.com)) for \$2,100 with integrated computer (Figure C).

## CNC/MILLING MACHINES

Not only will kids learn to carve shapes in wood or plastic, they'll also learn to use CAD/CAM applications — as well as see the value of staying awake during math class. Let's put a ShopBot Desktop ([shopbottools.com](http://shopbottools.com)) in the larger Kid Makerspace (Figure D), and a BlueChick CNC router ([buildyourcnc.com](http://buildyourcnc.com)) in the smaller (Figure E).

## HAND TOOLS/POWER TOOLS

Kids need basic hand tools such as wrenches, screwdrivers, and saws. Power tools such as drills, sanders, and maybe even a table saw and a router should also be considered. Find your own best mix for an initial purchase and consider adding more as the space grows



and needs are determined. Discount stores such as Harbor Freight or Northern Tool & Equipment can really stretch those dollars — these might not be pro-grade tools, but it's all about hands-on time.

**ELECTRONICS**

No Kid Makerspace should ignore the value of hands-on learning by tinkering with electronics. Basic tools such as multimeters, breadboards, and soldering irons are inexpensive, as are basic components and supplies (jumper wires, solder, resistors, etc.). Consider ready-made kits such as those found in the Maker Shed.

I cannot recommend highly enough Charles Platt's book *Make: Electronics* (makershed.com/platt) — pair it with its two companion Parts Packs and you've got a portable electronics primer that will get any kid (or adult) up to speed fast.

Arduino microcontrollers are inexpensive too (and clones are even cheaper), and there's no shortage of free online tutorials for learning to wire up and program these popular boards.

**WHAT ELSE?**

We'll need computers and software, including keyboards, mice, screens, and maybe a printer or two (the ink kind). Free software is everywhere, but let's anticipate specialty software upgrades when the kids outgrow the starter stuff.

For less than \$100, you get the OWI programmable robot arm and the software to program it via USB.

Toss in a 1-year subscription to MAKE magazine — it includes digital access to all back issues.

Extraordinaires Design Studio (extraordinaires.com) is a design training game that sparks creativity by asking players to brainstorm and sketch product ideas for various superhero characters.

No doubt you have your own favorite tools, books, and accessories that you'd choose. Don't discount tinkering tools like Lego, Erector, and even Tinkertoys for the younger makers.

**PAYMENT OPTIONS**

If you're keeping score, our basic Kid Makerspace has a price tag of \$11,000, and the larger Kid Makerspace \$23,340. Taxes and shipping are going to bump it up. How to pay for all of it?

If your school is open to the idea of outfitting a Kid Makerspace, you're 25% of the way there. Sadly, many schools are likely to be resistant, for reasons of safety, insurance, or legal issues. It might take some very vocal

parents, teachers, and kids to get organized and demonstrate the value of a makerspace. But once you've got the approval, raising the funds doesn't have to be a mountain to climb.

**Appeal to Parents** Unless you know a real-life Tony Stark, your odds of finding one person to contribute \$11,000 are very long. Instead, ask 1,000 families to each contribute \$11.

**Local Businesses** Reach out to businesses and organizations in your area that may contribute to worthwhile educational causes. Create a presentation that can be given to parents, the school board, and local business leaders.

**Crowdfunding** Spreading costs over a large group of people and organizations is the idea behind websites like Kickstarter (kickstarter.com) and Indiegogo (indiegogo.com). You create a video outlining your goals and the funding you need, then backers chip in to help. You're not offering a tangible product, so you'll have to get creative on ways to reward backers — look at other campaigns for makerspaces (see sidebar) for ideas. Lots of backers donate \$5 or \$10 just to be part of something important.

It's time to take the makerspaces to the kids and not the other way around. It will require school administrators, teachers, and parents to fight the excuses and break through the red tape so that all kids have an opportunity to join the Maker Movement if they desire. ♻️



**SUCCESSFULLY FUNDED**

They did it — so can you. These makerspace campaigns achieved their crowdfunding goals on Kickstarter or Indiegogo:

**LOS ANGELES MAKERSPACE**  
California, by Tara Tiger Brown, Ariel Levi Simons, and others  
lamakerspace.com

**BAGHDAD COMMUNITY HACKERSPACE WORKSHOPS**  
Iraq, by Bilal Ghalib and GEMSI (Global Entrepreneurship and Maker Space Initiative)  
gemsi.org

**BIOCURIOUS HACKERSPACE**  
Mountain View, Calif., by Network for Open Scientific Innovation  
biocurious.org

**HOUSTON MAKERSPACE**  
Texas, by Maclean Smyth  
houstonmakerspace.com

**HOBERT HACKERSPACE**  
Tasmania, Australia, by Patrick Burns, Shane Dalgliesh, and others  
hobarthackerspace.com

**COSTS: BASIC VS. BIGGER KID MAKERSPACES**

ITEM	Basic Kid Makerspace		Bigger Kid Makerspace	
	QUANTITY	COST	QUANTITY	COST
3D printer, Printrbot Simple	1	\$1200	4	\$1200
3D printer, Replicator 2	2	\$4400	2	\$4400
Filament	varies	\$400	varies	\$480
Laser cutter, Blackbox	1	\$2000	2	\$4200
CNC cutter, BlueChick	1	\$0		\$0
CNC cutter, ShopBot Desktop	1	\$5000	1	\$5000
Hand tools / power tools	varies	\$2000	varies	\$2000
Make: Electronics book & parts	4	\$1800	4	\$1800
Arduino	varies	\$400	varies	\$400
Electronics tools	varies	\$400	varies	\$400
Computers, software, printers	varies	\$3800	varies	\$3800
Software upgrades	varies	\$1000	varies	\$1000
MAKE magazine 1-yr subscription	1	\$35	1	\$35
OWI robot arm	1	\$100	1	\$100
Extraordinaires design game	4	\$180	4	\$180
<b>TOTALS</b>		<b>\$11,000</b>		<b>\$23,340</b>

JENNIFER BURKE



# Coming Soon: Johnson County Library (KS) Makerspace

8 March 2013 - 8:46am | by **Brenda Hough**  
Tags:

- [3D Printing](#)
- [green screen](#)
- [johnson county library](#)
- [makerspace](#)
- [Meredith Nelson](#)
- [soldering](#)

Thanks to Meredith Nelson, Business Reference Librarian at the [Johnson County \(KS\) Library](#), I have now seen a 3D printer up close and personal! Meredith provided me with a sneak preview of the library's brand new makerspace, which will soon be open to the public.

## Why did the library decide to create the makerspace?

"We wanted to create a space where people have the opportunity to learn and access software and technology that is prohibitively expensive for the average home/household and to provide a space where patrons can work collaboratively on projects and acquire new skill sets—whether for hobby or work. It's essentially a place to play around with new ideas and tools as well as have the opportunity to see if there's something in there that an individual may really click with."



**Who is the makerspace for?** **Meredith Nelson using the 3D printer** The library's makerspace is for anyone who wants to learn and use high end software to play or make things. The Johnson County Library is focusing on two specific audiences: small/micro business owners

and young adults. The library anticipates small business owners using the space to create podcasts, to design a logo, etc. Programming examples for young adults will be discussed later in this article.

### What does the makerspace include?

- 2 iMac computers, with the following software:
  - Adobe Creative Suite
  - Final Cut Pro
  - Google Sketchup
  - iLife and iWork Suites
  - MS Office (Mac versions)



**Soldering equipment**

- Cheetah 3D
- Corel Painter Essentials
- AutoDesk123 apps
- Blender 3D
- Handbrake
- Audacity
- MakerBot Replicator 2 3D printer and equipment
- Sony HDR Digital Camera & Tripod
- Softbox video lighting kit
- Canon 9000F High resolution scanner
- Wacom Bamboo Create Tablet
- Blue Yeti Microphone
- 2 Sennheiser Pro headphones
- littleBits starter kit
- Electronic Snap Circuit kit
- Soldering equipment
- Sewing machine
- A green screen

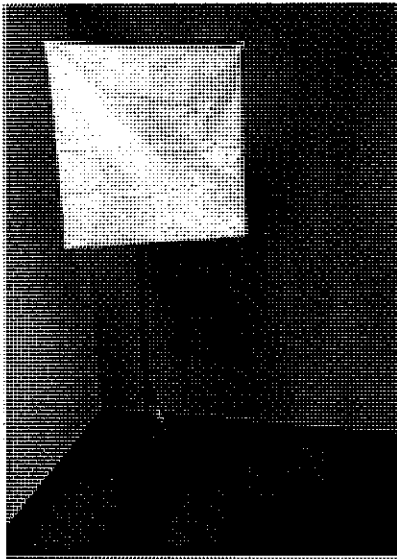
- A large whiteboard, on which people will be encouraged to write notes to connect with others with similar interests or with knowledge they need. People will also be able to use the whiteboard to request software or equipment for the space.

In addition to this initial inventory, the library plans to add more items as they are needed and requested.

“We want to see where it goes... where the interest lies... before we decide on a set program.”

### **Will there be training and programming?**

Although DIY learning will be encouraged and expected, the library will also provide some assistance and programming.



**Green screen**

**Soldering:** Assistance will be available to help people learn to solder. Initially this training will be provided as needed on-the-fly.

**Maker Mondays:** Every Monday from 5-9, the library will host an open house in the makerspace. This will provide people with an opportunity to look around, ask questions, and try things out.

**Some Disassembly Required:** This is a program the library will host. People will be encouraged to bring things in to take apart and see how they work.

**Lego Stop-Motion Animation Workshop:** In this program, teens will create a Lego stop-motion animation short. They will learn how to storyboard ideas, light and shoot videos, and then edit them using the Makerspace.

**Make-a-Story:** This event is a makerSpace and Children's Book Week mash-up. Kids (ages K-6<sup>th</sup> and their families) can create book trailers and videos and more.



**Is the library working with other groups in the community?**

Meredith has connected with the KC Maker Faire organizers and the library will have a booth at this year's event. She has also connected with HammerSpace, which is a large makerspace in the community, and with other fab labs in town. She hopes to connect with local schools and noted that the Blue Valley Schools have a large fab lab, too.

Groups within the library are also being encouraged to use the space. The elementia teen zine is creating their annual publication in the makerspace. The cosplay group is using a sewing machine in the makerspace. There's potential for future collaborations here (like getting the cosplay group involved in creating Halloween costumes).

**Will the library charge people for use of the space or the resources?**

The library does not plan to charge for use of the space and resources. If use of the 3D printer becomes prohibitively expensive, it's possible the library will start charging by weight, but in the beginning, they want to provide minimal restrictions.

**Advice for others wanting to get started with creating a library makerspace?**

We will check back in with Meredith and the Johnson County Library in a couple of months, to discover lessons learned and to hear stories about the makerspace once it has been open to the public for a while.

Meredith recommends:

- the Winter 2013 Make publication Ultimate Guide to 3D Printing.
- Thingiverse is also a great site to browse for 3D printing ideas.
- Meredith has created numerous maker related resources lists which you can browse on the library's website.

Good luck, Johnson County Library, with your new makerspace adventure! We look forward to connecting with you again soon.




# The Bubbler: An Innovative New Programming Model

By Tana Elias, Digital Services & Marketing Manager,  
Madison (WI) Public Library

WHAT'S <sup>the</sup> BUBBLER?

WHY IS IT CALLED THAT?

WHO IS IT FOR?

 Imagine Your Library

The graphic is a hand-drawn style illustration on a dark background. It features three main questions in a bold, hand-drawn font. The first question, "WHAT'S the BUBBLER?", has a small speech bubble containing the word "the" above the word "BUBBLER". The second question, "WHY IS IT CALLED THAT?", is followed by three empty speech bubbles. The third question, "WHO IS IT FOR?", is followed by three empty speech bubbles. At the bottom of the graphic, there is a sun icon and the text "Imagine Your Library".

Intro by Janet Nelson, Demco, Director of Library Markets

As libraries across the country look for new ways to engage their communities, many are exploring the maker movement and how this trend might be applied to their libraries. Many models have developed ranging from specific spaces to flexible areas that accommodate changing needs to programs that depend on partnering with others outside the library to provide services. What is important is that each library fully explores the needs of their community and how those needs can best be met.

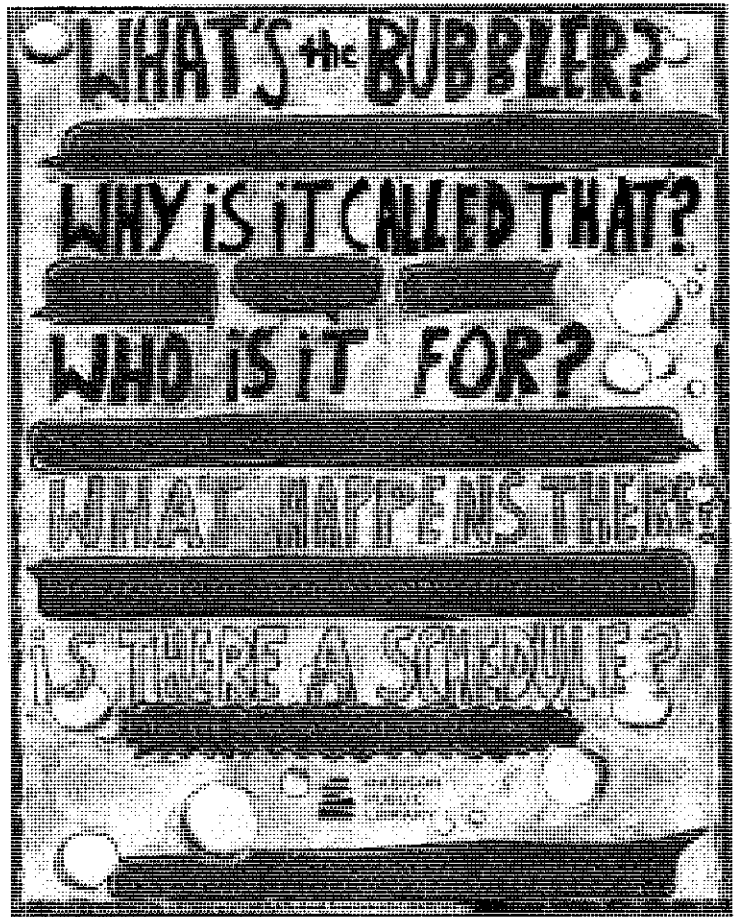
Madison Public Library in Wisconsin has developed a flexible model that suits the needs of their community well and can also be deployed in their branch libraries. Tana Elias shares insights surrounding the development of their program and what they are learning from their program.

### The Origins of the Bubbler

In early 2012, Madison Public Library began construction on a new Central Library. At the same time, the library was also undergoing a rebranding effort and searching for a new director. It was a time of transformation for the library, with new opportunities for the library to re-imagine spaces and services.

One such change involved the library's programming efforts. When planners for Madison Public Library's new Central Library began envisioning the types of classes, events and activities that would happen in the new space, they wanted something that would highlight the library's new vision, engage visitors and attract a younger demographic of library users. Inspired by the makerspace movement (encouraging communal creation through the sharing of equipment and resources) and with strong ties to the local arts and science community, Madison Public Library launched a new program model called the Bubbler in the spring of 2012.

The Bubbler builds on Madison Public Library's tradition of providing resources and learning opportunities by partnering with local artists, designers, craftspeople, technology experts, small businesses and nonprofits to present hands-on



*Oliver Bendorf created a flyer that epitomizes the Bubbler while explaining the new programming concept.*

learning workshops and meetups at its libraries or at alternate community sites. A nimble and cost-effective pop-up workshop model provides more opportunities to more groups and individuals in a variety of settings. The Bubbler's community partnership plan offers Madison's many local experts a chance to share their knowledge and equipment.

## Design and Planning Considerations

Inspired by successful library-run makerspaces and media labs, such as Charlotte Mecklenburg Library's ImaginOn Studio i, Chattanooga Public Library's 4th Floor, Chicago Public Library's YouMedia and Madison's own makerspace, Sector67, Bubbler planners envisioned interactive spaces and experiences. Since the Central Library building project was already underway and there was not a large space dedicated for a media lab or a makerspace, Bubbler programmers needed to be inventive. The result was a small, dedicated Media Lab and a semi-permanent room dedicated to Bubbler programming.

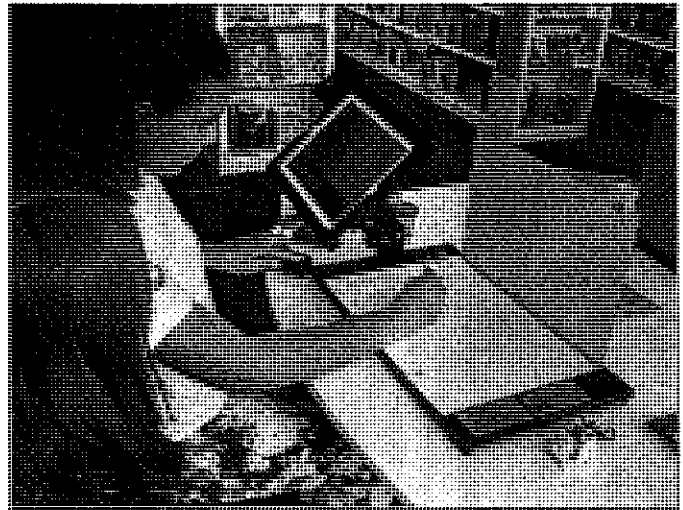


*The grand opening of the new Central Library gave attendees a chance to make something at the Bubbler.*

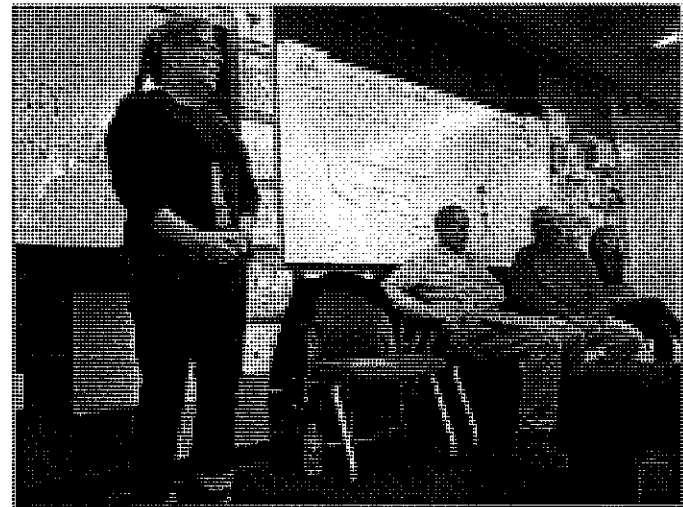
The Bubbler Room is located in a prominent position within the new library. With glass walls at street level, Bubbler activity enlivens a formerly uninspiring stretch of sidewalk, inviting neighborhood residents and downtown visitors in to explore and engage. The Bubbler's glass walls look into the children's area of the new library as well, inviting conversations in both rooms about hands-on learning — through play in the children's area and through the Bubbler's interactive programs for audiences of all ages. The Media Lab, located on the library's first floor, is situated next to the teen area, offering extensive visibility to one of the main audiences interested in digital learning. Teens go from consuming video games and graphic novels in the teen area of the library to creating animation, book trailer videos and digitally created or enhanced art in the Media Lab. Adults are no strangers to the Media Lab either. In the five weeks the library has been open, visitors of all ages have stopped in to learn more about the Media Lab or sample classes on animation, photo editing, sound recording and editing, video editing

and podcasting, as well as simple classes on basic computer use. All Madison residents now have a chance to learn how technology can enhance their creative lives or increase their skill sets for school or employment.

Relatively small enhancements allowed library planners to repurpose both the Media Lab and the Bubbler Room from regular meeting spaces to spaces that allowed for interactivity. Furniture in both spaces is easily reconfigured or repurposed. The Media Lab features a moveable green screen for filming and photography, and most equipment can be easily packed up and taken off-site for programs outside the Central Library. In the Bubbler Room, a rubber floor and a sink with long adjacent counters allow for messy projects and quick cleanup. A magnetic wall, multiple whiteboards and a large-screen TV with internet capability allow for idea sharing. A lower investment in technology and supplies for the Bubbler allow for a wider use of the room. Community partners can bring in anything from papermaking equipment to cooking tools to 3D printers. Ample electricity and data access, plus built-in audio and video capabilities, allow for high-tech programming, too.



*Animation creation.*



*The space provides multiple modes for creative idea generation and sharing.*

## **A Sip from the Bubbler**

Programming for the Bubbler was introduced to most of Madison Public Library's eight branches in the year before the Central Library opened. Programs like Teen Tuesdays at Goodman South Madison Library served as a testing ground for many maker activities in the library, and will continue to offer neighborhood teens a creative after-school outlet through a rotation of projects in the arts (visual, music, drama), STEAM skills (science, technology, engineering, arts, math) or literacy (writing and story development). Summer programs at the Pinney and Sequoya Libraries offered STEAM-based workshops in rocket building, creating weather balloons and building and decorating Little Free Libraries. A series of cyanotype printmaking workshops provided a tie-in to the University of Wisconsin-Madison's Go Big Read program featuring *Radioactive* by Lauren Redniss, a book created through a series of cyanotype images. WonderWorks, a preschool class taught at the Alicia Ashman Library, introduced the library's

youngest visitors to STEAM programming through a remix of the traditional library storytime.

The Bubbler Room officially opened along with the new Central Library on September 21, 2013. By that time, the Bubbler concept had won a National Endowment for the Arts Our Town Grant to fund an entire year of creative placemaking projects. Our Town funding was matched by the Madison Public Library Foundation for programs such as Maker-in-Residence, Meet Your Makers and Night Lights.

The Bubbler's Maker-in-Residence program allows visitors to drop in on the creative process by learning from a professional artist as he or she works in the space. The library's first Artist-in-Residence was Barbara Landes, a papermaker and print maker. Through drop-in sessions and structured classes, visitors had the opportunity to learn how paper is made, create sculptures from the paper and see their paper sculptures displayed throughout the library.



*Barbara Landes works with visitors in the Bubbler to create a print.*

The Meet Your Makers series offers visitors a chance to drop in to the Central Library each Saturday morning to meet some of the Madison area's most interesting artists, musicians, cooks, hackers and tinkerers. To date, the Meet Your Makers series has hosted cheesemakers in collaboration with the Wisconsin Science Festival; a drawing jam with local artists; papermakers working to combat rape culture through the Peace Paper Project; librarians with the Library as Incubator Project creating hand-



*Peace Paper Project.*

made books in conjunction with the Wisconsin Book Festival; a kanji-writing workshop led by area high school students; and a 3D printing demonstration.

Night Light is the Bubbler's after-hours series at Central Library that rotates between music, theater, dance, storytelling, performance art and other live happenings. Night Light, usually on the first Friday of the month, has included the STACKED! fund-raiser party; Gallery Night in conjunction with other downtown Madison venues; and a visit by Faythe Levine and Sam Macon, documentary filmmakers and authors.

### Public Response to the Bubbler

Response to the Bubbler has been overwhelmingly positive. Local media outlets have embraced the Bubbler concept, publishing print stories, hosting live news broadcasts from the Bubbler and offering regular radio spots promoting Bubbler and Media Lab programs. Staff at all nine libraries got a taste of the Bubbler during an all-day staff day featuring breakout sessions where staff could explore the spaces and the programs offered by the Bubbler and the Media Lab. By experiencing the Bubbler themselves, staff were better able to explain the new programming model to library visitors and share their own ideas for Bubbler programming.

Since the new library opened, visitors have interacted with the Bubbler and the Media Lab by sharing their creations online, by sharing their excitement through social media, by leaving great comments in the Bubbler's interactive arts space, and by offering their own experience and services for future programs or collaborations.



*High School Friday Journals.*

The library profession is taking note as well, as a result of presentations by Bubbler staffers or planners Trent Miller, Jesse Vieau, Carissa Christner and others at regional, state and national conferences.

In the first few weeks of opening, the Bubbler programming model has already delivered engaging, creative experiences for more than 2,000 attendees and made good the library's new vision of being "your place to learn, share and create."

Visit the Bubbler online at [madisonbubbler.org](http://madisonbubbler.org) or connect with Madison Bubbler through [Facebook](#), [Twitter](#) or [Instagram](#).

## Looking for More Inspiration?

We partner with industry experts to share ideas, industry trends and inspiration on topics ranging from early literacy, space planning, community engagement and more.



### Articles

*Makerspace: Madison Public Library sees innovation centers as a key part of its future*  
Capital Times, Madison, WI

*The Bubbler, a new Madison Public Library program, finds innovative ways to connect creative types*  
Isthmus: The Daily Page, Madison, WI

Related Idea of the Month articles:

*Beyond Whiteboards and Study Rooms: Taking Collaborative Spaces to the Next Level*  
Traci Lesneski, MSR Architecture

*Share. Grow. Serve. The Power of Library Collaborations*  
Janet Nelson, Demco

*Reimagining Fundraising*  
Janet Nelson, Demco

### Webinars

*Anyone Can Write a Grant*

*Collaborative Spaces*

*Transforming Libraries Through Collaboration, Collections and Endowment Building*

### Grants Search

Demco's FREE Grants Database allows you to search for current available grants.

### Contribute

We would like your input on additional topics you would find interesting and helpful. Submit your ideas to [reenergize@demco.com](mailto:reenergize@demco.com)



### Meet the Author

Tana Elias coordinates Madison Public Library's online presence through multiple web sites, social media, and online outreach with the library's diverse array of community partners. She manages the library's newly-formed Digital Services and Marketing department and oversees media communications and library-wide communications technology. She has been a reference librarian with Madison Public Library for 18 years.



SUPPORT CENTER



ABOUT EDGE

BENCHMARKS AND RESOURCES

TOOLKIT

KNOWLEDGE

NEWS & EVENTS

Community Value

Benchmark 1  
Digital literacy

Benchmark 2  
Digital tools and resources

Benchmark 3  
Meeting key community needs

Engaging the Community

Benchmark 4  
Strategy and evaluation

Benchmark 5  
Strategic partnerships

Benchmark 6  
Sharing best practices

Organizational Management

Benchmark 7  
Planning and policies

Benchmark 8  
Staff expertise

Benchmark 9  
Devices and bandwidth

Benchmark 10  
Technology management

Benchmark 11  
Technology inclusiveness

BENCHMARKS AND RESOURCES

Edge was developed with an understanding of the challenges libraries face today. Technology demands and challenges are different for every library, just as each community has unique needs and demographics. Through completing the Edge Assessment, libraries evaluate their current services and identify opportunities for improvement. The Edge Assessment evaluates the library's public technology services. Through the assessment tool, libraries understand best practices in technology-related services for their communities and determine what steps they need to take to improve their public technology programming.

The Edge Benchmarks are divided into three strategic areas:

Community Value

Benchmarks 1 - 3  
Libraries provide programs and services that enable people to get value from their use of technology.

Engaging the Community

Benchmarks 4 - 6  
Libraries are a valuable community resource and a strategic partner in helping people and communities improve their quality of life.



Organizational Management

Benchmarks 7 - 11  
Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill, personal technology, or available time.

Each category has benchmarks for specific practices. Success on each benchmark is determined by a set of indicators that provide information about the library's progress. By working through the assessment, a library sees, on different levels, an overview of current programs, where services are effective, and where improvements can be made. As a result of the benchmarking activity, Edge provides libraries with a suite of tools as well as training to put strategies into action.

EDGE: WHERE PEOPLE CONNECT, COMMUNITIES ACHIEVE

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[Training](#)

[Case Studies](#)

## EDGE TOOLKIT



The demands and challenges are different at each library, just as each community has unique needs and demographics. The Edge Toolkit is filled with useful, scalable tools that give libraries a view of what's working and where there is room for improvement. Together, these tools help all libraries plan for the future and work directly with local leaders to align community priorities. The Edge Toolkit includes:

- The **Edge Overview Webinar** is a brief virtual course about the Edge Initiative - from registering for your account, gathering your data and completing the assessment to understanding your results, creating your action plan and engaging your stakeholders. Watch the **Edge Overview Webinar** now.
- The **assessment tool** will help libraries assess and evaluate current services. The tool will be available to public libraries in January 2014. To prepare for participation, you may download the **Assessment Workbook** which will help you mobilize staff and gather data to complete the online assessment.
- **Resources** with practical templates, tools, and tips for improving the library's public technology services.
- **Case studies** that feature examples of public libraries of all sizes using computers to meet community needs.
- **Reporting and presentation tools** that help library leaders tell the story of how computers support the local economy, workforce, lifelong learning, and a strong community.
- **Training** that will guide libraries in using their Edge results for planning, advocacy, and outreach activities to enhance as well as build technology services.

Through the assessment, resource guide, and training, Edge is shaping the way libraries communicate about their role in communities.

**EDGE: WHERE PEOPLE CONNECT, COMMUNITIES ACHIEVE**

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Edge Assessment Report for

## Indian Prairie Public Library District

**Your assessment has been completed!** Congratulations on taking this exciting step toward strengthening your library's public access technology and contributing to your community's goals!

The results you find in this report, coupled with the Edge tools and training, will help you strengthen your library as well as shape your story and share the value your library offers to the community.

**About this report:** The following pages showcase your library's responses and results to the Edge assessment. As you review the results, remember that Edge is designed to help you set a path for continuous improvement. No matter what opportunities or challenges your library faces, Edge is a tool to use for making strategic, informed decisions about your resources and planning.

**Understanding results:** Results for your library are presented by three areas, and eleven benchmarks. Your results report outlines how many points your library achieved in each area based on your responses, along with a total number of points possible.

**Understanding the overall score:** The Edge benchmarks represent a comprehensive set of best practices from leading libraries around the country, of all sizes, related to public access technology. They are aspirational in nature, and are designed to encourage libraries to reach new levels of service. These assessment results are provided so that you can set priorities for your library that will improve the technology services you provide to your patrons. Priorities are individual to each library, and so while the maximum number of points available on the assessment is 1,000 no library is expected to achieve this score. We expect to see a wide range of scores. Whether your library scored 250 or 650, use these results to identify improvement opportunities for your library that are anchored in your library's and your community's strategic goals, a framework which may not require achievement in every benchmark.

**Future reports:** Following the national launch of the Edge Initiative in Spring 2014, Edge will release library comparison information along with these reports. This new release of comparative information will provide additional context for libraries, including scores in each benchmark for similar libraries, based on the population of your library service area.

**Results for Indian Prairie Public Library District**

Benchmark	Points Achieved	Points Possible
<b>Community Value</b>		
1. Digital literacy	65	75
2. Digital tools and resources	90	105
3. Meeting key community needs	90	130
<b>Total</b>	<b>245</b>	<b>310</b>
<b>Engaging the Community</b>		
4. Strategy and evaluation	65	155
5. Strategic partnerships	70	75
6. Sharing best practices	35	65
<b>Total</b>	<b>170</b>	<b>295</b>
<b>Organizational Management</b>		
7. Planning and policies	40	50
8. Staff expertise	75	80
9. Devices and bandwidth	90	135
10. Technology management	70	90
11. Technology inclusiveness	25	40
<b>Total</b>	<b>300</b>	<b>395</b>

**Your library achieved:**  
 63% of Level 1 Attributes  
 57% of Level 2 Attributes  
 17% of Level 3 Attributes

## Benchmark 1

Libraries provide assistance and training with the goal of increasing the level of digital literacy in the community

### 1.1 The library has curricula for and provides regularly scheduled digital literacy training.

Level	Indicator	Library response	Points achieved	Points possible
1-3	Curricula and in-person classes are available in at least one library location in the following topics: Basic computer skills	Yes	15	15
	Office productivity software	Yes		
	Internet searching	Yes		
2	Privacy and security	No, but plan to do so in the next year	5	5
	Library resources	Yes		
	Social media	Yes		
3	Multi-media (e.g. photo, video, audio)	No, but plan to do so in the next year	5	5
	In-person training classes are available for patron-owned devices (e.g., eReaders, iPods, tablets, smartphones) in at least one library location	Yes		
3	In-person technology classes are available in languages other than English in at least one library location	No, we have no plans to do so at this time	0	5

Total Points: 20 / 25 pts

### 1.2 The library provides individual assistance for digital literacy at all locations.

Level	Indicator	Library response	Points achieved	Points possible
1	One-on-one technology help for patrons is available on-demand for at least 10 minute sessions at all library locations	Yes	20	20
2	One-on-one technology help is available for patrons on-demand or by appointment for at least 30 minute sessions at all library locations	Yes	15	15
2	One-on-one help is available on-demand or by appointment for patron-owned devices (e.g., eReaders, tablets, iPods, smartphones) in at least one library location	Yes	10	10
3	One-on-one help is available in languages other than English in at least one library location	No, we have no plans to do so at this time	0	5

Total Points: 45 / 50 pts

## Benchmark 2

Libraries provide access to relevant digital content and enable community members to create their own digital content.

### 2.1 The library supports the creation of digital content or public access computers.

Level	Indicator	Library response	Points achieved	Points possible
1	Patrons have the ability to retrieve data from and store data to portable devices (e.g., thumb drives, external hard drives, PDAs) while using public computers at all library locations	Yes	10	10
1	Office productivity software (e.g., word processing, spreadsheets, presentations) available at all library locations	Yes	10	10
2	Photo editing software (e.g., Photoshop, GIMP) is available in at least 50% of library locations	Yes	10	10
3	Video/audio recording and editing software is available in at least one library location	Yes	5	5
3	Web development software (e.g. Dreamweaver, CoffeeCup) is available in at least one library location	No, would like to but cannot at this time	0	5

Total Points: 35 / 40 pts

### 2.2 The library monitors its service delivery of online content.

Level	Indicator	Library response	Points achieved	Points possible
1	Website links are checked and content is updated at least monthly	Yes	10	10
2	Library website analytics (number of website visitors, traffic types, popular pages) are reviewed at least quarterly	Yes	10	10
2	Subscription content (e.g., Ebsco databases, Freegal, Learning Express, Lynda) usage reports are reviewed at least quarterly	Yes	5	5
3	A content inventory of the library's website is performed at least annually	No, but plan to do so in the next year	0	5

Total Points: 25 / 30 pts

### 2.3 The library provides access to information resources through its website.

Level	Indicator	Library response	Points achieved	Points possible
1	eBooks can be downloaded through the library's website	Yes	10	10
1	Audio books can be downloaded through the library's website	Yes	10	10
2	The library selects and organizes online resources to help patrons learn digital literacy skills (e.g., how-to-guides and vibdos, tutorials, practice activities)	Yes	5	5
2	The library offers access to online interactive language learning tools through its website (e.g. Mango, Livemocha) and/or language learning software (e.g. Rosetta Stone, Auralog)	Yes	5	5
3	The library provides real-time reference services (through short message services, instant messaging, Skype, Twitter, texting, or other interactive applications)	No, we have no plans to do so at this time	0	5

Total Points: 30 / 35 pts

**Benchmark 3**

**Libraries provide technology solutions to help patrons meet important needs related to personal goals and community priorities.**

**3.1 The library supports use of public technology for workforce development and entrepreneurship.**

Level	Indicator	Library response	Points achieved	Points possible
1	The library selects and organizes online resources for job seeking, employment skill-building, or professional certification	Yes	10	10
1	The library selects and organizes online resources for small business development	No, but plan to do so in the next year	0	10
2	The library offers access to online career testing preparation tools through its website and/or through career testing software	Yes	5	5
3	A library-organized or -hosted class for patrons on using online job-seeking, career development, and small business development resources is held at least quarterly	Yes	5	5

**Total Points: 20 / 30 pts**

**3.2 The library supports use of public technology for eGovernment or legal purposes.**

Level	Indicator	Library response	Points achieved	Points possible
1	The library selects and organizes online links to local, state, and federal eGovernment resources	Yes	10	10
1	The library selects and organizes online guides and instructions for identifying, finding, and using online eGovernment resources	No, but plan to do so in the next year	0	10
2	The library offers access to electronic legal and law-related research information and services through its website	Yes	5	5
3	A library-organized or -hosted class for patrons on navigating online government resources is held at least quarterly	No, we have no plans to do so at this time	0	5

**Total Points: 15 / 30 pts**

**3.3 The library supports use of public technology for patrons pursuing educational opportunities.**

Level	Indicator	Library response	Points achieved	Points possible
1	Early literacy games, web-based read-along programs, and/or electronic toys or tablets are available at the library and through the library website	Yes	10	10
1	The library selects, organizes, and maintains online resources related to homework help, research, and information literacy for students	Yes	10	10
2	The library selects, organizes, and maintains online resources about college selection and financial aid	Yes	5	5
2	The library offers access to education testing preparation (e.g., SAT, GRE, GMAT, TOEFL) through its website and/or educational testing software	Yes	5	5
3	The library provides proctoring of exams for online learners	Yes	5	5
3	A library-organized or -hosted class for patrons on using or navigating educational resources is held at least quarterly	No, we have no plans to do so at this time	0	5

**Total Points: 35 / 40 pts**

3.4 The library supports use of public technology for health and wellness purposes.

Level	Indicator	Library response	Points achieved	Points possible
2	The library selects and organizes online resources for learning about medical conditions, procedures, prescription drugs, and healthcare providers	Yes	10	10
2	The library offers access to medical databases through its website	Yes	10	10
3	The library is a designated community access point for health and human services information assistance (211 service)	No, we have no plans to do so at this time	0	5
3	A library-organized or -hosted class for patrons on using or navigating health and wellness resources is held at least quarterly	No, we have no plans to do so at this time	0	5

Total Points: 20 / 30 pts



**Benchmark 4**

**Libraries make strategic decisions based on community priorities for digital inclusion and innovation**

**4.1 The library has leaders who maintain on-going relationships with community leaders.**

Level	Indicator	Library response	Points achieved	Points possible
1	Library leaders attend regular meetings of local elected governing bodies (e.g., city council, county boards of supervisors, town council) that exist within their legal service area at least annually	No, but plan to do so in the next year	0	10
1	A list of local media contacts is maintained and updated at least annually	Yes	5	5
2	Outreach to local media is conducted at least quarterly through one-on-one meetings, press releases, op-eds, or media events at the library	Yes	5	5
2	A presentation about library technology is made to a community group at least annually (e.g., Kiwanis, Chamber of Commerce)	Yes	5	5
2	At least one leader from a community-based organization serves on a library committee or governing board	Yes	5	5
3	At least one library representative sits on a key community board (e.g., community planning)	Yes	5	5
3	The library places information about library technology and/or digital inclusion in local media outlets at least quarterly (e.g., news or feature story, blog post, radio or TV interview)	No, but plan to do so in the next year	0	5
3	The library maintains its own or participates in an ongoing community advisory body whose responsibilities include helping to develop community digital inclusion and technology plans	No, would like to but cannot at this time	0	5

**Total Points: 25 / 45 pts**

**4.2 The library gathers feedback from the community about its public technology needs.**

Level	Indicator	Library response	Points achieved	Points possible
1	An analysis of the social and economic conditions of the community is conducted as part of information gathering for strategic planning and decision making	Yes	10	10
2-3	Questions about community technology are included in a library-sponsored needs assessment survey	No, but plan to do so in the next year	0	10
2-3	Community technology-related questions are included in a local government survey	No, we have no plans to do so at this time	0	10
2-3	The library conducts community-representative focus groups on the community's technology needs	No, we have no plans to do so at this time	0	10
3	The library holds advertised forums on the community's technology needs	No, we have no plans to do so at this time	0	10
3	The library conducts a community needs assessment for technology resources in languages other than English	No, we have no plans to do so at this time	0	5
3	The library conducts a community needs assessment for technology resources for people with disabilities	No, would like to but cannot at this time	0	5

**Total Points: 10 / 40 pts**

4.3 The library surveys its patrons about technology use in strategic purpose areas.

Level	Indicator	Library response	Points achieved	Points possible
1-3	The library surveys patrons annually about public technology use and outcomes in the following purpose areas: Workforce development	No, would like to but cannot at this time	0	20
	eGovernment	No, would like to but cannot at this time		
	Education	No, would like to but cannot at this time		
	Health & wellness	No, would like to but cannot at this time		

Total Points: 0 / 20 pts

4.4 The library evaluates its technology programs and services.

Level	Indicator	Library response	Points achieved	Points possible
1	The effectiveness of digital literacy programs and services is evaluated annually	No, would like to but cannot at this time	0	10
2	Web analytics are used to evaluate the use of online library resources annually	Yes	5	5
3	The effectiveness of outreach activities is evaluated annually	No, would like to but cannot at this time	0	5
3	The effectiveness of partnerships is evaluated biennially	No, would like to but cannot at this time	0	5

Total Points: 5 / 25 pts

4.5 The library makes strategic decisions based on information about community needs and priorities.

Level	Indicator	Library response	Points achieved	Points possible
1	Digital inclusion and technology innovation goals are included in the strategic plan	Yes	10	10
2	Technology-related goals in the strategic plan are reviewed and updated annually	Yes	5	5
3	Staffing plans reflect community needs related to digital inclusion	Yes	5	5
3	Technology resources and services are aligned with community needs	Yes	5	5

Total Points: 25 / 25 pts

**Benchmark 5**

Libraries build strategic relationships with community partners to maximize public access technology resources and services provided to the community.

5.1 The library develops and maintains partnerships that amplify the library's reach, avoid duplication of effort, aid the library in planning or advocacy, or are otherwise mutually beneficial.

Level	Indicator	Library response	Points achieved	Points possible
1	The library has strategies for strengthening existing partnerships and developing new partnerships to advance digital inclusion and innovation goals	Yes	10	10
2-3	The library engages in resource-sharing partnerships benefitting the library (with expertise, in-kind contributions, programming, or workspace) with some/all of the following: A workforce development organization	Yes		
	A local government or social service organization	Yes	10	10
3	An educational organization (K-12, community college, university)	Yes		
	A local health & wellness organization, hospital, or other healthcare provider	Yes	10	10
3	Devices or space are loaned to community organizations for technology-related training classes in the library	Yes	5	5
3	Mobile training equipment is maintained to support library-sponsored technology training located in partner facilities	Yes	10	10
3	The library collaborates on grant or other funding opportunities with a community organization	Yes		
<b>Total Points: 45 / 45 pts</b>				

5.2 The library engages in technology outreach activities.

Level	Indicator	Library response	Points achieved	Points possible
1	A list of community organizations is maintained to help distribute materials about library technology services	Yes	10	10
1	A list of community organizations that offer technology services and resources is maintained to easily refer community members in the event additional services are needed	Yes	10	10
2	The library tracks emerging technology trends and applications in the community (e.g., new eGovernment portals, community technology centers, technology programs, etc.)	Yes	5	5
3	The library maintains a plan to provide technology services to the community in the event of a disaster or other emergency	No, would like to but cannot at this time	0	5
<b>Total Points: 25 / 30 pts</b>				

## Benchmark 6

Libraries support continuous improvement in public access technology services by sharing expertise & best practices with other digital inclusion organizations

6.1 The library participates in a community of practice and shares public access technology knowledge, resources, and other tools.

Level	Indicator	Library response	Points achieved	Points possible
1	Existing resources are used to help improve library technology management and public services (e.g., TechSoup, WebJunction, Edge)	Yes	10	10
1	The library participates in peer learning through technology programs sponsored by a state library, consortium, library association, or other organization	Yes	10	10
2-3	Training resources and curricula are shared with other libraries or community-based organizations	Yes	10	10
	Network management policies and practices are shared with other libraries or community-based organizations	Yes		
3	At least one technology-related presentation is made by library staff at formal professional gatherings (in-services, conferences, webinars) annually	No, we have no plans to do so at this time	0	5
3	The library participates in or facilitates a technology mentorship program that pairs library staff with more experienced or knowledgeable mentors involved in managing library technology and public technology access	No, would like to but cannot at this time	0	5
3	The library has a collection of technology devices that it loans out for staff development and programming purposes	Yes	5	5
3	The library hosts a dedicated development environment to allow library staff to experiment with new applications and online environments	No, would like to but cannot at this time		

Total Points: 35 / 45 pts

6.2 The library conducts surveys to gather feedback about library technology.

Level	Indicator	Library response	Points achieved	Points possible
1	The following questions are included in an annual survey: Patron satisfaction with library technology	No, but plan to do so in the next year	0	10
2	Personal importance of library technology	No, but plan to do so in the next year	0	5
3	Importance of library technology to others in the community	No, but plan to do so in the next year	0	5

Total Points: 0 / 20 pts

**Benchmark 7**



**7.1 The library maintains technology and patron data management policies.**

Level	Indicator	Library response	Points achieved	Points possible
1	The library has a hardware replacement plan with a 3-5 year refresh cycle	Yes	10	10
1	The library has a software upgrade plan with a 3-5 year refresh cycle	No, but plan to do so in the next year	0	10
1	Practices for updating to current versions of Internet browsers, web applications, and plug-ins (e.g., Java, PDF, Flash, Shockwave, Windows Media Player) are included in a technology management plan	Yes	10	10
1	Practices to ensure the security of patron data, including at least clearing online session data from public computers and procedures for handling sensitive information, are included in a patron privacy plan	Yes	10	10
2	Network security practices for timely application of updates and patches are included in a technology management plan	Yes	5	5
2	Processes for system recovery are included in a technology management plan to ensure continuity of services in the event of catastrophic technology failure	Yes	5	5

**Total Points: 40 / 50 pts**

**Benchmark 8**



**8.1 The library provides staff with work time to engage in technology related learning activities.**

Level	Indicator	Library response	Points achieved	Points possible
1	All public services staff are allowed work time to engage in technology-related learning activities such as webinars, online tutorials, or classes	Yes	10	10
1	All public services staff are allowed work time for hands-on learning with new devices, software, or other technology	Yes	10	10
	All staff are provided the opportunity to attend annual training during work time from experts in the following areas: Workforce development	Yes		
2-3	eGovernment	Yes	5	5
	Education	Yes		
	Health & wellness	Yes		
2	Key staff are cross-trained to perform technology-related duties	Yes	5	5
3	Key staff are provided the opportunity to attend training in the creation of digital content during work time	Yes	5	5
3	Key staff are provided the opportunity to attend training in instructional design and techniques during work time	Yes	5	5

**Total Points: 40 / 40 pts**

**8.2 Library staff assigned to assist patrons are responsible for maintaining technology competencies.**

Level	Indicator	Library response	Points achieved	Points possible
1	Job descriptions for public services staff contain technology competencies and responsibilities	Yes	10	10
2	Annual evaluations for public services staff include review of technology related performance	Yes	5	5
3	Annual goal setting for public services staff includes expectations for technology performance	Yes	5	5

**Total Points: 20 / 20 pts**

**8.3 Staff assigned to assist patrons are able to answer patrons' technology questions.**

Level	Indicator	Library response	Points achieved	Points possible
1	100% of public services staff are able to assist patrons with basic technology questions	Yes	10	10
2	25% of public services staff in each location are able to assist patrons with intermediate technology questions	Yes	5	5
3	10% of public services staff in each location are able to assist patrons with advanced technology questions	No, would like to but cannot at this time	0	5

**Total Points: 15 / 20 pts**

**Benchmark 9**

Library must be able to accommodate its growing demand

**9.1 The library has a sufficient number of device hours available on a per capita basis.**

Level	Indicator	Library response	Points achieved	Points possible
1-3	Device hours available per capita	5.11 device hours per capita	20	30

**Total Points: 20 / 30 pts**

**9.2 The library meets or exceeds the minimum bandwidth capacity necessary to support public user demand.**

Level	Indicator	Library response	Points achieved	Points possible
1-3	Bandwidth capacity	Level 1	10	30

**Total Points: 10 / 30 pts**

**9.3 The library assures adequate time for patrons to complete tasks.**

Level	Indicator	Library response	Points achieved	Points possible
1	Library has session management software	Yes	5	5
1	Library staff are empowered to extend public access sessions	Yes	10	10
1	The wireless network signal extends to all public areas of the library at all locations	Yes	10	10
2-3	Some public access terminals are designated with extended session periods	Yes	5	5
2-3	Internet-enabled devices with extended session periods are loaned within the library	Yes	5	5
3	Internet-enabled devices are loaned for use outside the library	No, would like to but cannot at this time	0	5

**Total Points: 30 / 35 pts**

9.4 The library provides peripheral equipment that enables patrons to complete tasks.

Level	Indicator	Library response:	Points achieved	Points possible
1	Headphones are available to loan to patrons	Yes	10	10
	Patron needs for privacy while conducting sensitive transactions are accommodated through at least one of the following: Installing privacy screens for computer monitors	No, we have no plans to do so at this time		
	Placing computer monitors so they can't be viewed by other patrons	No, we have no plans to do so at this time	0	5
1-3	Installing partitions between workstations	No, we have no plans to do so at this time		
	Having public computers in private rooms	No, we have no plans to do so at this time		
2	Patrons are able to scan documents into digital formats	Yes	5	5
2	Wireless-enabled printers are available for patron owned devices	No, we have no plans to do so at this time	0	5
3	Video conferencing equipment is available for public use	Yes	5	5
3	Presentation equipment (e.g., projector, microphone, etc.) is available for public use	Yes	5	5
3	Multimedia production equipment (e.g. digital cameras, audio recorders, video cameras) is available for public use	Yes	5	5

Total Points: 30 / 40 pts



## Benchmark 10

### 10.1 The library actively manages Internet connectivity.

Level	Indicator	Library response	Points achieved	Points possible
1	The library knows the maximum available bandwidth speed available at each location	Yes	5	5
1	Speed tests are performed on public computers to compare advertised and actual bandwidth speed	No, but plan to do so in the next year	0	5
1	Alerts about connectivity problems are received in real time	Yes	5	5
2	Connectivity (up/down/ping) is continuously monitored at the network level for all locations	Yes	5	5
2	Network traffic is monitored by packet type and volume	Yes	5	5
3	Library allocates bandwidth for library staff functions and public Internet access through separate data circuits or through hardware/software mechanisms to prioritize network traffic	Yes	5	5
3	Network bandwidth is shaped for quality of service	No, would like to but cannot at this time	0	5

Total Points: 25 / 35 pts

### 10.2 The library minimizes out-of-service devices.

Level	Indicator	Library response	Points achieved	Points possible
1	Library staff have access to a troubleshooting guide for network devices and peripherals, including call numbers and service provider information	Yes	5	5
1	A lockdown software program (e.g. Deepfreeze) is installed on public computers	Yes	5	5
1	The library uses a master image deployment and recovery (e.g. Clonezilla, Ghost) system for public computers	Yes	5	5
2	Cold spares are available to switch out downed devices with fresh hardware within a business day	Yes	5	5
2	The library has access to personnel with sufficient IT expertise to maintain the library's network and public technology systems	Yes	5	5
3	The library has at least one staff member located onsite with sufficient IT expertise to maintain the library's network and public technology systems	Yes	5	5

Total Points: 30 / 30 pts

10.3 The library tracks key measures about public technology services for planning purposes.

Level	Indicator	Library response	Points achieved	Points possible
1	The following metrics are tracked on an on-going basis: Number of hours public devices are in use by patrons	Yes	5	5
1	Number of attendees in technology classes	Yes	5	5
1	Average wait times for public devices	No, but plan to do so in the next year	0	5
2	Number of wireless sessions	No, but plan to do so in the next year	0	5
3	Number of requests for one-on-one technology help	Yes	5	5

Total Points: 15 / 25 pts

**Benchmark 11**

**Library Services for Children, Youth, and Adults (Technology) for people with disabilities**

**11.1 The library accommodates users with disabilities.**

Level	Indicator	Library response	Points achieved	Points possible
1	At least one public terminal with assistive technology that enable use by persons with visual impairments (e.g. screen readers, magnification, high contrast keyboards and displays) is available at all locations	Yes	10	10
1	At least one public terminal that can be converted with assistive technology to facilitate usage by people with motor and dexterity impairments (e.g. touch screens, trackballs, switches, voice-recognition software) is available at all locations	No, but plan to do so in the next year	0	5
1	The library has at least one workstation in each location that can accommodate a wheelchair or mobility vehicle	Yes	10	10
2	The library website is compliant with World Wide Web Consortium (W3C) disability standards as evidenced by the use of an online validation service	Yes	5	5
3	Specific accessibility goals are included in the strategic plan	No, but plan to do so in the next year	0	5
3	Staff are provided with training at least annually for recognizing and serving patrons with disabilities	No, but plan to do so in the next year	0	5

**Total Points: 25 / 40 pts**

## LOCATION DETAILS

This section provides details about your library's results for Benchmark 9.1 and Benchmark 9.2. It contains calculations based on the information you provided for each of your library locations in the assessment.

Benchmark 9.1: Device Hours Per Capita, was calculated using the number of hours and public computers or laptops available at each location and the total population of your legal service area. This article provides more detail about how device hours per capita are calculated.

Benchmark 9.2: Bandwidth, was calculated using the number of public computers or laptops available and wireless availability. Scores for each location were rolled up into an overall score for the library system. This article provides more detail about how bandwidth calculations are made.

This report also provides the results from the speed tests you performed at each location as part of the assessment. As recommended in Benchmark 10.1, you should carefully compare the advertised vs. actual download and upload speeds in this report. If the two measures differ drastically, you may want to contact your ISP to discuss ways in which they can improve your connectivity and reduce the difference between promised and actual download and upload speeds.

\* Values are calculated using ISP advertised speeds only.

Location	Hours Open	Public Computers		Internet	Bandwidth (Mbps)		Calculated Device Hours & Bandwidth		
		Desktops	Laptops / Tablets		Download / Upload Speed (SP)	Download / Upload Speed (Speedtest)	Device Hours	Bandwidth Level*	Kbps / User*
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT	60.00 / 12.00	30	28	Yes	50.00 / 10.00	48.90 / 9.30	217,152	1	679

**Total Device Hours: 217,152**

**9.1 Device Hours per Capita: 5.11 / Level 2**

**9.2 Bandwidth: Level 1**