

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

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

- A. Trustee Oaths of Office
- B. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
Julia Lacayo, Diane Ruscitti, Victoria Suriano
- C. Election of Officers Action
- D. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.  
  
Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- E. Public Comment
- F. Communications and Announcements
  - 1. McDonnell to Bukovac re: AARP Tax Assistance Page 4
  - 2. Stricker to Bukovac re: Burr Ridge Realtors Lunch Page 5
  - 3. Lavender to Bukovac re: Enroll DuPage Page 6
  - 4. Skog to Sheehan re: SWAN Migration Training Programs Page 7
  - 5. RAILS *Short Takes for Trustees* Page 8
- G. Omnibus Consent Agenda
  - 1. Minutes of Regular Board Meeting, April 15, 2015 Page 9
  - 2. Treasurer's Report Page 12
  - 3. Action on Bill/Additional Bills Page 16
  - 4. Nominating Committee Minutes, May 1, 2015 Page 21
- H. Items Deleted from Omnibus Consent Agenda
- I. Library Director's Report Page 22 Information
- J. Department Reports Information
  - 1. Assistant Director Page 24
  - 2. Marketing Page 27
  - 3. Adult Page 30
  - 4. Circulation Page 32
  - 5. Technology and Technical Services Page 34
  - 6. Youth Page 37

K. Staff Report Information  
 Natalie Williams, Youth Services Department Head  
 Summer Reading Club, WouldShop

L. Reports Information

1. Darien Committee for Intergovernmental Coordination (Krupicka) Information
2. Chamber Reports Page 43 Information
3. RAILS Page 44 Information
4. Building and Grounds Committee (none)
5. Finance Committee (none)
6. Plan/Annexation Committee (none)
7. Policy Committee (none)

M. Unfinished Business

1. Trustee Appointment Page 52 Discussion
2. 2015 – 2018 Strategic Plan Page 56 Action

N. New Business

1. Resolution #2015-A Transfer \$30,000.00 from the Corporate Fund to the Building and Maintenance Fund for Payment for the Chiller Page 65 Action

O. Committee Meetings  
 Finance Committee meeting, Wednesday, May 27, 6:30

P. Community Events

Q. Library Events

Medicare Parts A and B and Medicare Supplemental Plans	5/20/2015	6:30 PM
Thursday Afternoon Movie: Unbroken	5/21/2015	2:00 PM
Crime Readers: Death of a Red Heroine by Qiu Xiaolong (2003)	5/21/2015	6:00 PM
Art Appreciation 101	5/21/2015	7:00 PM
A Look at Local History Drop-in Time	5/22/2015	2:00 PM
Programming Electronics 101	5/26/2015	6:00 PM
Tech Talk: Technology for Seniors	5/27/2015	1:00 PM
eBay 101 Selling Basics	5/27/2015	6:00 PM
GenLit (for 20-30somethings): The Expats by Chris Pavone (2012)	5/27/2015	6:30 PM
Genealogy Group	5/28/2015	1:00 PM
Find a Job with ReferenceUSA	5/28/2015	7:00 PM
Adult Chess Group	6/1/2015	6:00 PM
Ask the Master Gardener	6/1/2015	6:00 PM
Gardening with the Darien Garden Club	6/1/2015	7:00 PM
Book Group Party	6/3/2015	7:00 PM
Thursday Afternoon Movie: Big Eyes	6/4/2015	2:00 PM
Girls Night Out with J. Jill	6/4/2015	7:00 PM
ESL Conversation Group	6/6/2015	10:00 AM
Adult Chess Group	6/8/2015	6:00 PM

Current Events Group	6/8/2015	7:00 PM
Android 101	6/9/2015	2:00 PM
New Catalog	6/9/2015	6:00 PM
Introduction to Computers and Internet	6/10/2015	10:00 AM
eLibrary Drop-In	6/11/2015	2:00 PM
Thursday Afternoon Movie: American Sniper	6/11/2015	2:00 PM
Beginner's Genealogy on the Web	6/11/2015	7:00 PM
FIFA 15 Tournament	6/12/2015	5:00 PM
Family Fort-Building & Reading Lock-In	6/13/2015	5:30 PM
Coding Boot Camp	6/15/2015	2:00 PM
Adult Chess Group	6/15/2015	6:00 PM
Anime Addicts	6/15/2015	6:30 PM
DIY Teens: Needle Felting	6/16/2015	4:00 PM
Make It and Take It Craft: Flower Arranging	6/16/2015	7:00 PM

R. Adjournment

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**Jamie Bukovac**

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**From:** mcdonnell7925@comcast.net  
**Sent:** Thursday, April 16, 2015 12:51 PM  
**To:** Jamie Bukovac  
**Cc:** Reger, Kenneth  
**Subject:** AARP Tax Aide Volunteers

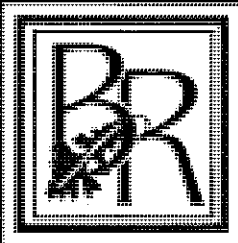
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ms. Jamie Bukovac,

We have completed another successful tax season. We appreciate having been allowed to use the library's meeting room and computers on Mondays and Fridays since the middle of February. We are thankful for the library staff who were most helpful.

We prepared and filed more than 250 Federal returns and more than 250 State returns for our clients. In addition other taxpayers were helped by answering their questions or advising them that they were not required to file tax returns. We could not have done it without your support. Thank you.

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



VILLAGE OF  
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A VERY SPECIAL PLACE

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Mickey Straub  
Mayor

Karen J. Thomas  
Village Clerk

Steven S. Stricker  
Village Administrator

April 23, 2015

Ms. Jamie Bukovac  
Indian Prairie Library District  
401 Plainfield Road  
Darien, IL 60561

Dear Jamie,

The Village will be hosting a lunch for area Realtors on Friday, May 29, from 11:30 a.m. to 1:30 p.m. at the Marriott Hotel in Burr Ridge. The purpose of this event is to showcase the Village and the many fine organizations that provide service to our community and help make our Village "a very special place."

We view Realtors as ambassadors for our community, as they are often the first person potential residents talk to when considering purchasing a home in our Village. In order to help us provide information about our community to our Realtor guests, we are inviting all School, Park, Fire and Library District representatives that serve the Village to attend this lunch. Each participating organization will be provided a table to display pamphlets, brochures, reports and other information you feel may be of interest to the Realtors. We would ask that you man this table prior to and right after the lunch to answer any questions that Realtors may have. We expect that there will be approximately 75-100 Realtors in attendance.

Once again, I hope that you and/or a representative of your organization can participate in this event. I would greatly appreciate it if you could contact me by email at [sstricker@burr-ridge.gov](mailto:sstricker@burr-ridge.gov) or by phone at (630) 654-8181, ext. 2000, to let me know if you will able to attend or if you have any questions.

Very truly yours,

Steve Stricker  
Village Administrator

SS:bp

c: Economic Development Committee



# DUPAGE COUNTY HEALTH DEPARTMENT

111 North County Farm Road, Wheaton, Illinois 60187

(630) 682-7400

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

March 24, 2015

Jamie Bukovac, Library Director  
Indian Prairie Library  
401 Plainfield Rd.  
Darien, IL 60561

Dear Jamie:

As Manager of Enroll DuPage for the DuPage County Health Department (DCHD), I'd like to take a moment to thank you for your library's assistance during our recent ACA Open Enrollment period, and to give you some specific feedback about the considerable impact that your library has had on your community.

There have been many in our DuPage County communities whose families need our help as free resource. They are having difficulty providing health insurance/doctor visits for illness, chronic disease management or even school health requirements, because of low income, job loss or lack of knowledge.

The library's efforts resulted in:

- 3 Library events (Table Events and/or Presentations, Enrollment Days)
- 47 Face-to-face interactions with patrons

And, we could not have done it without you.

The library community as a whole needs to be proud of the free resource and assistance it provided DuPage, with 7000 patrons reached and nearly 1800 face-to-face meetings. The most supportive libraries included ACA event dates in their newsletters and online calendars, reaching approximately 10,000 families per library.

Again, DCHD thanks you for your assistance and hopes that it may rely on you again next year, if our grant is again awarded. Many, many of your patrons now have health insurance thanks to Indian Prairie Library's efforts.

Sincerely,

Robin Lavender  
ACA Program Manager

Jeremy L. Hirst  
Assistant Director of Intake and Navigation

Cc: Kathleen Weaver, Mayor  
Victoria Saverino, Board President  
Cindy Kline, Adult Services

Everyone. Everywhere. Everyday

In an emergency go to [www.protectdupage.org](http://www.protectdupage.org) and tune into WDCB 90.9 FM radio.



Aaron Skog  
Executive Director  
125 Tower Drive  
Burr Ridge, Illinois 60527  
630-734-5122 (direct)  
630-734-5050 (fax)  
aaron.skog@railslibraries.info

Debbie Sheehan  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561-4207

April 20, 2015


Dear Debbie,

Since July of 2014, the SWAN Circ Mentor team has been working diligently to create training programs and provide mentorship to our 77 member libraries in support of our upcoming migration. Over the last nine months, this team has been responsible for developing and delivering over 60 formal training courses for SWAN. We now wish to extend a heartfelt thank you on behalf of SWAN staff, the Board, and the membership, for your commitment to this committee and for your dedication to helping us to stay on track to meet and exceed SWAN's training goals.

Without your willingness to step up and take part on behalf of our member libraries, the Circ Mentor team would certainly not have been as successful. You provided valuable insight, feedback, and input throughout the investigation and were an integral member of the team.

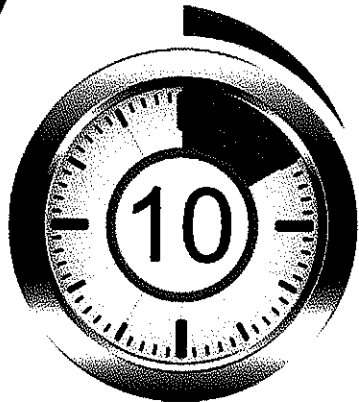
Again, thank you. On behalf of the SWAN organization, board, and member libraries, we want you to know that we truly appreciate your efforts.

Sincerely,

  
Aaron Skog  
SWAN Executive Director

  
Kate Boyle  
SWAN Member Services Manager

CC: Jamie Bukovac, Director



# Short Takes for Trustees

These eight to ten minute videos are available at no cost to RAILS members and can be accessed through the RAILS website:

- ◆ What it Means to be a Trustee
- ◆ Board Meetings
- ◆ Board Ethics
- ◆ Library Advocacy
- ◆ Library Policies
- ◆ Strategic Planning
- ◆ Working with Friends
- ◆ Evaluating the Library Director
- ◆ Board Self-Evaluation
- ◆ Succession Planning and New Board Orientation

**Quick ★ Convenient ★ Informative**

RAILS library staff and trustees can log into the RAILS website and visit [www.railslibraries.info/members/resources/short-takes-trustees](http://www.railslibraries.info/members/resources/short-takes-trustees) to find out how to view these videos and download the accompanying handouts. To create a website account, visit [www.librarylearning.info](http://www.librarylearning.info).

Questions?

Contact Joe Filapek, RAILS Consulting  
and Continuing Education Manager  
at [joseph.filapek@railslibraries.info](mailto:joseph.filapek@railslibraries.info).

**United  
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Association of Library Trustees,  
Advocates, Friends and Foundations  
*A Division of the American Library Association*





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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 15, 2015

**Board of Trustees Regular Meeting  
April 15, 2015 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll.  
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Diane Ruscitti,  
Victoria Suriano, Kelly Von Zee

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Shirley Jensen, Suzy Wulf

Others: none

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

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

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

- C. Public Comment – none

D. Communications and Announcements

1. Beardsley to Bukovac re: Darien Woman's Club Soap Collection Project
2. ATLAS Trustee Workshop May 16, 2015

Bukovac said she will be attending the Chase Bank ribbon-cutting ceremony next Thursday at 6 p.m.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 18, 2015
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2015-1 Authorizing Non-Resident Cards
5. Proposed Change to Policy 805 Paid Leaves of Absence

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

- F. Items Deleted from Omnibus Consent Agenda - none

At this point Shirley Jensen gave her staff report (Item I). She left at 7:45 p.m. and the Board continued with the Library Director's Report.

G. Library Director's Report

Bukovac reported that the new software went live on Tuesday. Sirsi/Dynix and SWAN continue to work on problems as they arise. Hiccups with the new self-checkout are also being addressed. IPPL staff morale is very high.

At this point Suzy Wulf gave her staff report (Item I). She left at 8:25 p.m. and the Board continued with the Department Reports and the rest of the agenda.

H. Department Reports

I. Staff Report

Shirley Jensen, Senior Adult Services Librarian, spoke to the Board about the library's Job/Career Services. A dedicated jobs and career area has been created on the first floor of the library. The area includes print materials covering general career information, the job search process and specific fields. There is also a dedicated computer with Microsoft Office products, links to job search sites, databases, tutorials and community resources. The library offers a variety of relevant programs and has hosted a teen job fair. A representative from ReferenceUSA will be here in May demonstrating how to find a job using this database. Jensen spoke of the library's partnership with Illinois workNet, the state's workforce development portal which provides tools for job hunters and employers as well as our partnership with SCORE, a non-profit that assists small business owners and those looking to start small businesses. SCORE has done a number of one-on-one mentoring sessions here and future events are being planned.

Suzy Wulf, Technology Services Librarian, demonstrated the new SWAN catalog including logging in to your account, changing your PIN, signing up for text notifications, checkouts/renewals, holds, fines and searching the catalog. New features include the ability to checkout and download ebooks and audiobooks directly from the catalog onto your own device, the option to receive notifications via text and pick up anywhere which allows you to choose a library other than your home library to pick up materials on hold. The Board commended the staff for the great job it's done with the transition.

J. Reports

1. Chamber Reports – Ryan's report is in the packet.
2. RAILS – backup is in the packet.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee - no report
6. Policy Committee – no report

K. Unfinished Business - None

L. New Business

1. The Painting "Prairie" by Jenn Weinshenker - Jenn displayed her completed painting to the Board and explained her inspiration for the piece. She loved creating it on site this past summer and answering people's questions while she worked. The Board wants to include Jenn's story and her vision for the painting on a plaque next to her work. They thanked her for her wonderful donation to the library. Lacayo moved, Von Zee seconded to accept the "Prairie" painting donated to the library by Jenn Weinshenker, Motion carried unanimously.
2. Carpet Cleaning Quotes – Birmingham reviewed her recommendation of BAL Industries which was contained in the packet. Damon moved, Krupicka seconded to approve the quote from BAL Industries in the amount of \$10,980. Motion carried unanimously.

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- 3 Appointment of Officers Nominating Committee – Suriano and Krupicka will be on the committee.
  - 4 Appointment of Committees – The Trustees are happy with the committees they presently serve on.
  - 5 Resolution #2015-A Honoring Kelly Von Zee – Suriano read the resolution. Deshmukh moved, Ruscitti seconded to approve Resolution #2015-A Honoring Kelly Von Zee. Motion carried unanimously. Von Zee thanked the Board for the opportunity to serve with them and said it was a great learning experience.

M. Committee Meetings

1. A Nominating Committee Meeting was scheduled for May 1 at 9:15 a.m..
2. A Finance Committee Meeting was scheduled for May 27 at 6:30 p.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:50 p.m. Krupicka moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2015

Balance on hand as of March, 2015.....	2,477,890.62
Cash Receipts for April.....	72,245.65
Cash Disbursements for April.....	274,394.45
Cash on hand as April 30, 2015.....	2,275,741.82

Investments

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

General.....	310,411.61
Special Reserve.....	20,953.81
Working Cash.....	315.06
Bond.....	7,451.86
Children's Endowment.....	2,886.38
Endowment.....	11,172.82
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking

General.....	7,587.90
Hinsdale Bank & Trust - Checking.....	5,658.52
JP Morgan Chase - Savings - Rate .03%	
General.....	344,989.14
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2015.....	2,275,741.82

FUND BALANCES AS OF 04/30/2015

Corporate Fund.....	1,498,787.62
Building & Maintenance Fund.....	70,215.94
I.M.R.F. Fund.....	6,582.86
Liability Fund.....	4,192.38
Social Security Fund.....	5,461.15
Special Reserve Fund.....	22,077.71
Working Cash Fund.....	397,122.25
Bond Fund.....	84,817.85
Deferred Property Taxes.....	102,169.19
Current Liabilites/.....	84,314.87
Grand Total All Funds.....	2,275,741.82

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## Indian Prairie Public Library District Consolidated Revenue Report for April 2015

Percent of Year: 83.33

	RECEIVED APRIL 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,275,930.91	98.96%	3,310,248.00	34,317.09
41150 · Non-current Property Taxes	0.00	199.66	19.97%	1,000.00	800.34
43100 · Interest-Tax Levy	0.00	64.05	0.00%	0.00	-64.05
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,276,194.62</b>	<b>98.94%</b>	<b>3,311,248.00</b>	<b>35,053.38</b>
<b>INTERGOVERNMENTAL</b>					
42100 · Book Bundles Grant	0.00	2,000.00	0.00%	0.00	-2,000.00
42200 · Per Capita Grant	53,161.25	53,161.25	122.21%	43,500.00	-9,661.25
<b>TOTAL INTERGOVERNMENTAL</b>	<b>53,161.25</b>	<b>55,161.25</b>	<b>126.81%</b>	<b>43,500.00</b>	<b>-11,661.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	17.58	280.59	56.12%	500.00	219.41
<b>TOTAL INTEREST</b>	<b>17.58</b>	<b>280.59</b>	<b>56.12%</b>	<b>500.00</b>	<b>219.41</b>
<b>DESK MONIES</b>					
45100 · Copier	473.15	4,084.76	85.10%	4,800.00	715.24
45120 · Computer Copies	1,120.59	9,853.28	82.11%	12,000.00	2,146.72
45200 · Fines/Fees	4,017.03	43,021.87	79.67%	54,000.00	10,978.13
45250 · Gifts/Donations	0.00	1,314.10	65.71%	2,000.00	685.90
45300 · Lost Materials	826.85	11,484.80	95.71%	12,000.00	515.20
45350 · Non-Resident Fees	5,562.93	70,325.67	93.77%	75,000.00	4,674.33
45400 · DVD Fines	831.60	7,160.45	71.61%	10,000.00	2,839.55
45450 · Book Rental	96.30	1,455.09	66.14%	2,200.00	744.91
45550 · Meeting Room Rental	100.00	400.00	200.00%	200.00	-200.00
45600 · ILL Fees	19.20	1,154.08	288.52%	400.00	-754.08
45650 · 3D Printing	67.50	452.62	0.00%	0.00	-452.62
<b>TOTAL DESK MONIES</b>	<b>13,115.15</b>	<b>150,706.72</b>	<b>87.32%</b>	<b>172,600.00</b>	<b>21,893.28</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	24.75	1,181.86	118.19%	1,000.00	-181.86
46800 · Collection Agency Fee	20.00	240.00	80.00%	300.00	60.00
* 49000 · Operating Transfer In	2,500.00	12,500.00	0.00%	0.00	-12,500.00
<b>TOTAL OTHER INCOME</b>	<b>2,544.75</b>	<b>13,921.86</b>	<b>0.00%</b>	<b>1,300.00</b>	<b>-121.86</b>
 <b>GRAND TOTAL</b>	 <b>68,838.73</b>	 <b>3,496,265.04</b>	 <b>99.07%</b>	 <b>3,529,148.00</b>	 <b>45,382.96</b>

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

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

Percent of Year: 83.33

	April 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	156,418.01	1,615,714.32	78.89%	2,048,067.00	432,352.68	2,109,500.00	76.59%
61310 · Benefits - Medical / Life Ins.	8,684.73	79,443.95	74.25%	107,000.00	27,556.05	132,000.00	60.18%
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 · Benefits - IMRF	14,002.24	151,613.76	82.14%	184,577.00	32,963.24	188,200.00	80.56%
61340 · Benefits - FICA	11,828.21	123,167.30	80.25%	153,484.00	30,316.70	156,200.00	78.85%
61400 · Staff Development	3,758.21	15,266.71	78.33%	20,000.00	4,733.29	25,000.00	61.07%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	103.51	6.90%	1,500.00	1,396.49	3,000.00	3.45%
61710 · Workers Compensation	0.00	10,403.00	92.06%	11,300.00	897.00	15,000.00	69.35%
61720 · Unemployment Insurance	176.09	3,402.53	75.61%	4,500.00	1,097.47	7,000.00	48.61%
<b>TOTAL PERSONNEL</b>	<b>194,867.49</b>	<b>2,001,615.08</b>	<b>79.02%</b>	<b>2,532,928.00</b>	<b>531,312.92</b>	<b>2,639,500.00</b>	<b>75.83%</b>
<b>MATERIALS</b>							
62100 · Books	19,588.32	187,443.99	76.61%	244,675.00	57,231.01	250,000.00	74.98%
62200 · Periodicals	2,404.47	25,054.64	78.17%	32,050.00	6,995.36	35,000.00	71.58%
62300 · Audio	3,116.27	34,427.97	69.20%	49,750.00	15,322.03	52,000.00	66.21%
62400 · Video	6,990.41	47,322.96	82.02%	57,700.00	10,377.04	60,000.00	78.87%
62500 · Multi-Media	1,166.59	3,439.68	98.28%	3,500.00	60.32	4,000.00	85.99%
62600 · Electronic Reference Resources	0.00	58,436.91	82.31%	71,000.00	12,563.09	75,000.00	77.92%
62800 · Processing Supplies	1,320.11	16,188.36	64.75%	25,000.00	8,811.64	30,000.00	53.96%
<b>TOTAL MATERIALS</b>	<b>34,586.17</b>	<b>372,314.51</b>	<b>76.98%</b>	<b>483,675.00</b>	<b>111,360.49</b>	<b>506,000.00</b>	<b>73.58%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	4,776.30	30,982.50	44.90%	69,000.00	38,017.50	75,000.00	41.31%
63300 · Utilities (1-8-11 · Gas)	1,283.94	13,927.76	107.14%	13,000.00	-927.76	30,000.00	46.43%
63300 · Utilities (1-8-12 · Electric)	3,429.10	-45,438.53	84.15%	54,000.00	8,561.47	98,000.00	46.37%
63300 · Utilities (1-8-13 · Telephone)	503.04	6,128.99	68.10%	9,000.00	2,871.01	30,000.00	20.43%
63300 · Utilities (1-8-14 · Water/Sewer)	579.87	5,832.10	88.37%	6,600.00	767.90	25,000.00	23.33%
63300 · Utilities (1-8-15 · Garbage Disposal)	187.06	2,406.08	80.20%	3,000.00	593.92	13,000.00	18.51%
63400 · Maintenance Supplies	934.61	14,641.06	91.51%	16,000.00	1,358.94	20,000.00	73.21%
63500 · Security System Monitoring	100.00	993.37	59.56%	1,500.00	606.63	4,000.00	22.33%
63600 · Property Maintenance	1,279.51	20,607.81	93.67%	22,000.00	1,392.19	30,000.00	68.69%
63800 · Building Maintenance/Repairs	4,108.99	39,034.62	90.78%	43,000.00	3,965.38	55,000.00	70.97%
<b>TOTAL BUILDING</b>	<b>17,182.42</b>	<b>179,892.82</b>	<b>75.87%</b>	<b>237,100.00</b>	<b>57,207.18</b>	<b>380,000.00</b>	<b>47.34%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,386.67	12,502.29	91.26%	13,700.00	1,197.71	16,000.00	78.14%
64300 · Photocopy Supplies	486.28	3,690.92	73.62%	5,000.00	1,319.08	6,000.00	61.35%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	15.89	3,452.57	49.32%	7,000.00	3,547.43	15,000.00	23.02%
64600 · Non-Payment Reimbursement	0.00	924.45	26.41%	3,500.00	2,575.55	6,000.00	15.41%
64700 · Travel	14.95	444.89	68.45%	650.00	205.11	1,000.00	44.49%
64800 · Organizational Memberships	0.00	669.00	37.17%	1,800.00	1,131.00	2,200.00	30.41%
64900 · Bank Fees	253.51	2,156.70	86.27%	2,500.00	343.30	3,000.00	71.89%
<b>TOTAL OPERATION</b>	<b>2,157.30</b>	<b>23,830.82</b>	<b>67.80%</b>	<b>35,150.00</b>	<b>11,319.18</b>	<b>50,700.00</b>	<b>47.00%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	749.61	6,177.32	102.96%	6,000.00	-177.32	8,000.00	77.22%
65150 · Supplies-Staff Toner	772.75	5,775.04	86.20%	6,700.00	6,700.00	8,000.00	72.19%
65200 · Automation-Prof Services	0.00	2,627.50	52.55%	5,000.00	2,372.50	10,000.00	26.28%
65300 · Purchase of Equipment	2,669.06	16,937.75	76.64%	22,100.00	5,162.25	26,000.00	65.15%
65400 · Automation Equip Mnt/Repair	456.17	1,764.01	88.20%	2,000.00	235.99	4,000.00	44.10%
65500 · Software	347.95	17,972.27	77.30%	23,250.00	5,277.73	27,000.00	66.56%
65600 · SWAN	13,248.00	52,992.00	101.13%	52,400.00	-592.00	55,000.00	96.35%
65700 · Telecommunications	774.05	5,325.08	83.86%	6,350.00	1,024.92	8,000.00	66.56%
<b>TOTAL AUTOMATION</b>	<b>19,017.59</b>	<b>109,570.97</b>	<b>88.51%</b>	<b>123,800.00</b>	<b>20,004.07</b>	<b>146,000.00</b>	<b>75.05%</b>

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

Percent of Year: 83.33

	April 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	15.00	14,743.32	101.68%	14,500.00	-243.32	36,000.00	40.95%
66200 · Credit Bureau	53.70	737.25	49.15%	1,500.00	762.75	2,000.00	36.86%
66300 · Equipment-Maintenance Repair	1,015.43	3,978.60	58.84%	7,000.00	3,021.40	9,500.00	41.88%
66900 · Fees - Bond Registrar	0.00	72.00	72.00%	100.00	28.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,084.13</b>	<b>19,531.17</b>	<b>84.55%</b>	<b>23,100.00</b>	<b>3,568.83</b>	<b>47,500.00</b>	<b>41.12%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 · Bonding	0.00	1,380.00	102.22%	1,350.00	-30.00	1,500.00	92.00%
67300 · Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>15,921.00</b>	<b>98.28%</b>	<b>16,199.00</b>	<b>278.00</b>	<b>19,500.00</b>	<b>81.65%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	0.00	18,376.09	81.01%	22,685.00	4,308.91	25,800.00	71.23%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	2,000.00	67.20%
68210 · Marketing Advertising	15.00	1,141.25	38.04%	3,000.00	1,858.75	5,000.00	22.83%
68310 · Marketing Supplies	100.42	2,156.44	86.26%	2,500.00	343.56	4,000.00	53.91%
68410 · Marketing-Information Printing	51.36	1,680.28	33.61%	5,000.00	3,319.72	10,000.00	16.80%
68500 · Legal Notices	0.00	1,364.00	113.67%	1,200.00	-164.00	2,000.00	68.20%
68600 · Special Events	1,180.35	17,757.12	70.47%	25,200.00	7,442.88	40,000.00	44.39%
<b>TOTAL PUBLIC INFORMATION</b>	<b>1,347.13</b>	<b>43,819.18</b>	<b>71.74%</b>	<b>61,085.00</b>	<b>17,265.82</b>	<b>88,800.00</b>	<b>49.35%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	50.00	13,574.17	84.25%	16,111.00	2,536.83	50,000.00	27.15%
69920 · 3D Printer	0.00	692.22	0.00%	0.00	-692.22	0.00	0.00%
* 70000 · Operating Transfer Purchases	2,500.00	12,500.00	0.00%	0.00	-12,500.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>272,792.23</b>	<b>2,793,261.94</b>	<b>79.15%</b>	<b>3,529,148.00</b>	<b>741,661.10</b>	<b>4,028,000.00</b>	<b>69.35%</b>

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

ACTION ON BILLS April 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46792 thru 46910	\$ 94,266.33
Chase Bank-Salaries for April	36123 thru 36152	\$ 8,240.39
Hinsdale Bank-Direct Deposits	& 19618 thru 19777	\$ 105,420.73

MONTH'S TOTAL: \$ 207,927.45



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04/01/15  
Accrual Basis

### Indian Prairie Public Library District Account QuickReport

Type	Date	Num	As of April 30, 2015 Name	Amount
Bill Pmt Check	04/01/2015	46792	Apple Books	399.13
Bill Pmt Check	04/01/2015	46793	Baker & Taylor	5,657.02
Bill Pmt Check	04/01/2015	46794	Cavendish Square	949.70
Bill Pmt Check	04/01/2015	46795	City of Darien	50.00
Bill Pmt Check	04/01/2015	46796	Colonial Life	82.53
Bill Pmt Check	04/01/2015	46797	DAC	129.50
Bill Pmt Check	04/01/2015	46798	Darien Police Department	50.00
Bill Pmt Check	04/01/2015	46799	Deliciously Yours	250.00
Bill Pmt Check	04/01/2015	46800	DuPage County Public Works	579.87
Bill Pmt Check	04/01/2015	46801	Indian Prairie Library Foundation	150.00
Bill Pmt Check	04/01/2015	46802	Midwest Tape	3,376.88
Bill Pmt Check	04/01/2015	46803	NCPERS Group Life	64.00
Bill Pmt Check	04/01/2015	46804	Rosen Publishing	1,364.95
Bill Pmt Check	04/01/2015	46805	The Child's World	650.35
Bill Pmt Check	04/02/2015	46806	Blackstone Audio, Inc.	90.00
Bill Pmt Check	04/02/2015	46807	Bottom Line Personal	39.00
Bill Pmt Check	04/02/2015	46808	Case Lots Inc.	150.30
Bill Pmt Check	04/02/2015	46809	Chicago Tribune	221.65
Bill Pmt Check	04/02/2015	46810	DEMCO	111.28
Bill Pmt Check	04/02/2015	46811	Garvey's Office Products	13.24
Bill Pmt Check	04/02/2015	46812	Heritage House Florist	60.00
Bill Pmt Check	04/02/2015	46813	Ingram Library Services	9.03
Bill Pmt Check	04/02/2015	46814	Kapco	171.17
Bill Pmt Check	04/02/2015	46815	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	04/02/2015	46816	Midwest Exterminating Company	310.00
Bill Pmt Check	04/02/2015	46817	Phillip's Interior Plants	215.00
Bill Pmt Check	04/02/2015	46818	Raina, Sidhartha	23.50
Bill Pmt Check	04/02/2015	46819	Suburban Life Media	38.00
Bill Pmt Check	04/02/2015	46820	Target	25.00
Bill Pmt Check	04/06/2015	46821	Gale/CENGAGE Learning	1,508.00
Bill Pmt Check	04/06/2015	46822	Target	125.00
Liability Check	04/09/2015	46823	Adler & Associates	35.22
Liability Check	04/09/2015	46824	Nationwide Retirement	660.00
Liability Check	04/09/2015	46825	Vantagepoint	1,294.16
Bill Pmt Check	04/09/2015	46826	Kabuci, Almida	15.00
Bill Pmt Check	04/09/2015	46827	Aurico	15.00
Bill Pmt Check	04/09/2015	46828	Baker & Taylor	1,734.06
Bill Pmt Check	04/09/2015	46829	Canon Business Solutions	1,015.43
Bill Pmt Check	04/09/2015	46830	Comcast	237.85
Bill Pmt Check	04/09/2015	46831	Darien Park District	512.51
Bill Pmt Check	04/09/2015	46832	Darien Police Department	50.00
Bill Pmt Check	04/09/2015	46833	DEMCO	329.06
Bill Pmt Check	04/09/2015	46834	Displays2go	93.14
Bill Pmt Check	04/09/2015	46835	Gale/CENGAGE Learning	79.97
Bill Pmt Check	04/09/2015	46836	Garvey's Office Products	56.96

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Accrual Basis

Indian Prairie Public Library District  
Account QuickReport

Type	Date	Num	As of April 30, 2015 Name	Amount
Bill Pmt Check	04/09/2015	46837	JavaSmart USA LLC	120.88
Bill Pmt Check	04/09/2015	46838	Kroeschell Service	3,340.24
Bill Pmt Check	04/09/2015	46839	Midwest Tape	1,608.38
Bill Pmt Check	04/09/2015	46840	Neviol Inc.	4,390.00
Bill Pmt Check	04/09/2015	46841	OverDrive	1,624.01
Bill Pmt Check	04/09/2015	46842	Palmisano, Stacy	14.95
Bill Pmt Check	04/09/2015	46843	Pathmann Construction Management, Ir	2,500.00
Bill Pmt Check	04/09/2015	46844	Penguin Random House LLC	338.75
Bill Pmt Check	04/09/2015	46845	Quill	1,008.24
Bill Pmt Check	04/09/2015	46846	RAILS	751.00
Bill Pmt Check	04/09/2015	46847	Recorded Books, LLC	543.60
Bill Pmt Check	04/09/2015	46848	Research Technology International	29.95
Bill Pmt Check	04/09/2015	46849	Rogers Vending	75.00
Bill Pmt Check	04/09/2015	46850	Runco	107.85
Bill Pmt Check	04/09/2015	46851	Salo, Kathryn	198.15
Bill Pmt Check	04/09/2015	46852	Scholastic Library Publishing	2,539.70
Bill Pmt Check	04/09/2015	46853	Sebert Landscaping	767.00
Bill Pmt Check	04/09/2015	46854	Speciality Mat Service	171.30
Bill Pmt Check	04/09/2015	46855	Wolper Information Services	2,105.82
Bill Pmt Check	04/09/2015	46856	Works, Tyler	50.00
Bill Pmt Check	04/09/2015	46857	Wulf., Suzanne	102.00
Liability Check	04/14/2015	46858	LIMRiCC	1,657.29
Bill Pmt Check	04/14/2015	46859	Baker & Taylor	849.25
Bill Pmt Check	04/14/2015	46860	Bukovac, Jamie	409.65
Bill Pmt Check	04/14/2015	46861	Constellation	3,429.10
Bill Pmt Check	04/14/2015	46862	FedEx	14.59
Bill Pmt Check	04/14/2015	46863	Gale/CENGAGE Learning	1,039.09
Bill Pmt Check	04/14/2015	46864	Groot Industries, Inc.	187.06
Bill Pmt Check	04/14/2015	46865	Library Display Design Systems	205.70
Bill Pmt Check	04/14/2015	46866	Parks, Barbara	300.00
Bill Pmt Check	04/14/2015	46867	PCM	113.03
Bill Pmt Check	04/14/2015	46868	Quick Signs, Inc.	45.00
Bill Pmt Check	04/14/2015	46869	Quill	436.73
Bill Pmt Check	04/14/2015	46870	Rogers Vending	93.18
Bill Pmt Check	04/14/2015	46871	Runco	221.94
Bill Pmt Check	04/14/2015	46872	Thomson Reuters West	44.38
Bill Pmt Check	04/14/2015	46873	Unique Management	53.70
Bill Pmt Check	04/14/2015	46874	Thomson Reuters West	14.56
Bill Pmt Check	04/16/2015	46875	Costume Specialists	140.00
Bill Pmt Check	04/22/2015	46876	Alibris, Inc.	68.55
Bill Pmt Check	04/22/2015	46877	Baker & Taylor	582.68
Bill Pmt Check	04/22/2015	46878	Bank of America	9,336.95
Liability Check	04/23/2015	46879	Adler & Associates	35.22
Liability Check	04/23/2015	46880	Nationwide Retirement	660.00
Liability Check	04/23/2015	46881	Vantagepoint	1,306.74

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Accrual Basis

Indian Prairie Public Library District  
Account QuickReport

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Type	Date	Num	As of April 30, 2015 Name	Amount
Bill Pmt Check	04/22/2015	46882	Blackstone Audio, Inc.	45.00
Bill Pmt Check	04/22/2015	46883	Blooming Color, Inc.	55.00
Bill Pmt Check	04/22/2015	46884	Bukovac, Jamie	29.55
Bill Pmt Check	04/22/2015	46885	Call One	503.04
Bill Pmt Check	04/22/2015	46886	Case Lots Inc.	288.49
Bill Pmt Check	04/22/2015	46887	Center Point Large Print	174.96
Bill Pmt Check	04/22/2015	46888	Comcast	237.85
Bill Pmt Check	04/22/2015	46889	Garvey's Office Products	142.53
Bill Pmt Check	04/22/2015	46890	Ingram Library Services	4.19
Bill Pmt Check	04/22/2015	46891	Lincoln National Life	111.60
Bill Pmt Check	04/22/2015	46892	Midwest Tape	772.86
Bill Pmt Check	04/22/2015	46893	Movie Licensing USA	110.00
Bill Pmt Check	04/22/2015	46894	OverDrive	685.61
Bill Pmt Check	04/22/2015	46895	Penguin Random House LLC	78.75
Bill Pmt Check	04/22/2015	46896	Quill	443.81
Bill Pmt Check	04/22/2015	46897	Recorded Books, LLC	256.20
Bill Pmt Check	04/22/2015	46898	Roy, Nancy	37.80
Bill Pmt Check	04/22/2015	46899	Runco	49.42
Bill Pmt Check	04/22/2015	46900	Ryan, Marianne	53.83
Bill Pmt Check	04/22/2015	46901	Suburban Door Check & Lock Service	408.75
Bill Pmt Check	04/22/2015	46902	SWAN	13,248.00
Bill Pmt Check	04/22/2015	46903	Trapp, Sandra	67.00
Bill Pmt Check	04/22/2015	46904	Williams., Natalie	163.22
Bill Pmt Check	04/22/2015	46905	Wulf., Suzanne	68.50
Bill Pmt Check	04/23/2015	46906	BCBS	8,188.44
Bill Pmt Check	04/23/2015	46907	OverDrive	836.98
Bill Pmt Check	04/23/2015	46908	Petty Cash	193.97
Bill Pmt Check	04/23/2015	46909	Vatev, Danail	47.30
Bill Pmt Check	04/27/2015	46910	DEMCO	325.01

Total 10121 - Checking JP Morgan Chase

94,266.33

**TOTAL**

**94,266.33**

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

April 2015

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	04/10/2015	19,379.58
ILDOR-State	Payroll taxes	04/10/2015	2,572.34
EFTPS-Federal	Payroll taxes	04/24/2015	19,274.84
ILDOR-State	Payroll taxes	04/24/2015	2,531.26
IMRF	Payroll Pension	04/30/2015	18,886.72
AT&T	Telecommunications	04/10/2015	298.35
Nicor	Gas	04/21/2015	1,283.94
DAC	Deposit to HRA	04/02/2015	1,700.00
Deluxe	Check Printing	04/02/2015	326.41
US Bank	Credit Card Fee	04/02/2015	188.56
Hinsdale Bank	Fee-Direct Deposit	04/02/2015	25.00

Indian Prairie Public Library  
Nominating Committee  
May 1, 2015 – 9:15 a.m.  
Minutes

Present: M. Krupicka, V. Suriano

Discuss nominations and make a recommendation of officers to the Board:

1. President: Victoria Suriano
2. Vice-President: Donald Damon
3. Treasurer: Marian Krupicka
4. Secretary: Beena Deshmukh

Adjourn: 9:30 a.m.

**Director's Report  
May 2015**

Agenda

**Unfinished Business:**

Three residents have indicated interest in the open trustee position. One lives in Burr Ridge, one lives in Willowbrook and the other lives in Darien. The plan is to interview applicants at the June meeting and make a decision with the new trustee taking the oath of office in July. For your review, I've revised the questionnaire that will be sent to each applicant. The new questionnaire is dated June 2015 and I've also provided the questionnaire used in previous years for comparison. I also revised the questions to be used for the in-person interview, which is dated June 2015, and also included the previous questions for your review.

The priorities, goals and strategies for the 2015 – 2018 Strategic Plan are ready for your review. I've edited much of it based on discussions with the department heads but it still holds true to the original ideas and concepts developed from the board/staff retreats (there is probably still more editing that needs to be done.) The first page lists just the priorities. The next set of pages lists the priorities, goals and strategies. I am working with the department heads to finalize the actions and timeline and will share that with the trustees at the June board meeting.

**New Business:**

The chiller will be installed end of May/early June. As you'll see on the Treasurer's Report there is currently \$70,215.94 in the Building & Maintenance Fund. The chiller cost is \$86,055.00. I'm requesting a transfer of \$30,000.00 into the Building and Maintenance Fund. As a reminder, Laura estimates a rebate of \$4,355.00 plus there will be annual energy savings.

SWAN

As with any software migration, there have been many problems, both large and small. SWAN has been very responsive to the member libraries as we send in trouble tickets. Our staff have been vigilant in discovering data errors and in identifying best practices in using the software. Their morale has been quite good and staff seem to be feeling fairly comfortable with the software.

Finances

This has been a month of good news financially. As you know we were told we would receive almost \$10,000.00 more than I had budgeted for the per capita grant. That money has been received from the state. We also unexpectedly received more than \$23,000 from DuPage County in back taxes. (That will be reflected in next month's Treasurer's Report.) We also just learned that an insurance cooperative we used to belong to is dissolving the remaining funds. We will be receiving \$35,415.67 at the end of May and approximately \$10,000.00 at the end of the year.

Willowbrook Corner

Recently the trustees discussed the need to market to the unincorporated area located around 91<sup>st</sup> Street and served by Anne M. Jeans School and Burr Ridge Middle School. I have renewed my

participation on the Willowbrook Corner Coalition Board as they have created a new mission, vision and action plan for creating engagement in this community. I have stepped up to be the co-chair for the marketing committee which will tie in nicely with our strategic goals.

### **Community**

Vicki and I met with Darien resident Mary Carlson and a representative from the Kiwanis District Council to discuss the development of a Darien Kiwanis. Their goal is to develop leadership clubs in the middle schools serving Darien. Vicki and I explained that the library would be very happy to support the Kiwanis through partnerships and promotion of their activities.

I attended the Chase Bank ribbon cutting. Laura met with the manager/owner of Chick-Fil-A as she reports in her monthly report.

### **Grant Training**

There have been several opportunities recently for grant training. RAILS offered a half-day workshop which five staff, including myself, attended. It covered writing grants and grant resources. Laura and I attended a seminar offered by Representative Foster about federal grant resources. I also attended a webinar on writing grants and grant resources.

### **Staff**

Rachel Pinta and Ana Diaz have been hired as Summer Youth Services Associates at a salary of \$9.39/hour.

Jamie Bukovac, Director

## Assistant Director's Report May 2015

### **Building and Grounds:**

Carpet cleaning, upholstery cleaning, window washing, and tile scrubbing will all take place later this month.

The Darien Garden Club refreshed our outdoor planters with new spring plants.

I will be doing a walk-thru later this month with our landscaping supervisor to discuss the dead plants, shrubs or trees on our property.

### **Social Media:**

I am currently in an online course: *Assessing and Improving Your Library's Social Media Presence*. I am learning some effective strategies on how to improve Indian Prairie's social media, "branding", and best practices. It is a great course and I look forward to sharing what I have learned with our social media team.

Here's a snapshot of our current social media endeavors:

- Facebook: 1,073 Likes and 1,518 Check-ins
- Twitter: 511 Followers
- Pinterest: 337 Followers
- YouTube: 24 subscribers but....22,856 views! (These are our *eTutor* videos, *Memory Drive* and some promotional videos)

### **Community Outreach:**

The library was invited to attend a meeting of community groups at Chick-Fil-A in Willowbrook. In attendance were Mayor Frank Trilla, WB Village Administrator Tim Halik, and Chief of Police Mark Shelton, Doug Park Owner/Operator of Willowbrook Chick-Fil-A, and the General Manager Ryan Gust. Doug invited us there to share his mission and vision of Chick-Fil-A in the community. They strive to help those in need, be good stewards, and form relationships with each and every patron of Chick-Fil-A. Doug also discussed the leadership structure in his store and his goals as a manager. He strives to care for his employees, help his team be successful, and that each employee leaves a better person because of Chick-Fil-A. After the meeting, Doug, Ryan, and I discussed a future partnership with Chick-Fil-A by providing story times during their "family nights". (We currently do monthly story times at Whole Foods and Panera).



### **Reaching Forward Conference:**

I attended ILA's *Reaching Forward* Conference on Friday, May 8<sup>th</sup>. I went to several excellent presentations and plan to incorporate some great ideas into our staff development plan. Here is a brief summary:

- *"Assessing the Culture of Your Library"* was presented by the Skokie Public Library and it was a great overview of how they instill their vision, mission and values into their staff and their services.
- *"What Really Works: When it Comes to De-escalating Anxious, Hostile, or Challenging Behavior"* was a great workshop (put on by the Vision for Change agency) about dealing with patrons with mental illness and the many resources available from the State of Illinois. Presenters demonstrated scenarios which was helpful to gain some "hands on" tips.
- *"Kickstarting the Connection between Security and Customer Service"*, given by the staff at Arlington Heights Memorial Library, was a good review of dealing with emergency situations while keeping the patron safety and experience in mind.
- *"Isn't It All Improv, Anyway?: Building Successful Relationships in the Workplace"*, given by Richard Oberbruner Improv, was an excellent workshop which taught participants how to use improv techniques to enhance daily interactions. We learned the five elements of improv (trust, communication, acceptance, building, and spontaneity) as well as how important gestures, tone, words, eye contact, and emotions are when communicating.

### **Volunteers:**

The annual volunteer luncheon will be Monday, June 15<sup>th</sup> at noon. Watch for your "official" invitations in the mail.

### **Marketing Report:**

Marianne Ryan's monthly report for is attached.

### **Meetings & Workshops:**

- 4/17 Grant Writing Workshop at Schaumburg Public Library
- 4/21 *"Performance Management: Critical Conversations"* Webinar
- 4/21 Department Head Meeting
- 4/22 Grants.Gov Workshop at Fountaindale Public Library
- 4/22 One on one with Jamie
- 4/23 One on one with Marianne
- 4/30 One on one with Marianne

- 5/1 LACONI: "What the F...? Followers, Fun and Firing" with Jamie LaRue
- 5/5 Strategic Plan Work Meeting
- 5/6 One on one with Jamie
- 5/7 One on one with Marianne
- 5/8 ILA Reaching Forward Conference
- 5/15 Clarifying FOIA Workshop at Downers Grove Public Library
- 5/19 Department Head Meeting
- 5/20 One on one with Jamie
- 5/20 Board Meeting

Submitted by: Laura Birmingham

LB

## Marketing Department Report – April 2015

### Promotional Support

The Marketing Department supported and promoted several library programs and services, including Investing 101 with Morningstar, Celebrating Home with Meg Caswell, An Afternoon with Elizabeth Berg, Free Comic Book Day, the VolunTEENS program, the Seed Library and other gardening programs, the call for IPPLpotamus ideas, the Foundation's reading garden brick fundraiser, and the new online catalog. The department also took photos of the reading garden in bloom, the opening of the Seed Library at the Community Seed Swap, and the Homemade Soup and Bread program.

### eNews

There are currently 14,548 (+80) email addresses on the mailing list of the library's weekly eNews. In addition to the regular weekly emails, we also sent four special emails about the library's new catalog in April. The link generating the most clicks was the link to the new catalog in the April 14 eNews (410).

### Newsletter

The summer newsletter is at the printer and will be delivered to resident mailboxes by Saturday, May 23.

### Foundation

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

### Community Engagement

Look for IPPL at the Darien Farmer's Market at Westwood Park this summer. The Seed Library will be on display and we will be promoting the Homemade Readers Summer Reading Challenge on June 10. June 17 – Aug. 5, IPPL will provide an all-ages story time from 6 to 6:45 p.m. In addition, the library has been asked to be represented at a realtor's luncheon hosted by the Village of Burr Ridge on Friday, May 29.

### Advertising

Ads were placed for the VolunTEENS program in the May issues of the Hinsdale South High School Stinger and Downers Grove South High School Blueprint student newspapers.

### Misc.

#### Marianne attended:

Strategic Planning Meeting w/Dept. Heads on April 7

Grant Writing for Library Staff at Joliet Junior College on April 16

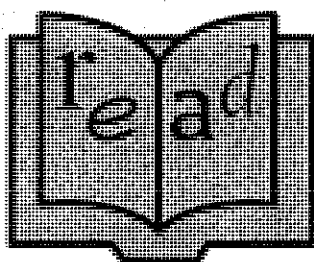
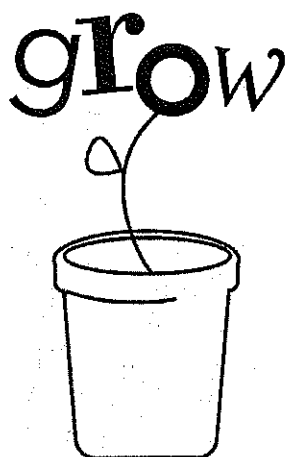
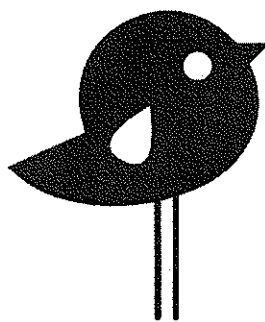
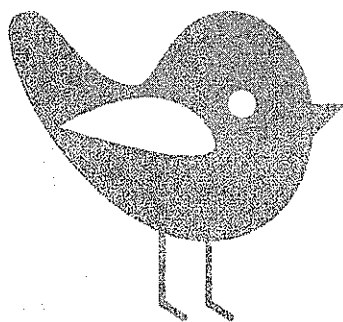
Chamber Reference USA Luncheon at Chuck's Southern Comforts Cafe on April 21

Dept. Heads Meeting (Strategic Planning) on April 21

YOLO: Administration – Budget on April 23

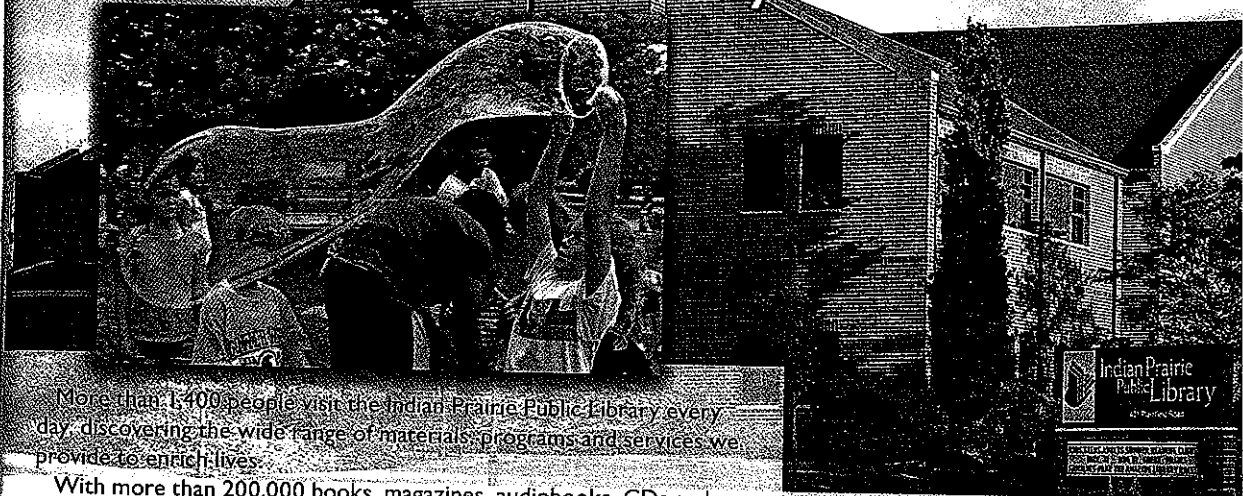
### Graphics/Website

In addition to day-to-day publications and website updates, Theresa created several logos and publications for the Homemade Readers Summer Reading Challenge.





Explore, connect and be inspired at  
the Indian Prairie Public Library!



More than 1,400 people visit the Indian Prairie Public Library every day, discovering the wide range of materials, programs and services we provide to enrich lives.

With more than 200,000 books, magazines, audiobooks, CDs and DVDs, we offer a growing selection of materials for personal, educational and professional use. If we don't have what you're looking for, we can get it—we offer access to more than 8 million items in our online catalog.

IPPL cardholders of all ages can browse our digital eLibrary anytime, anywhere, from their computer, tablet or smart phone. IPPL cardholders have access to more than 260,000 items in the eLibrary, including 30,000 ebooks, 18,000 audiobooks, 94 magazine titles, 200,000 music albums, 5,000 movies, and 10,000 television episodes.

Our friendly, professional staff is ready to recommend books, movies and music, and can answer questions and assist you in using resources on any subject. We also provide resource databases that can be accessed online 24/7 for accurate, up-to-date information including online tutorials on a variety of topics.

Looking to save money? Indian Prairie Public Library cardholders saved an average of \$638 last year by checking out books, DVDs, CDs, magazines and other items rather than buying them. And that's only part of the value that our library offers the community.

**Indian Prairie Public Library**

401 Plainfield Rd.  
Darien, IL 60561-4207  
630-887-8760  
email: [ippl@ippl.info](mailto:ippl@ippl.info) • [ippl.info](http://ippl.info)

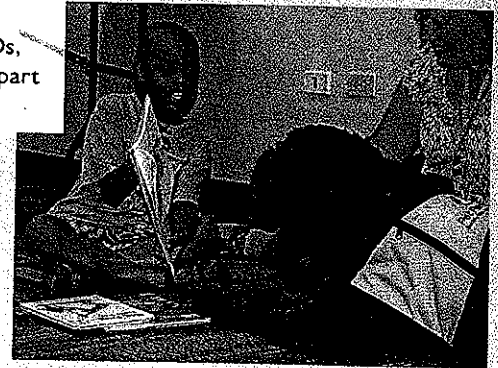
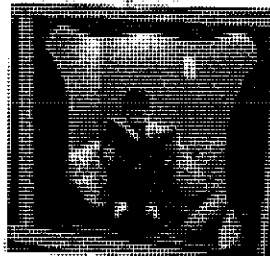
**Hours**

Monday–Friday.....9am–9pm  
Saturday.....9am–5pm  
Sunday.....1–5pm  
Drive-up book return open 24/7

**Highlights**

- Free high-speed Wi-Fi throughout the library
- 3D printer
- Digital media lab
- WoodsShop Makerspace
- Art gallery and exhibit space
- Community meeting space
- Family center
- Teen lounge
- Special resources for parents and teachers
- Resources for job seekers and businesses
- ESL collection and computer software

- Homebound delivery
- Tax forms, stamps, voters' registration, notary service, copiers, fax machine
- Reading garden
- Wandering cat



**Did you know?**

- During Fiscal Year 2013-14:
- 466,022 patrons visited the library
  - 855,033 items were checked out
  - 18,668 patrons attended 730 programs
  - 98,252 reference questions were answered
  - 74,445 patrons used our public computers

From Neighbors of Darien  
Business Directory + Community Guide  
2015-2016

Adult Services Monthly Report  
April 2015

Our book discussions had good turnouts in April. There were 16 people at GenLit, 18 at Crime Readers, and 13 at Novel Idea. The Play Reading Group met with a regular attendance of five. This is a volunteer led group that meets every week for a series of weeks three times a year to read plays together. We had 61 people for the movie *The Imitation Game* and 54 the *The Theory of Everything*.

Jennifer and Suzy did drop-ins in the lobby for our new catalog and assisted 40 people. The AARP finished their tax assistance by helping 56 people in April for a total of 292 individuals who received tax assistance. We received a letter of thanks from DuPage County Health Department. They held drop-ins in the library three times during the Affordable Care Act open enrollment and had 47 interactions with our patrons.

Other programs were held in April. Homemade Soup had 50 people in attendance. Color in the Garden had 105. Salut Provence and La Belle Normandie which both had attendance limits of 25, had 19 people and 16 respectively. Twenty-five people were registered and there were waiting lists. These classes also included some French language lessons, and Jennifer introduced the attendees to Mango Language, our online learning database. In April, statistics for Mango showed a spike in users learning French: 16 sessions compared to 7 in March and 6 in February.

A 4<sup>th</sup> Wednesday program on using Morningstar online for investing had 59 people presented during Money Smart Week. The eNewsletter continues to have an impact on attendance -- we saw the number of registrants increase from 39 to 61 overnight after the eNews was published. Morningstar usage has already exceeded that of last fiscal year.

Jennifer has arranged for the ReferenceUSA representative to give a presentation to the Darien Chamber. At the last minute a family emergency prevented her from coming and Jennifer stepped in to present to a group of about fifteen. Marianne provided information on getting a business library card and brochures on other resources.

Staff attended, and sometimes led YOLO's on book processing, assistive technology, local history, and information on the library blogs. Kids and Teens had arranged for training in sign language, and three adult services people participated. Shirley attended a workshop on grant writing for libraries and Shirley and I attended a program on Performance Management.

Jez and Shirley are working on lining up employers for the job fair to be held at the Sportsplex in cooperation with the offices of Sen. Radogno and Repl Durkin. Jez is presenting a resume workshop at the library prior to the job fair.

Shirley has been working with SCORE to use the library for some of their programs. They did one drop in lobby session with 6 people and a business roundtable that had 5 people in attendance.

Because of the switch to Sirsi/Dynix some processes were temporarily suspended. We are back to placing orders and dealing with repairs, but have yet to take up weeding the collection again. The shelvers had to be very flexible about working their hours because of the unexpected up and down times when the system first came up. They were very cooperative with this.

Jennifer has been looking at our database subscriptions for the forthcoming year. She is really revamping our online learning components for those taking tests or learning computer programs.

Debbie

Circulation Services  
March and April 2015

Circulation was down 13% from March of last year – 74, 816 items circulated in 2014 and 64, 857 circulated in 2015. Our patron counts was also down (-8%) from last year. (40,395 patrons visited us in 2014 while 37,022 patrons visited us in 2015).

Holds placed were down slightly – 9% from last year and Inter Library Loans processed were also down 9% from last year.

We issued 205 cards in April (156 to residents and 49 to non-residents) as compared to 234 cards in April 2014 (162 to residents and 72 to non-residents).

Electronic circulation continues to grow. In March 2014, we circulated 3595 electronic items while in 2015 we circulated 4425 items. This is an increase of 23%.

The circulation statistics we received from Sirsi/Dynix for April do not seem to be correct. We are working on getting accurate statistics. Because of the many issues we had with holds in Sirsi Dynix, we will not be getting hold statistics for April.

Our patron count was down 9% from last year. In April 2014, 39,347 patrons visited the library, while in 2015, 35,823 patrons visited the library. Electronic circulation was up 28%. In April 2014 we circulated 3186 items while in 2015 we circulated 4076 items.

March and April have been a whirlwind. I taught classes on Holds to the Swan membership the first week of March. In the second week of March, the Supervisors and I all attended classes specifically geared toward Circulation Supervisors. Staff spent most of March and the beginning of April training on the new ILS. Because of my Sirsi Dynix training, I felt it was important to spend one-on-one time training with each Associate and Supervisor. I spent at least one hour with each staff member – going over the specifics that they needed to know at “Go-Live” and giving them the opportunity to ask me specific questions.

Circulation went off-line at 9pm on Friday, April 10. We worked off line until 9am Tuesday, April 14. During that time we could not check in anything, look up patrons or issue library cards. These 3 days went fairly well. The much anticipated “Go-Live” came up on the 14<sup>th</sup> fairly smoothly, but a problem with holds quickly developed. We ended up going off line again on Wednesday and Thursday. We have been live since then. Although the first two weeks were stressful, things have settled down and Staff is getting used to the new system. I am very proud of everyone as they worked hard to learn the new system and work as a team to get through a very stressful period. Problems continue to be discovered and I am sending tickets to Swan on a daily basis alerting them to problems that we are experiencing. We are currently figuring out what processes work and what needs to be changed. Tech Services has been very responsive to



our needs – making changes to the items where needed. Most importantly, our patrons have been very patient and understanding with us, as it takes us a little longer to help them.

In addition to Sirsi Dynix, we introduced an upgrade to our self- checks and, for the most part I think it has been well received.

In April we hired a new ILL Page – Harris Khan.

Circulation Staff attended the following YOLOs in March and April:

Library Budget	13
Book Processing	16
Assistive Technology	1

Workshops and Meetings attended:

March 3	Teaching SD – Holds
March 4	Strategic Plan meeting
March 5	Teaching SD – Holds
March 6	Meeting with Ann Stovall (SD)
March 9	One on One with Jamie
March 10	Department Heads
March 11	Visit Glen Ellyn & St Charles Libraries
March 12	SD Supervisor Training – Eisenhower Library
March 12	Meeting with Adult Services – SD training
March 18	Circ Advisory           RAILS
March 20	Staff Institute
March 24	Strategic Plan meeting
March 30	One on One with Jamie
March 31	Department Heads
April 6	One on One with Jamie
April 7	Department Heads
April 20	One on One with Jamie

Debbie Sheehan  
Circulation Services

**TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT**  
**March & April 2015**

**Improvements for Public Service**

- **Scan station Enhancement-** A document feeder was added to the scan station which allows patrons too quickly and easily scan up to 50 documents including double sided per minute. Thanks to the Library Foundation for the funding.
- **New Public Catalog-** Patrons can now access eBooks, receive notifications via text, pick-up holds at any SWAN library and perform Google like searches using the new public catalog.

**Technical Services**

- **New SWAN Software Implementation-** The past two months staff have been trained and prepared for the implementation of the staff side of the new SWAN software. For the migration Technical Services had to suspend their functions for two weeks starting April 1. Staff worked hard to get all materials ordered and to get most of the materials that had been received out of the department before that date.
- **WorldCat Access/Interlibrary Loan Catalog Link-** The connection between Worldcat and our catalog stopped working after April 14 when we went live with our new catalog. I was able to research and figured out how to fix our connection and discovered that all SWAN library's Worldcat connections were broken. I emailed instructions to SWAN staff to share it with all SWAN libraries. We use WorldCat to assist with cataloging and to ILL items that are not in SWAN.
- **PreProcessing Materials-** We are now receiving DVDs and Music CDs ordered from our main audio/visual vendor partially processed. This helps streamline the processing of these materials and get them out faster to our members.

**Digital Collections**

Suzy led the bi-annual eMediaLibrary consortium meeting and was nominated to continue on as the chair of the committee.

- Movies, TV Shows, and Music (Hoopla) - 43 New Users
- Magazines (Zinio)- 20 New Users
- ebooks & audiobooks (eMedia & eRead)- 171 New Users (March only. April statistics were not available due to new SWAN software implementation)

**3D Printing**

- We received 34 print requests and 31 of them were successfully printed.
- Most interesting objects printed:
  - Replacement faucet handle, 8 Victorian row house segments that can be joined together"; "Sparrow" aircraft/glider; Frog "Cubimal" (cube shaped frog that can contain items)

### Technology Services

- **eTutor Video Production (Dave)**
  - Roku Videos- How-to video on watching Netflix on the Roku.
  - New Public Catalog- Getting Started SWAN Catalog, Changing Your Pin, and Text Messaging Notifications.
- **SWAN Offline Circulation Test-** Brett, Debbie Sheehan and I tested equipment and performed tests with the new offline software. Results of the test were reported to SWAN staff in preparation for using offline circulation when SWAN not available during the new software system implementation.
- **Circulation Desk-** Replaced computers and monitors to improve staff experience using new SWAN software.

### Technology Instruction

#### Staff Training

- Suzy attended the LACONI program, Getting Dangerous with Design: The Basics of Web Design for Non-Designers at the Skokie Public Library.
- **New SWAN Software Training**
  - Anna, Jane, Natalya and I attended training on cataloging and item maintenance.
  - Suzy attended holds management training.
  - Suzy, Jennifer and Debbie W. led a hands on training session for Adult and Kids/Teens public service staff. Staff were introduced to the new software system, and learning how to search, place holds, and access patron's records. Suzy held another session for substitute librarians and developed a detailed instruction guide for staff to use while practicing.
  - Suzy gave a presentation on the new catalog at Staff Institute and at the April Board meeting.
  - Suzy developed a training worksheet on the new catalog for staff to complete as part learning exercise at Staff Institute.

#### Yolo

- **Training Offered**
  - I offered two sessions of YOLO Book Processing on April 16.
- **Training Attended**
  - Technology Troubleshooting 101 (Technology Services Mandatory): Geri Ramirez & Jane Zwergel.

### Public Classes, Programs and Training

- In March we offered 7 technology classes with a total attendance of 66.
- In April we offered 9 technology classes with a total attendance of 121.

- **Summer Classes/Programs-** We will be offering three new classes; Introduction to Computers & Internet, Intro to Your Mac, and Android 101. Patrons will have the opportunity to learn how to stream content and save money by attending the, Cutting the Cable Cord program. We will be also offer a program on searching the library's collection and using the new features of the catalog called Using the New Catalog.

<u>Date</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
3/10	iPad 101	Dave Bunn	18
3/10	Facebook 101	Suzy Wulf	10
3/11	Computer for Beginners Part 1	Sandi Trapp	5
3/12	Digital Video Production	Dave Bunn	11
3/18	Computers for Beginners Part 2	Sandi Trapp	3
3/24	Drop IN: ebooks & More	Suzy & Jennifer	12
3/24	Tech Talk: Online Learning	Suzy Wulf	7
4/9	iPad 101	Dave Bunn	15
4/14	Linkedin	Suzy Wulf	11
4/14	Internet for Beginners	Sandi Trapp	7
4/14-16	Drop-in New Library Catalog	Suzy & Jennifer	40
4/28	Intermediate iPad	Dave Bunn	19
4/29	3D Printing	Suzy Wulf	7
4/30	TechTalk: Online Selling	Ann/Suzy	22

- **Tech Tutor**
  - In March and April we had 9 Tech Tutor volunteers assist with 10 classes.
  - One-on-one assistance: 3
  - The tech tutor web page was updated and a form was added so that people interested in becoming a tech tutor can apply online.

Ann M. Stovall, Head of Technical & Computer Services, May 13, 2015

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

## **Overview**

This month K&T staff hosted 67 programs, with 1,522 patrons in attendance.

## **Programs**

### Little U Classes and Storytimes

We have successfully completed the spring session of Little U! All of our classes were well attended, especially Fantastic Families, our all ages storytime, which brought in 43-52 participants each week. Discovery was also a very popular class, bringing in 30+ people each week to explore topics such as ABCs, Parachutes, Dino Science, and Play Doughs. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### ReDiscover: Celebrating Home

On April 11, we hosted the "Home Sweet Home" event where participants made houses out of edible treats. We had 30 attendees. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### DIYT and Teen Events

In April at Do It Yourself Teens (DIYT), teens made poetry lanterns, created buttons, and fashioned dream catchers.

We also hosted an NBA 2K15 gaming tournament on April 2 and on April 18 we hosted an after-hours Humans vs. Zombies Nerf game. This was our second Humans vs. Zombies Challenge and it was better than the first. 34 teens attended. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Community Seed Swap

On April 18, in celebration of National Library Week, we opened a new library at IPPL – our Seed Library! Patrons can now borrow seeds to grow veggies, fruits, herbs, and flowers at home. As a way to kick off the new service, we hosted a Community Seed Swap. Over 200 people came to donate and swap seeds, make newspaper starter pots, paint terracotta pots, get their tomato starter plant, purchase local, organic herbs and goods from Pick Farms, and gather information about growing and harvesting from the Darien Gardening Club. From April 18-May 1, 127 packets were checked out of the Seed Library. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

## **Partnerships**

### Storytimes at Whole Foods

On April 2, Jane Hartney performed another storytime at Whole Foods. The program was called "It's Egg Time" with an edible activity provided by Whole Foods. There were 19 people in attendance. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Brownie Troop

On April 11, Monica Dzierzbicki presented computer instruction training to 16 girls from the Gower West Brownie Troop who were working on a new badge. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Teens4Xcellence

Krista presented the April Teens4Xcellence Book Club meeting on April 14. The book for this month was *Hold Fast* by Blue Balliet. The meeting began with a discussion about the book and about statistics related to homeless individuals in America. They ended the discussion by mimicking a segment of the book by imagining perfect homes. This segued into the activity, which gave the book club members the opportunity to create their dream homes using edible materials. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### Play to Learn

On April 29, Katie Salo hosted the final of four visits with DuPage Children's Museum's "Play to Learn" program. Fifty people visited us to explore the museum's exhibits. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

### **WouldShop**

In April, we celebrated National Poetry Month in the WouldShop. April 20-24, we offered Lego Poetry and Mad-Lib worksheet. April 27-30, we provided new worksheets for creating animal and cinquain poetry. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

### **3D Printing**

This month Tyler Works found several ways to support our department using the 3D printer. He made pots for planting, dividers for organizing the Seed Library, a tool for making newspaper pots, and chess pieces to replace missing parts that were needed for our summer chess program. All of these items directly support and advertise services available at IPPL. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

### **Summer Reading Challenge Homemade Readers**

We are gearing up for the upcoming summer reading challenge. Attached is a letter I've sent to the school superintendents and principals. We are in the process of scheduling class visits to promote the SRC.

### **Staff Changes**

Caitlin Myers has resigned from her position as Mid-Kid Associate. Her last day was April 18.

This month Natalie Williams and Monica Dzierzbicki interviewed candidates for our two Summer Associate positions. Ana Diaz and Rachel Pinta were offered the positions. They will both begin training at IPPL in later in May.

*Submitted by Natalie Williams 5/13/2015*

April 29, 2015

As another academic year comes to an end, we are reminding families that learning occurs at home too. We understand that children learn from watching their families interact with the world and then by mirroring those behaviors and values. We also know that reading together at home and having books in the home are both indicators of a child's future success.

This summer, Indian Prairie Public Library is celebrating the creative possibilities and learning potential of home with a home-themed summer reading challenge called *Homemade Readers*. The challenge will run June 13 – August 8, and we hope to encourage families to learn, explore, play, and grow together while inspiring a love of reading.

To accomplish this, participants (birth – grade 12) will be able to set their own reading goals and win new books and other prizes. Participants can “re-up” as many times as they want to stretch themselves to read even more. We will also be providing interactive opportunities all summer, including family events ranging from Lego WeDo Robotics, Coding for Kids, and STEM Buddies to Little Hands Art and family storytimes.

This year, in addition to challenging kids and teens to read, we’re challenging our schools to get involved! This fall, we will be awarding our new reading trophy to the school with the highest percentage of readers who complete the challenge. The winning school will get to display the trophy throughout the school year, until May 1, 2016 when the trophy will return to IPPL for summer and will be awarded again in the fall.

The following schools are eligible for the reading trophy. At the end of the summer we will send you statistics showing the number of participants and the percentage of participation per school.

- District 60 - Holmes, Maercker, Westview Hills
- District 61 - Mark DeLay, Lace, Eisenhower
- District 62 - Gower West, Gower Middle
- District 63 - Concord, Cass Jr. High
- District 66 - Elizabeth Ide, Prairieview, Lakeview Jr. High
- District 86 - Hinsdale Central High School, Hinsdale South High School
- District 99 - Downers Grove South High School
- District 180 - Anne M. Jeans, Burr Ridge Middle
- Kingswood Academy
- Our Lady of Peace School

Please let us know if you have any questions, ideas, or requests. We're always happy to help in any way we can.  
Sincerely,

*Natalie Williams*  
*Head of Youth Services*  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561  
[www.ippl.info](http://www.ippl.info)



STATISTICS FOR	Apr-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	44,797	41,022	401,914	433,906	-7.37%
Teen	3,382	3,323	35,702	33,036	8.07%
Kids	19,649	20,845	200,197	215,493	-7.10%
TOTAL	67,828	65,190	637,813	682,435	-6.54%
Electronic Circulation	4,076	3,186	38,682	31,079	24.46%
GRAND TOTAL CIRC.	71,904	68,376	676,495	713,514	-5.19%
% Reciprocal Borrowing		15%		15%	
Patron Visits	35,823	39,347	363,978	383,156	-5.01%
<b><u>Current Cards</u></b>					
Resident	156	162	22,058	22,536	-2.12%
Non-Resident	49	72	884	1,017	-13.08%
TOTAL	205	234	22,942	23,553	-2.59%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,343	3,255	31,470	34,736	-9.40%
Kids - Reference	1,204	1,414	12,928	16,361	-20.98%
TOTAL REFERENCE	4,547	4,669	44,398	51,097	-13.11%
Adult - Other	2,298	2,168	20,783	18,910	9.90%
Kids - Other	1,502	1,401	15,619	14,939	4.55%
TOTAL OTHER	3,800	3,569	36,402	33,849	7.54%
GRAND TOTAL ASST.	8,347	8,238	80,800	84,946	-4.88%
<b><u>ILL/Reserves</u></b>					
Holds		8,094		83,462	
ILLs Sent		4,480		48,256	
ILLs Checked Out		4,911		52,617	
ILLs Received		5,375		57,088	
<b><u>Programs - Adult</u></b>					
# Programs	18	10	76	75	1.33%
Attendance	203	370	1,862	2,122	-12.25%
<b><u>Technology Classes</u></b>					
# Programs	8	13	89	69	28.99%
Attendance	99	85	860	666	29.13%
<b><u>Individual Technology Training</u></b>					
# of Patrons	126	81	1,039	1,096	-5.20%
<b><u>Groups</u></b>					
# Programs	9	13	110	123	-10.57%
Attendance	547	163	1,672	1,698	-1.53%
<b><u>Others</u></b>					
#Programs	4	3	27	23	17.39%
Attendance	71	61	709	459	54.47%
<b><u>Programs - Teen</u></b>					
# Programs	4	6	72	39	84.62%
Attendance	64	70	1,152	589	95.59%
<b><u>Programs - Kids</u></b>					
# Programs	62	47	362	284	27.46%
Attendance	1,424	1,242	8,956	8,603	4.10%
GRAND TOTAL ATT.	2,534	2,072	16,250	15,233	6.68%



STATISTICS FOR	Apr-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,998	4,383	36,739	42,372	-13.29%
Kids Computers	1,569	1,421	15,981	15,010	6.47%
Teen Laptop	159	218	2,569	1,757	46.22%
Adult Laptop	185	315	2,546	2,053	24.01%
<b>TOTAL PATRON USE</b>	<b>5,911</b>	<b>6,337</b>	<b>57,835</b>	<b>61,192</b>	<b>-5.49%</b>
<b>Hours Used</b>					
Adult Computers	2,715	2,970	25,814	27,978	-7.73%
Kids Computers	978	840	9,660	8,251	17.08%
Teen Laptop	209	334	4,369	2,217	97.07%
Adult Laptop	295	562	4,738	3,652.50	29.72%
<b>TOTAL HOURS USED</b>	<b>4,197</b>	<b>4,706</b>	<b>44,581</b>	<b>42,098.50</b>	<b>5.90%</b>
<b>IPPL Total Web Site Access</b>	<b>28,513</b>	<b>13,625</b>	<b>275,874</b>	<b>74,217</b>	<b>271.71%</b>
<b>IPPL Total Page Views</b>	<b>62,295</b>	<b>30,706</b>	<b>542,553</b>	<b>170,164</b>	<b>218.84%</b>
<b>Subscription Database Logins</b>	<b>2,530</b>	<b>2,756</b>	<b>26,218</b>	<b>28,328</b>	<b>-7.45%</b>
<b>Outreach-Homebound</b>					
Items Delivered	172	105	1,286	1,481	-13.17%
<b>Volunteers</b>					
Number Active	49	34			
Hours Worked	423	303.75	3,842	3,801.75	1.06%
<b>Staff Training Hours</b>	<b>122</b>	<b>66.50</b>	<b>1,960.75</b>	<b>882.50</b>	<b>122.18%</b>
<b>Room Use</b>					
Multi-Purpose Room	46	48	267	204	30.88%
Meeting Room					
Library	49	50	420	355	18.31%
Non-Library	30	40	283	352	-19.60%
Group Study Room	220	229	2,059	2,520	-18.29%
Lobby Programs	8	4	46	25	84.00%
Conference Room	19	13	175	163	7.36%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0.00%</b>

MATERIALS COLLECTION STATISTICS- APRIL 2015

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1256	0	0	1256	444	653	444	653
Non-Fiction	52363	20	3	52380	9949	11331	9969	11334
Fiction	37648	111	1	37758	9043	9387	9154	9388
<b>TOTAL</b>	<b>91267</b>	<b>131</b>	<b>4</b>	<b>91394</b>	<b>19436</b>	<b>21371</b>	<b>19567</b>	<b>21375</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	21	0	0	21	1	870	1	870
Non-Fiction	15728	122	1	15849	2285	6591	2407	6592
Fiction	28150	105	9	28246	4896	4782	5001	4791
<b>TOTAL</b>	<b>43899</b>	<b>227</b>	<b>10</b>	<b>44116</b>	<b>7182</b>	<b>12243</b>	<b>7409</b>	<b>12253</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	689	0	0	689	205	464	205	464
Fiction	3876	8	0	3884	1378	1046	1386	1046
<b>TOTAL</b>	<b>4565</b>	<b>8</b>	<b>0</b>	<b>4573</b>	<b>1583</b>	<b>1510</b>	<b>1591</b>	<b>1510</b>
<b>GRAND TOTAL</b>	<b>139731</b>	<b>366</b>	<b>14</b>	<b>140083</b>	<b>28201</b>	<b>35124</b>	<b>28567</b>	<b>35138</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	5627	9	1	5635	1414	412	1423	413
Music CD	10176	12	1	10187	1756	1644	1768	1645
Playaway	383	0	0	383	72	86	72	86
DVDs (Standard & Blu-ray)	18156	16	3	18169	3974	1068	3990	1071
CD-ROMs	163	0	0	163	11	11	11	11
<b>TOTAL</b>	<b>34505</b>	<b>37</b>	<b>5</b>	<b>34537</b>	<b>7227</b>	<b>3221</b>	<b>7264</b>	<b>3226</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	739	0	0	739	323	270	323	270
Childrens Music CD	915	4	0	919	94	39	98	39
Junior Music CD	199	0	0	199	81	37	81	37
Playaway	79	0	0	79	17	0	17	0
DVDs (Standard & Blu-ray)	5549	13	1	5561	1933	482	1946	483
<b>TOTAL</b>	<b>7481</b>	<b>17</b>	<b>1</b>	<b>7497</b>	<b>2448</b>	<b>828</b>	<b>2465</b>	<b>829</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	274	0	0	274	97	58	97	58
Music CD	0	0	0	0	0	319	0	319
Playaway	64	6	0	70	3	6	9	6
DVDs (Standard & Blu-ray)	666	3	1	668	233	38	236	39
Console Games	464	0	28	436	129	118	129	146
PC-GAMES (formally CD-ROMS)	59	0	0	59	88	17	88	17
<b>TOTAL</b>	<b>1527</b>	<b>9</b>	<b>29</b>	<b>1507</b>	<b>550</b>	<b>556</b>	<b>559</b>	<b>585</b>
<b>GRAND TOTAL</b>	<b>43513</b>	<b>63</b>	<b>35</b>	<b>43541</b>	<b>10225</b>	<b>4605</b>	<b>10288</b>	<b>4640</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	385	0	385	27		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	14400	0	14400	1328		1328	
eRead Illinois	17920	0	17920	11570		11570	

eBook Collections: Will need to figure out how to report with Sirsi Dynix

**Chamber Report**

The library co-hosted a Reference USA presentation at the Darien Chamber of Commerce April membership luncheon on Tuesday, April 21, at Chuck's Southern Comforts Café. The intended speaker, Reference USA representative Nancy Spidle, was unable to travel to Illinois to make her presentation but Senior Reference Librarian Jennifer Asimakopoulos was able to fill in for her. She demonstrated the online research and reference database and how to use it for sales leads, market research, job searches, and more. In addition, I provided information on how businesses can utilize the library, including getting a business library card.

Marianne Ryan, Marketing Coordinator  
May 14, 2015

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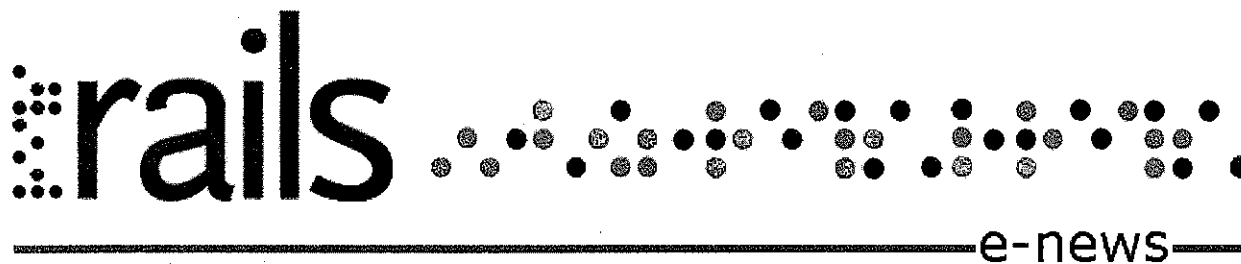
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### RAILS Board Election Now Open

RAILS libraries of all types (academic, public, school, and special) are strongly encouraged to vote in the RAILS Board election at [www.railslibraries.info/board/election/ballot](http://www.railslibraries.info/board/election/ballot). Four candidates are running for two at large seats and six candidates are running for three public library seats. Each RAILS library agency (school district office, main public library building, etc.) may cast one ballot. The election closes on Friday, May 15, at 5 p.m.

### Illinois Libraries and Library Organizations Win John Cotton Dana Award

Twelve Illinois libraries and library organizations - including RAILS, the Illinois Heartland Library System, and the Illinois Library Association - that teamed up for the [Soon to Be Famous Illinois Author](#) project were among the eight winners of the 2015 [John Cotton Dana award](#). The prestigious award honors outstanding library public relations and will be presented at the American Library Association conference in San Francisco in June. RAILS is proud to be a part of a groundbreaking project that helps identify quality self-published authors and demonstrates the power of libraries to publishers. RAILS will provide more details on the award ceremony in the near future.

### All RAILS Libraries Asked to Complete Overlay Project Survey

RAILS is researching a potential [overlay project](#) to provide library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. To ensure that the project meets the needs of as many of our members as possible, we strongly encourage all RAILS libraries (academic, public, school, and special) to complete a short survey at: [www.surveymonkey.com/s/LTH25MC](http://www.surveymonkey.com/s/LTH25MC). We are looking for one response per library. Please complete the survey by Friday, May 8.

### Webinar Added to Upcoming Website Focus Groups

RAILS is conducting a series of focus groups to gather member feedback on our website redesign. Space is still available at the East Peoria service center focus group (May 6) and the Princeton Public Library group (May 7). An additional webinar focus group has been added on Wednesday, May 20, from 10 a.m. to noon. Staff from all types of RAILS libraries (academic, public, school, and special), are encouraged to participate. See the [list of website focus groups](#).

### Required Delivery Count May 11 - 15

All RAILS members are required to count all outgoing items being picked up for delivery between May 11 - 15. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries. Beginning on Friday, May 8, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, May 15. For more information, see: [www.railslibraries.info/delivery/fine-count](http://www.railslibraries.info/delivery/fine-count).

April 29, 2015

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[May 22 RAILS Board Meeting](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[May 12 Instructional Videos](#)

[May 12 Duncan Smith Presents](#)

[May 13 Succession Planning](#)

[May 14 Summer Reading](#)

[May 14 & 21 Discuss E-Books](#)

[May 18 RDA Best Practices](#)

[May 20 Management Association](#)

Customer Service for Front Line Staff.

[May 27 Geneseo Public Library](#)

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[Subscribe](#)[Share](#)[Past Issues](#)[Translate](#)[RSS](#)**Upcoming Customer Service Workshops**

Library trainer and consultant Pat Wagner will present a variety of in-person customer service workshops geared toward different levels of staff. Two identical programs will be held for front line/support staff:

- [Wednesday, May 27, 9:30 a.m. - 12:30 p.m., Geneseo Public Library](#)
- [Thursday, May 28, 9:30 a.m. - 12:30 p.m., Palatine Public Library](#)

Two identical programs will be held for managers/supervisors:

- [Wednesday, May 27, 1:30 - 4:30 p.m., Geneseo Public Library](#)
- [Thursday, May 28, 1:30 - 4:30 p.m., Palatine Public Library](#)

**Management Association Webinar May 20**

If you missed the April 27 Management Association webinar, an identical webinar will be held Wednesday, May 20, from 1:30 - 2:30 p.m. Topics will include no-cost HR workshops/webinars for RAILS members and discounted Management Association membership rates for RAILS public libraries with annual operating budgets under \$1,000,000. See:

<http://www.librarylearning.info/events/?eventID=20216>.

**Whole Person Readers' Advisory Program May 12**

Join Duncan Smith, creator and founder of NoveList, on Tuesday, May 12, from 2 - 4 p.m., at the RAILS Burr Ridge service center. Register at: [www.librarylearning.info/events/?eventID=20139](http://www.librarylearning.info/events/?eventID=20139).

This program will also be broadcast via one-way streaming at <http://live.railslibraries.info>. The same program will be held at the Des Plaines Public Library on Tuesday, May 12, from 10 a.m. to noon (register at: <http://tinyurl.com/kding3e>).

**Succession Planning May 13**

"Succession Planning - Identifying and Implementing Best Practices," will be offered Wednesday, May 13, from 1 - 4 p.m., in person at the RAILS Coal Valley service center and via videoconference at scheduled locations. See: [www.librarylearning.info/events/?eventID=18414](http://www.librarylearning.info/events/?eventID=18414).

**CPDU Opportunity: Webinar on Encouraging Summer Reading May 14**

Directed to school library and youth services staff, this webinar on Thursday, May 14, from 4 - 5 p.m., will help you with lessons, ideas, and strategies for summer reading programs. This webinar qualifies for Continuing Professional Development Units (CPDUs) as administered by the Illinois Reading Council. See: [www.librarylearning.info/events/?eventID=20171](http://www.librarylearning.info/events/?eventID=20171).

**Best Practices for RDA in MARC21 May 18**

A workshop on best practices for RDA (Resource Description and Access) in MARC21 (Machine Readable Cataloging) will be held in person from 10 a.m. - 3 p.m. on Monday, May 18, at the RAILS Burr Ridge service center and via videoconference at scheduled locations. See: [www.librarylearning.info/events/?eventID=19854](http://www.librarylearning.info/events/?eventID=19854).

**Other RAILS CE Opportunities:**

[Creating High Impact Instructional Videos May 12](#)

[How to Discuss E-Books with Patrons May 14 and May 21](#)

**See You at Reaching Forward May 8**

If you are attending [Reaching Forward](#) on Friday, May 8, be sure to stop by the RAILS booth to hear the latest about our programs and services.

[May 28 Palatine Public Library](#)

Customer Service for  
Managers:

[May 27 Geneseo Public Library](#)[May 28 Palatine Public Library](#)**RAILS Networking Events**[May 19 Joliet Junior College](#)[June 11 Eisenhower Public  
Library District](#)[August 6 Caterpillar Library](#)**Archives**[RAILS E-News](#)[Archives](#)**Subscriptions**[Subscribe to RAILS  
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### Upcoming RAILS Member Networking Events

All staff working at all types of RAILS libraries (academic, public, school, and special) are invited to attend the following member events to hear the latest RAILS news and network with colleagues:

[Joliet Junior College Library's Learning Resource Center, Tuesday, May 19, 1:30 - 3:30 p.m.](#)

[Eisenhower Public Library District \(Harwood Heights\), Thursday, June 11, 9:30 - 11:30 a.m.](#)

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

### Congratulations to SWAN on New Catalog

SWAN, one of RAILS' four system-supported [shared online catalogs](#), went live on SirsiDynix Symphony on April 14 for its 77 member libraries and their holdings of 8.2 million items. Enterprise, the new online [catalog](#), includes e-book integration software (eResource Central), text message notifications to patrons, and customized profiles for each library. New products will be added soon, including a mobile app for patrons, a mobile circulation tool for staff, and new analytics tools.

### Grants Awarded for RAILS LLSAP Membership

Congratulations to the latest recipients of grants for joining or upgrading membership in a RAILS' LLSAP or system-supported shared online catalog.

- Creston-Dement Public Library, (PrairieCat) - \$8,875
- Grant Park Public Library, (PrairieCat) - \$9,322
- Lena Community District Library, (PrairieCat) - \$6,186
- Richard A. Mautino Memorial Library, Spring Valley, (PrairieCat) - \$21,770
- Valley District Library, Fairview, (RSA) - \$2,616
- Village of Avon Public Library, (RSA) - \$1,925

Watch *RAILS E-News* for more LLSAP grant opportunities in the near future. If you have questions, contact Anne Slaughter, RAILS Director of Technology Services, at [anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info).

### Environmental Scan of OCLC Alternatives

For many Illinois libraries, the cost of OCLC membership has become an impediment to expanding resource sharing. In January 2015, RAILS contracted with Joe Matthews of JRM Consulting, Inc. to do an environmental scan of OCLC alternatives. His report and more information can be found on the [OCLC Alternatives](#) page on the RAILS website.

### All Libraries Asked to Update Automation Information in L2

Library directors (or designated staff) are strongly encouraged to update their automation information in L2 to facilitate resource sharing and help RAILS plan future services. After logging in to L2 ([www.librarylearning.info](http://www.librarylearning.info)), choose Libraries in the upper right corner to find your library's record, then click on Edit Building under Library Info in the box on the right. In the Automation section at the bottom, select the Integrated Library System (ILS) from the pull-down menu that most closely matches what your library uses (you may be asked for additional brief information depending on your selection). Then click Submit. If you need help with L2, see: [www.railslibraries.info/l2help](http://www.railslibraries.info/l2help) or contact [L2help@railslibraries.info](mailto:L2help@railslibraries.info).

### Recommendation for Resource Sharing Best Practice

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best practice for all RAILS libraries: When patrons return materials to a library other than the owning library, the receiving library should note the date of return on the delivery label. The owning library should check in the materials as of that date, so that patrons are not charged any fines for the delivery time. More generous policies, such as fine-free check-in, are also acceptable.

#### **RAILS Overlay Project: Question of the Week**

RAILS is researching a potential project to provide library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. RAILS will share answers to member questions via this *E-News* on a regular basis. This week's question is: *My library is currently filling the majority of our patrons' resource sharing needs and our circulation statistics are very high. Why should we participate in the overlay project?*

It's difficult for any library to know for certain that they are meeting all of their customers' needs. Some patrons may use your library's catalog, not find what they want, and give up without taking further action. An overlay product also helps libraries anticipate user needs. Organizations with similar projects in other states report that users discover a wealth of material they didn't know was available or didn't know they could ask for. The additional service is another opportunity for libraries to prove their value to their communities.

Watch future editions of *RAILS E-News* for more answers to member questions about the overlay project. If you have a question, please contact Jane Plass at [jane.plass@railslibraries.info](mailto:jane.plass@railslibraries.info).

#### **Wilmington Public Library Partners with School District for Illinois Reads Launch**

The Wilmington Public Library District partnered with their school district to charter a bus to take readers to the [Illinois Reads](#) launch on April 18 in Westmont. Christy Ziller, a teacher at Wilmington Middle School, writes about the [partnership with her public library](#) in RAILS Library News.

#### **Illinois Reads Author Spotlight**

Author [Matthew Cordell](#)'s book, [hello! hello!](#), is a 2015 "Illinois Reads" selection. Cordell is an illustrator and author from suburban Chicago. His other works include [Trouble Gum](#), [Another Brother](#), and [Wish](#). View his [author profile](#) in the [Illinois Authors Wiki](#), a project of the Illinois State Library's [Illinois Center for the Book](#). Secretary of State and State Librarian, Jesse White is the honorary chair of Illinois Reads, a program of the [Illinois Reading Council](#).

#### **ATLAS Annual Trustee Workshop May 16**

The ATLAS Annual Trustee Workshop will be held on Saturday, May 16, from 8:30 a.m. - noon, at the Tinley Park Public Library. Register by May 8. See [this flyer](#) or [www.librarylearning.info/events/?eventID=20106](http://www.librarylearning.info/events/?eventID=20106).

#### **Deadline for ILA Awards is May 15**

Nominations for all Illinois Library Association (ILA) awards are due on Friday, May 15. See: [www.ila.org/about-ila/ila-awards](http://www.ila.org/about-ila/ila-awards).

#### **Toolkit on Library Services to Special Population Children and their Caregivers**

A toolkit is available to help library staff develop and enhance library services for special populations of children and families. The kit was developed by a committee of the Association for Library Service to Children (ALSC). It is available from the [ALSC website](#) at: [www.ala.org/alsc/sites/ala.org/alsc/files/content/professional-tools/lsspcc-toolkit-2015.pdf](http://www.ala.org/alsc/sites/ala.org/alsc/files/content/professional-tools/lsspcc-toolkit-2015.pdf).

[Subscribe](#)[Share ▼](#)[Past Issues](#)[Translate ▼](#)[RSS](#)**Librarians and Teachers Invited to Apply for 4G STEM Camp/Makers in Motion Camp**

Librarians and teachers in the Fulton, Peoria, Tazewell, and Woodford County areas may apply to attend the 4G STEM and Makers in Motion Camps in July. Apply by May 15, 2015. See [www.railslibraries.info/members/announce/20150428/92608](http://www.railslibraries.info/members/announce/20150428/92608).

**Passing of Mike O'Brien, former Director of Suburban Library System**

With great sadness RAILS reports the passing of Mike O'Brien on April 24. O'Brien had a distinguished career in libraries and was a former Director of Suburban Library System and the Oak Lawn Public Library (among others). Services were held Tuesday, April 28. More information is available at: [www.friedrichjones.com/obits/obituaries.php/obitID/374900/obit/James-M-Mike-OBrien](http://www.friedrichjones.com/obits/obituaries.php/obitID/374900/obit/James-M-Mike-OBrien).

**RAILS Library Director News**

Stephen Bero will be the Director of the Algonquin Area Public Library District, effective July 6, 2015.

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.)

[Permeable Parking Lot to Come to Westchester Public Library](#)

[Stephen Bero Appointed Director of Algonquin Area Public Library District](#)

[National University of Health Sciences Features has new Anatomage Table at Library](#)

[Homewood Public Library Hosts Veterans Fair](#)

[Pekin Library Project on Track](#)

[State Library Director Craig Speaks at Carol Sandburg Historic Site Dedication](#)

[Fremont Public Library gets 3D Printer](#)

[Elizabeth Berg to Visit Morris Area Public Library](#)

**Fast Facts Survey**

[Rating Labels on DVDs](#)

**Continuing Education Opportunities**

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

[Creating High Impact Instructional Videos May 12](#)



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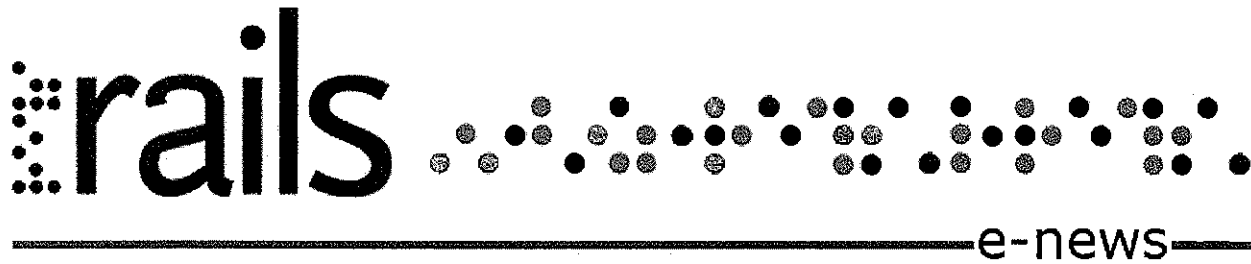
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### ALL RAILS Libraries Asked to Vote in Board Election

RAILS libraries of all types (academic, public, school, and special) are urged to vote in the RAILS Board election at [www.railslibraries.info/board/election/ballot](http://www.railslibraries.info/board/election/ballot). Four candidates are running for two at large seats and six candidates are running for three public library seats. Each RAILS library agency (school district office, main public library building, etc.) may cast one ballot. (Often the library director or a board member casts the ballot.) The voting process is quick and easy. Because the RAILS Board helps shape the future of the system, your vote is very important! The election closes on Friday, May 15, at 5 p.m.

### RAILS Funding News

RAILS recently received an additional FY2015 Area and Per Capita award payment of \$106,420. 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.

### Required Delivery Count May 11 - 15

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### RAILS Memorial Day Closing

RAILS will be closed in observance of Memorial Day on Monday, May 25. Delivery and Talking Book Services will not be provided. A list of [observed holidays](#) can be found on the RAILS website by clicking on the About tab, followed by Holidays/Closings.

### Last Chance to Complete Overlay Project Survey

RAILS is researching a potential [overlay project](#) to provide library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. To ensure that the project meets the needs of as many of our members as possible, we strongly encourage all RAILS libraries (academic, public, school, and special) to complete a short survey at: [www.surveymonkey.com/s/LTH25MC](http://www.surveymonkey.com/s/LTH25MC). We are looking for one response per library. Please complete the survey by Friday, May 8.

### RAILS at Reaching Forward May 8

If you are attending [Reaching Forward](#) on Friday, May 8, be sure to stop by the RAILS booth to hear the latest about our programs and services and how they can benefit your library.

### May 6, 2015

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[May 22 RAILS Board Meeting](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[May 12 Instructional Videos](#)

[May 12 Duncan Smith Presents](#)

[May 13 Succession Planning](#)

[May 14 Summer Reading](#)

[May 14 & 21 Discuss E-Books](#)

[May 18 RDA Best Practices](#)

[May 20 Management Association](#)

Customer Service for Front Line Staff:

[May 27 Geneseo Public Library](#)

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RAILS is conducting a series of focus groups to gather member feedback on our website redesign. Space is still available for the group on May 7 at the Princeton Public Library. An additional webinar focus group has been added on Wednesday, May 20, from 10 a.m. to noon. Staff from all types of RAILS libraries (academic, public, school, and special), are encouraged to participate. See the [list of website focus groups](#).

#### **New Round of RAILS LLSAP Grants for FY2016**

RAILS offers [grants](#) for joining or upgrading membership in a system-supported, shared online catalog (or LLSAP). There are four award periods for FY2016 funds (July 1, 2015 - June 30, 2016). The first application deadline date is June 15, 2015. [This flyer](#) outlines some of the benefits of joining a shared online catalog or LLSAP.

#### **Succession Planning May 13**

Succession Planning - Identifying and Implementing Best Practices will be presented on Wednesday, May 13, from 1 - 4 p.m., in person at the RAILS Coal Valley service center and via scheduled videoconference locations. See: [www.librarylearning.info/events/?eventID=18414](http://www.librarylearning.info/events/?eventID=18414).

#### **RDA Workshop May 18**

Best Practices for RDA (Resource Description and Access) in MARC21 (Machine Readable Cataloging) will be held on Monday, May 18, from 10 a.m. - 3 p.m., in person at the RAILS Burr Ridge service center and via videoconference at scheduled locations. See: [www.librarylearning.info/events/?eventID=19854](http://www.librarylearning.info/events/?eventID=19854)

#### **Webinar on Social Media May 28**

Learn the "Do's and Don'ts of Social Media" at a webinar presented by the Management Association on Thursday, May 28, from 9:30 - 11 a.m. See: [www.librarylearning.info/events/?eventID=19587](http://www.librarylearning.info/events/?eventID=19587).

#### **Management Association Webinar May 20**

If you missed the April 27 Management Association webinar, an [identical webinar](#) will be held Wednesday, May 20, from 1:30 - 2:30 p.m. Topics will include no-cost HR workshops for RAILS members and discounted Management Association membership rates for RAILS public libraries with annual operating budgets under \$1,000,000.

#### **Managing Records Program Now on YouTube**

A recording of the RAILS program on [Managing Records](#) under the Illinois Local Records Act is now available on the [RAILS YouTube channel](#). See the [CE Archives](#) page for recordings of other RAILS programs.

#### **Other RAILS CE Opportunities:**

[Creating High Impact Instructional Videos May 12](#)

[Whole Person Readers' Advisory Program in Des Plaines May 12](#)

[Whole Person Readers' Advisory Program in Burr Ridge May 12](#)

[How to Discuss E-Books with Patrons May 14 and May 21](#)

[CPDU Opportunity: Encouraging Summer Reading May 14](#)

Customer Service for Frontline and Support Staff [May 27](#) or [May 28](#)

[May 28 Palatine Public Library](#)

Customer Service for Managers:

[May 27 Geneseo Public Library](#)[May 28 Palatine Public Library](#)[May 28 Do's and Don'ts of Social Media](#)

#### **RAILS Networking Events**

[May 19 Joliet Junior College](#)[June 11 Eisenhower Public Library District](#)[August 6 Caterpillar Library](#)

#### **Archives**

[RAILS E-News Archives](#)

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Customer Service for Managers/Supervisors [May 27](#) or [May 28](#)

#### Save the Date for June 18 RAILS Member Update

The next RAILS Member Update will be Thursday, June 18, from 10 a.m. - noon. The major topic of discussion will be system membership standards, including a report on the [System Membership Standards Committee](#) and six subcommittees. An agenda will be available soon.

Register at: [www.librarylearning.info/events/?eventID=19978](http://www.librarylearning.info/events/?eventID=19978).

#### Upcoming RAILS Member Networking Events

All staff working at all types of RAILS libraries (academic, public, school, and special) are invited to attend the following member events to hear the latest RAILS news and network with colleagues:

[Joliet Junior College Library's Learning Resource Center, Tuesday, May 19, 1:30 - 3:30 p.m.](#)

[Eisenhower Public Library District \(Harwood Heights\), Thursday, June 11, 9:30 - 11:30 a.m.](#)

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

#### Great Lakes Resource Sharing Conference Reduced Registration Fee Ends May 15

The second annual [Great Lakes Resource Sharing Conference](#) will be held on June 4 and 5, 2015 at the Radisson in Kalamazoo, Michigan. Register at <http://glrsc.org/registration>. The registration fee increases from \$75 to \$95 after May 15. The fee includes the preconference on Thursday June 4, all sessions, and the continental breakfast and lunch on Friday, June 5. For more information, visit the [conference website](#).

#### Join the Digital Public Library of America (DPLA) Application Effort

The Illinois State Library is gathering information on digital collections in Illinois to submit a robust Illinois DPLA Service Hub application. If your library, museum, archives, or historical society has digital assets, please complete the "[Illinois DPLA Service Hub: Interest Indicator and Preliminary Digital Assets Inventory](#)."

#### Develop or Hone Online Teaching Skills

Design for Learning: 21st Century Online Teaching and Learning Skills for Library Workers is a three-year [continuing education project](#) funded by a grant from the Institute of Museum and Library Services (IMLS). All instructional materials will be freely available to the library community. The deadline to [apply to participate](#) in the first group of 60 participants is July 15, 2015.

#### RAILS Library Director News

David Sieffert will be the Director of the Bensenville Community Public Library, effective October 1, 2015.

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.)

Indian Prairie Public Library  
Trustee Questionnaire June 2015



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Please return to Library Director Jamie Bukovac.  
Thank you.

Name:

Town:

1. Please provide background information about yourself.
2. Tell us how the library contributes to the community.
3. What would be your vision for the library in relation to the community?
4. Tell us about your experiences with Indian Prairie.
5. What makes you most proud about Indian Prairie?
6. Are you or have you been affiliated with other organizations in the Indian Prairie community?
7. Would you be willing and able to make presentations to village/city boards and attend community meetings/events?
8. Do you have anything else that you would like to share with the Board?

Indian Prairie Public Library  
Trustee Questionnaire



S3

Please return to Library Director Jamie Bukovac.  
Thank you.

Name:

Town:

What is your "day job"?

Tell us about your experience, hobbies and interests.

Why would you like to be a trustee?

What about Indian Prairie makes you the most proud?

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

Questions for potential trustees  
to be used by the trustees at the interview  
June 2015

1. Why do you want to be on the library board? (Vicki)
2. What personal qualities do you think are necessary to be a successful trustee? (Don)
3. While we don't expect you to know everything about the library or the board, what specific experiences and/or skills do you have that would contribute to your role as a trustee? (Julia)
4. How do you see the trustee's role in relation to the community? (Beena)
5. Do you see any particular needs, issues or problems facing our community? (Marian)
6. Some people wonder about the future of libraries given the growing popularity of ebooks and streaming movies and music. What is your response to that? (Diane)
7. What questions do you have for us? (Vicki)

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

What would you like to tell us about yourself?

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

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

What questions do you have for us?

## Strategic Plan 2015 – 2018

### Priorities

#### *Deliver an exceptional library user experience*

The library is friendly and welcoming to all. We continually adapt to meet the needs and interests of our community so that residents consider the library essential, useful and easy to use.

#### *Inspire learning, discovery and creativity.*

With state-of-the art services and expert assistance and instruction, the library is the place for lifelong learning and inspiring discovery, creativity and enjoyment.

#### *Enhance community engagement*

The library is an active member of the community taking library services beyond our walls and building relationships. As a community center, we bring people together to share ideas, skills and knowledge.

#### *Practice exceptional organizational stewardship*

Library staff, volunteers, the facility, technology and funding are all essential to delivering exceptional service. We manage and allocate these important resources to ensure our mission, vision and strategic goals and to support our progressiveness and responsiveness to our community.

#### *Inspire the community to explore the full range of library services*

Residents are knowledgeable about and proud of the services offered by the library. They recognize the library as a community asset and trusted resource for enhancing their quality of life.



## Strategic Plan 2015 - 2018

### Priorities, Goals, and Strategies

#### **1. Deliver an exceptional library user experience**

***The library is friendly and welcoming to all. We continually adapt to meet the needs and interests of our community so that residents consider the library essential, useful and easy to use.***

##### **1.1. Input from our community drives our services.**

- 1.1.1. Topical surveys and user assessments will be done on a regular basis and the information used to develop, refine or stop services.
- 1.1.2. Staff will evaluate how patrons use the library.
- 1.1.3. Communication with community organizations will assist in identifying community strengths and needs.

##### **1.2. We deliver excellent service with friendly, professional and well trained staff who are focused on delivering an enjoyable user experience.**

- 1.2.1. Staff will be trained in the theory of "user experience" and apply the principles to their areas of responsibility.
- 1.2.2. As new services are introduced, assigned staff will be provided with timely and effective training and coaching on needed skills to serve the public.
- 1.2.3. All staff are knowledgeable about library services so they are able to answer questions, refer patrons appropriately and share information.
- 1.2.4. Staff are trained in handling disruptive and inappropriate behavior in order to maintain a comfortable and non-threatening environment for all users.

**1.3. The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.**

1.3.1. A staff User Experience Committee will focus on patrons' use and enjoyment of the library property and facility.

1.3.2. The library will determine ways to provide adequate parking based on patrons' comments.

1.3.3. The library will provide adequate and flexible quiet, programming, collaborative, and creation spaces.

1.3.4. The building supports personal use of technology.

**1.4. Online services are highly used and valued by our residents.**

1.4.1. The website is engaging and easy to use.

1.4.2. Users are very satisfied with the eLibrary.

1.4.3. The library's booking software is user-friendly.

1.4.4. Users will find the library catalog informative and easy to use.

1.4.5. The library will investigate providing online real-time reference and readers' advisory services.

**1.5. We ensure ease of access to library services.**

1.5.1. The staff continuously evaluates policies, procedures, services, and collections to ensure a positive user experience.

1.5.2. More programs and classes are offered on the weekends.

1.5.3. An assessment will be made of the hours the library should be open.

1.5.4. Users will have more opportunities for self-service.

1.5.5. Best practices will be followed to ensure a quality experience for users of the library's public computers and laptops.

## **2. Inspire learning, discovery and creativity.**

***With state-of-the art services and expert assistance and instruction, the library is the place for lifelong learning and inspiring discovery, creativity and enjoyment.***

### **2.1. The library will foster a love of reading for learning and enjoyment.**

- 2.1.1. The library will prepare young children for school.
- 2.1.2. Parents and schools will see the Summer Reading Challenge as being an important program in children's lives.
- 2.1.3. The library will promote readers' advisory services for all ages.
- 2.1.4. Library staff will develop a community alternative to World Book Night.

### **2.2. The library provides ways for patrons to easily explore our collections and discover materials that spark their interest.**

- 2.2.1. A cross-departmental team will develop ideas to highlight and promote library collections.
- 2.2.2. The library will highlight staff and their recommendations.
- 2.2.3. Digital displays will be used to promote the collections.
- 2.2.4. Digital collections will be promoted to increase awareness and use.

### **2.3. The library will provide residents opportunities for learning, exploration, creativity and enjoyment.**

- 2.3.1. The library will expand making and creation programming for all ages.
- 2.3.2. The library promotes and supports information literacy and resources to assist residents with their questions and information needs. Databases are easily accessible and our users can easily find information.
- 2.3.3. The library will provide opportunities for online learning and creation.

**2.4. The library will be a leader in the community by providing opportunities for residents to experiment with technology as well as receive instruction and assistance.**

- 2.4.1. Technology classes will meet the interests and needs of the community.
- 2.4.2. The library will provide assistance to patrons of all ages on how to use devices and software offered by the library.
- 2.4.3. Staff will identify and provide technology that residents want to check out for home use.

**2.5. The library supports the cultural diversity of our community through services and resources.**

- 2.5.1. The library will partner with community and area organizations that represent or provide services to ethnic groups within the community.
- 2.5.2. Staff will determine how the library can effectively promote to the various ethnic groups.
- 2.5.3. The foreign language materials available through SWAN will be promoted to the community.
- 2.5.4. The library will provide magazines in foreign languages.
- 2.5.5. Staff will assess development of collections of foreign language materials.
- 2.5.6. The library will offer programs and services that promote an appreciation and understanding of our community's diverse heritage.
- 2.5.7. The library will enhance ESL services.
- 2.5.8. The library will provide bi-lingual programming.

### **3. Enhance community engagement**

***The library is an active member of the community taking library services beyond our walls and building relationships. As a community center, we bring people together to share ideas, skills and knowledge.***

#### **3.1. The library is more visible in the community.**

- 3.1.1. Staff will develop more offsite programming.
- 3.1.2. The library will participate in community events.
- 3.1.3. The library has a fully developed and implemented advocacy plan.

#### **3.2. The library creates partnerships throughout the community that provide mutual benefits and enhance the community.**

- 3.2.1. An evaluation tool will be developed to evaluate the benefit of established partnerships.
- 3.2.2. At least two new partnerships are developed each year.
- 3.2.3. The library has sustainable partnerships with the schools in the library district.
- 3.2.4. The library will use community partnerships to identify strengths and needs in the community.

#### **3.3. The library will provide opportunities for residents gather at the library and activities that feature the community.**

- 3.3.1. Staff will develop a plan for featuring local organizations.
- 3.3.2. The library will develop programming that promotes sharing of ideas, skill and knowledge among residents.
- 3.3.3. Staff will identify and offer meet-up opportunities for various demographics.
- 3.3.4. The library will continue the Volunteer Fair and include service organizations.

#### **4. Practice exceptional organizational stewardship**

***Library staff, volunteers, the facility, technology and funding are all essential to delivering exceptional service. We manage and allocate these important resources to ensure our mission, vision and strategic goals and to support our progressiveness and responsiveness to our community.***

##### **4.1. The library provides a collaborative, supportive workplace and staff are confident in their ability to serve our members and guests.**

- 4.1.1. Staff competencies are established and staff trained accordingly.
- 4.1.2. Staff are knowledgeable about the services offered by the library.
- 4.1.3. The library will conduct an annual staff engagement survey.
- 4.1.4. A "One-Library" initiative will be developed.
- 4.1.5. Staff responsibilities and assignments will be reviewed regularly reviewed and adjusted in relation to strategic priorities.

##### **4.2. The building is designed to meet a wide variety of needs and is attractive and well-maintained. The library continues to implement environmental stewardship strategies.**

- 4.2.1. A facility enhancement plan will be created to explore better use of existing space to meet community priorities, support technologies and provide for staff needs.
- 4.2.2. The library uses "green" and "sustainable" practices and products in its facility.

##### **4.3. New sources of funding are developed using a variety of methods.**

- 4.3.1. Staff will annually identify needs and projects, developing summary statements with budgets.
- 4.3.2. Staff will apply for at least two grants each year.
- 4.3.3. We will evaluate and expand, refine the library's giving program.
- 4.3.4. A promotional plan will be created around the library's giving program.
- 4.3.5. The library will consider sponsorships.

**5. Inspire the community to explore the full range of library services**

*Residents are knowledgeable about and proud of the services offered by the library. They recognize the library as a community asset and trusted resource for enhancing their quality of life.*

**5.1. Develop ways to showcase the library.**

5.1.1. Tour will be developed and staff trained on how to give tours.

5.1.2. Scripts will be written on various topics for staff.

5.1.3. Staff will create "elevator speeches" on different topics.

5.1.4. Staff will create mini video tours and promotions.

**5.2. Residents understand how the library can enhance their lives.**

5.2.1. Marketing plans will be created to target community segments with timely information about library services and programs.

5.2.2. New ways of communicating with the community will be identified and developed.

5.2.3. The library will promote the value of library services in supporting various literacies, emphasizing staff expertise.

5.2.4. We will tell the library story using outcomes.

**5.3. Non-residents will understand how they can receive library service and see the value of purchasing a library card.**

5.3.1. We will prioritize areas where non-residents live and create a plan with timeline to market library services to them.

5.3.2. Staff will develop marketing materials appropriate to each area.

**5.4. Community stakeholders are well-informed about library services and accomplishments.**

5.4.1. The trustees will make a presentation to each village and city council/board annually.

5.4.2. The library director will meet with the director of each municipal body annually.

5.4.3. The library will regularly share library developed successes, initiatives, solutions and research.

5.4.4. The library will invite organizations to hold a meeting at the library and take a tour.

5.4.5. The library will invite elected officials for a tour.

**5.5. Library communication methods are continually evaluated as to their effectiveness.**

5.5.1. An assessment process for communication strategies is developed.

5.5.2. Social media tools are up-to-date, relevant and interactive.

5.5.3. The website is used effectively to promote materials and services.



RESOLUTION #2015-B

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
TRANSFER CORPORATE FUNDS TO  
BUILDING AND MAINTENANCE FUND

The Indian Prairie Public Library District Board of Trustees hereby resolves to transfer \$30,000 from the Corporate Fund to the Building and Maintenance Fund to be used for:

1. Chiller

Approved this 20th day of May, 2015.

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

Attest:

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

## April 2015 Listening Posts

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### Kids & Teens

Grandparents visiting with their grandson said, "Thank you this is a fabulous library. We will be back."

Mother using the self-check in K&T with her young child, said "Wow buddy you are so good at this." Child said, "I know this is the best funniest library."

Mom said to me this morning: I love the new check out...it doesn't yell at you!

After storytime (Talented Toddlers), a mom came to thank us and tell me that because of class her son now knows how to say his name. He practices our name rhyme in his sleep! (And he blew me kisses on the way out.)

One of our Talented Toddler members came to the library today. When she saw me she yelled across the floor "Miss Jane" and came running over to take my hand and say "I need good book, help me". We proceeded to the picture book area and she said "I want mouse and cookie story." which translates to "If you give a Mouse a Cookie" title for a 3 year old. We found the book and she said "another now George!" which means "Curious George". It is gratifying and amazing to witness the early literacy lessons and sharing of books with our youngest members translates so quickly to title recognition and understanding that librarians can find good books. What a good day!!!!

A patron asked if the K&T department would accept a box of craft items for the Wouldshop. Another patron overheard this and mentioned they were moving soon and would also like to donate craft supplies as a way to thank the staff, for being such a great library and giving this family all of the wonderful programs and activities they have enjoyed.

Nancy received this feedback on her Junior Genius evaluation from a patron and it was too good not to share with everyone: "I have been a card holder for 29 years. The programs have evolved with the times but still hold true to the mission of providing learning and fun for all. Thank you for a lifetime of service for my family!"

After story times today one of our 4 year-old members was checking items out at the new self-check. He stated to his mom that the figure on the screen looked like "Elmo" and asked me if that was his name. Just so all the staff knows we now have a name for the screen character.

**Circulation**

“This is my peaceful place. There’s just something about this library. I can just walk around and people are so friendly. I just like coming here because it makes me feel...happy!” said a patron.

“You guys have everything here!” said an elderly patron to me after I made a copy for her and then she needed the mailbox.

IP patron checked out seven instructional videos (art) in thin cases and remarked that she dislikes these new thin cases, they don’t snap shut easily.

Patron said how much they appreciated our notary services. They have used it several times.

Patron said we screwed up a perfectly good system, they are unhappy.

Patron said we should have left things the way they were! Not happy with the new system. .

Patron noticed we worked on our landscaping and mentioned the fresh mulch and said everything outside looks so neat and put together, very nice.

Patron told me that she loves the new catalogue.

Patron does not like the new self-checkout, preferred unlocking each item after scanning it. Joyce.

**Adult & Computer Help Desk**

Patron stopped to say her daughters were in town over the Easter weekend and they were both so impressed with how beautiful our library was. They said the patron should be here every day because no other library compared!

A Westmont member wanted to print from her iPad that she had just gotten for her retirement. She told me she spends her days off at our library because it is more convenient, more spacious and friendlier staff than her own library. She wishes she could attend our programs but understands they are only open to members. I gave her one of our “Can we quote you?” forms and asked her when she had time if she would fill it out.

You guys always have whatever any of us want. My library (LaGrange) is just good for ordering from other libraries. You’re the go-to place.

Patron likes our website, but wishes the library newsletter appeared under “Programs and Events” instead of under the footer “The Library” -- too difficult to view available programs in Evanced.

Many comments this week about how wonderful the adult programs are.

“You guys are terrific!”

April 2015 Listening Posts

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Adult & Computer Help Desk

I love the new self-check – it is quiet. I didn't like hearing the lady on the old system.

Technology

Administration