

Truth in Taxation Hearing

November 20, 2013 - 7 p.m. – Conference Room

- A. Call to Order and Statement of Purpose (to provide opportunity for public comment on the proposed property tax levy increase).
- B. Public Questions/Comments
- C. Closing of Hearing

Page 4

Board of Trustees Regular Meeting

November 20, 2013 – 7:10 p.m. – Conference Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Victoria Suriano

- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

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

- C. Public Comment

- D. Communications and Announcements

- 1. Barmada to Indian Prairie re: Muslim Journeys Grant Page 5
- 2. Bukovac to DiStasio re: Donation Page 6
- 3. Bukovac to Leuser re: Donation Page 7
- 4. Ritzman to Public Library Clients re: Firearm Concealed Carry Act Page 8
- 5. Branham to Bukovac re: Darien Park District Garden Club Plant Sale Page 10
- 6. Bukovac to Branham re: Darien Park District Garden Club Plant Sale Page 11
- 7. Darien Historical Society to Suriano re: The Future of the Historical Society Page 12

- E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 16, 2013 Page 14
- 2. Treasurer's Report Page 18
- 3. Action on Bill/Additional Bills Page 22
- 4. 2014 Days Closed Page 27

BOARD MEETING – NOVEMBER 20, 2013 – PAGE 2

Omnibus Consent Agenda (continued)

5. Ordinance #2013-7 Directing County Clerk as to PTELL Reduction Page 28

6. Firearm Concealed Carry Policy Page 30

F. Items Deleted from Omnibus Consent Agenda

G. Library Director’s Report Page 31 Information

H. Staff Report
Debbie Wordinger, Head of Adult Services, Page 49 Information

I. Reports

- 1. WB/BR Chamber of Commerce Meeting (none)
- 2. Darien Chamber of Commerce (Cigler) Page 64 Information
- 3. RAILS Page 65 Information
- 4. Building and Grounds Committee (no report)
- 5. Finance Committee (no report)
- 6. Plan/Annexation Committee (no report)
- 7. Policy Committee (no report)

J. Unfinished Business

- 1. Ordinance #2013-8 Levying and Assessing Taxes Page 69 Action
- 2. Appointment of Library Trustees Information

K. New Business

- 1. FY2012/2013 Audit Report Page 73 Information
- 2. Partnering with Willowbrook Park District to Provide Computer Classes Discussion

L. Meetings Scheduled

- 1. Building and Ground Committee – set date to meet

M. Community Events

N. Library Events

Genealogy Group	11/21/2013	1:00 PM
Poetry workshop	11/21/2013	6:30 PM
Crime Readers Book Discussion	11/21/2013	7:00 PM
Current Events Group	11/25/2013	7:00 PM
Needlers	11/26/2013	7:00 PM
Movies & More:Harper	11/29/2013	7:00 PM
Adult Chess Group	12/2/2013	6:00 PM
Craft It!	12/3/2013	7:00 PM
The Christmas Canvas	12/4/2013	7:00 PM

BOARD MEETING – NOVEMBER 20, 2013 – PAGE 3

Library Events (continued)

ESL Conversation Group	12/7/2013	10:00 AM
Adult Chess Group	12/9/2013	6:00 PM
Current Events Group	12/9/2013	7:00 PM
Needlers	12/10/2013	7:00 PM
Job Seekers Counseling	12/11/2013	2:00 PM
Job Seekers Counseling	12/11/2013	3:30 PM
Novel Idea- Light On Snow by Anita Shreve	12/11/2013	7:00 PM
Adult Chess Group	12/16/2013	6:00 PM

O. Adjournment

4

NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

1. A public hearing to approve a proposed property tax levy increase for the Indian Prairie Public Library District for 2013 (2013-14 fiscal year) will be held on November 20, 2013 at 7 p.m. at the Library, 401 Plainfield Road, Darien, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jamie Bukovac, Library Director, 401 Plainfield Road, Darien, Illinois, phone 630/887-8760, ext. 242.
2. The corporate and special purpose property taxes extended or abated for 2012 were \$3,143,629.
The proposed corporate and special purpose property taxes to be levied for 2013 are \$3,505,745. This represents an 11.52% increase over the previous year.
3. The property taxes extended or abated for debt service and public building commission leases for 2012 were \$485,845.
The estimated property taxes to be levied for debt service and public building commission leases for 2013 are \$466,200. This represents a 4.21% decrease over the previous year.
4. The total property taxes extended or abated for 2012 were \$3,629,474.
The estimated total property taxes to be levied for 2013 are \$3,971,945. This represents a 9.44% increase over the previous year.

AD#672329, Pub:11/7/13

Can we quote you?

If you'll write down your comments, we may use them in library publicity.

I am really thrilled that my library, TPL, has taken the initiative to apply for the National Endowment of the Humanities grant, Muslim Journeys, because by doing so it helps to build bridges among the citizens of the USA. I, as a Muslim American citizen, strongly believe that a good library is, in addition to being a knowledge dissemination tool, can also be a bridge-builder.

Name: WARKA BARNADA

City: WILLOWBROOK

Date: 11/5/2013

We will not publish your email or phone; we're only asking in case we want to verify something.

401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info



November 7, 2013

Arthur DiStasio
7623 Sussex Creek Dr., Apt. 307
Darien, IL 60561-4847

Dear Mr. DiStasio:

On behalf of the library trustees and staff I want to thank you for your generous donation of \$500.00 to the library. The donation will be used to purchase Great Courses DVDs. We have created a special section for the Great Courses and our patrons are really enjoying them. Your donation will add to that enjoyment. Each DVD will include an acknowledgment of your donation.

As you know, gifts to the library are charitable contributions. No goods or services were provided in exchange for this donation. We truly appreciate the opportunities your donations have provided over the years. Thank you so much for your continued support.

Sincerely,

A handwritten signature in cursive script that reads "Jamie".

Jamie Bukovac
Library Director

Board of Trustees

Crystal Megaridis /President Jo Ann Schusterich /Vice President Marian Krupicka /Treasurer Victoria Suriano/Secretary
Paul Oggerino/Trustee Luanne Spiros/Trustee Robert Thomas/Trustee Jamie Bukovac/Library Director

401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info



October 15, 2013

Helene and Robert Leuser
6212 Lake Park Lane
Willowbrook, IL 60527

Dear Mr. and Mrs. Leuser,

On behalf of the Library Board of Trustees and the staff of the Indian Prairie Public Library, I want to extend a sincere thank you for your donation of the Charles Vickery print, *The Sea Witch*, which is a dual remarked, signed print. It is a beautiful print and it will have a prominent place on the first floor with the other Vickery prints.

As you know, gifts to the library are charitable contributions and you received no goods or services in exchange for this donation.

We appreciate your thoughtfulness and generosity to the library.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jamie Bukovac".

Jamie Bukovac
Director

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

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

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

FIREARM CONCEALED CARRY ACT

TO: Public Library Clients
FROM: Roger Ritzman
Mark Ritzman
DATE: October 17, 2013

This Memorandum addresses applicability of the Firearm Concealed Carry Act to public libraries.

In July, 2013, Illinois lawmakers passed the Firearm Concealed Carry Act ("FCCA")¹. Under the FCCA, citizens with a permit (licensees) may carry a concealed firearm subject to exceptions prohibiting possession on certain types of property, e.g., public libraries, schools, etc.² The FCCA gave lawmakers 180 days to establish a permitting system. As a result, it likely will be late 2013/early 2014 before citizens may legally carry concealed firearms. As of now, there are no licensees as the permitting process has not been established/finalized.

Most public libraries already have policies prohibiting firearms in the library or on library property. With the FCCA, public libraries may wish to update their policy. While it is a violation of the FCCA to possess firearms on public library property, an updated library policy reinforces/affirms a Library's position. We recommend that a Library's policy include sanctions/loss of Library privileges. Please note there are criminal sanctions under the FCCA.³

A sample Ordinance/Resolution is attached.⁴

¹ Illinois Public Act 098-0063; 430 ILCS 66/1 *et seq.*

² 430 ILCS 66/65

³ Class B Misdemeanor (maximum of 180 days in jail and maximum fine of \$1,500).

⁴ Village Libraries and City Libraries may prefer Resolutions to Ordinances.

As to the duration of any loss of Library privileges (see Section 2 of the draft Ordinance/Resolution), a Library Board has discretion.

As to sanctions against employees, you may wish to review your Employee Handbook/Personnel Policy.

Please note that the FCCA requires posting of signs even though possession of a firearm on library property is prohibited by Section 65 of the FCCA. The relevant provision of the FCCA states:

Signs stating that the carrying of firearms is prohibited shall be clearly and conspicuously posted at the entrance of a building, premises, or real property specified in this Section as a prohibited area, unless the building or premises is a private residence. Signs shall be of a uniform design as established by the Department (State Police) and shall be 4 inches by 6 inches in size. The Department shall adopt rules for standardized signs to be used under this subsection. (Section 65(d)).

The State Police recently released a template of an approved sign (see www.isp.state.il.us/firearms/ccw; see attached);

We remind you that possession of a firearm on public library property is allowed under strict limits (see Section 4 of the Ordinance/Resolution and Section 65(b) of the FCCA), i.e., a licensee is permitted to carry a concealed firearm:

into a parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

We will continue to monitor developments in this area and will provide periodic updates as appropriate.

Roger A. Ritzman
Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
Phone (630) 665-1900
Facsimile (630) 665-0407
M:_LIBRARYDISTMEMO\Firearm Concealed Carry Act.docx

Liza Branham
9 South 85 Nantucket Dr.
Darien, IL 60561
October 24, 2013

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

Dear Jamie,

Our garden club has started making some preliminary plans for our 2014 plant sale. Since the first Saturday in June (June 7) is so late next year we think it would be better to have the sale on Saturday, May 31.

We hope to get your approval to have our sale on the library grounds on that date. Our format is the same as previous years. The sale will be from 10 am to 2 pm on May 31. We would have one large tent and some smaller canopies with signage at the corner of Plainfield Road and Clarendon Hills Road and at both entrances to the library.

Our club is very grateful for the Indian Prairie Public Library's support of our plant sale in the past and we look forward to continuing our cooperative relationship in the future.

You can reach me at 630-964-2614 or lbranham@att.net.

Sincerely,



Liza Branham
Co-Chair, Plant Sale Committee
Darien Park District Garden Club

Cc: Laura Birmingham, Assistant Director
Cathy Streett, Co-Chair, Plant Sale Committee



401 Plainfield Road | Darien, Illinois 60561-4207
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October 28, 2013

Liza Branham
Darien Park District Garden Club
9 South 85 Nantucket Dr.
Darien, IL 60561

Dear Liza:

We would be happy to partner with the Garden Club for their annual plant sale on May 31. As in past years, we will also be partnering with the Garden Club to present a program. The plant sale is a nice tie-in to the programming. In past years the plant sale has been quite successful and I wish the same for you next year.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Bukovac", is written over the typed name and title.

Jamie Bukovac
Director

Darien Historical Society

October 30, 2013



Kathleen Weaver
Mayor City of Darien

Robert Rzeszuklo
Board President, District 61

Victoria Suriano
President, Indian Prairie Library

Raymond Jablonski
President, Darien Park District

The Darien Historical Society is reaching out to our partners in the community regarding the future of the Historical Society. DHS is at a crossroads. We have neither the volunteers nor the resources to deal with the FOLLOWING PRIORITIES:

- **Completing the impending maintenance issues of the museum building**
- **Archiving the storage of documents, newspapers and photographs**
- **Pursuing the acquisition of artifacts relevant to Darien's history and to display these artifacts in a museum quality manner**

What are our current **critical** capital needs?

1. Up-to-date Computer Technology
2. A new furnace
3. A new roof
4. Chimney tuckpointing
5. Painting Exterior of Building
6. Restoration and maintenance of 1st floor wooden floors
7. Back Door Repair
8. Cellar Door Repair
9. Mice Infestation
10. Landscaping Upkeep
11. Interior Painting
12. Light for Outdoor Flagpole

At the present time, DHS only has the revenues to maintain the status quo. Our current revenues include dues, donations, fundraising events such as the Sunday dinner, Ice Cream Social, Tag Day, and the sales of History of Darien book. Our FY 2013 Revenues were \$7,982.00 with expenditures of \$6,650.00.

We would like to explore any suggestions provided by our community partners in advancing the goals of the Historical Society. It is important to determine if the community values the historical society and considers it an important part of our city, and if so, what can we do together to further the goals of the DHS.

I would like to suggest a meeting with our community partners to begin a dialogue on the future of the Darien Historical Society. The City of Darien has graciously offered to host our get together and setting a date that we could mutually agree upon. I am excited about the possibilities that lie before us in creating the best historical society in DuPage County.

John Poteraske 
President - Darien Historical Society

14

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 16, 2013

**Board of Trustees Regular Meeting
October 16, 2013 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:04 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski
Others: Dorothy Schardt, a Willowbrook resident interested in one of the open Trustee positions

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

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

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

- C. Public Comment – none

D. Communications and Announcements

1. Bitto to Birmingham re: Library as High School Evacuation Site

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 18, 2013
2. Treasurer's Report
3. Action on Bills/Additional Bills
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Deshmukh seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac showed the Board a Charles Vickery Print (The Sea Witch) that was donated to the library by Helene and Robert Leuser. The 25th anniversary celebration will be held on April 26. Activities will be going on throughout the building. A timeline of the library has been created and we will be highlighting events in the newsletter. Krupicka has volunteered to go through our photos and choose ones representing events in the library's history. We'll have rotating graphics in the lobby and digital frames. The adult and kids/teens departments are creating

programming; staff will dress in 80's attire; the lobby will be decorated. We will ask patrons to share their memories and display them in the library and on-line.

eTutor Videos - Bukovac explained that developing these short how-to videos to help patrons with our library services has been one of our goals. Dave Bunn has begun creating these. Bukovac demonstrated a few of the videos which include categories such as computer classes, library services and SWAN.

National Library Trends – Bukovac said it's important to know what's going on at other libraries. She will be sharing more articles and we will have discussions in 2014 as to the direction the Trustees want to go in. She shared a powerpoint presentation with the Board highlighting the current trends in libraries which include digital media labs, 3D printers and makerspace. Libraries are creating opportunities for people to try out various equipment/software as well as opportunities to invent and create. Bukovac noted that these trends continue the idea that the library is a community space; a place to learn and connect with other people. It's a very exciting time for libraries.

H. Staff Report - none

I. Reports

- 1. WB/BR Chamber of Commerce – Cigler's report is in the packet.
- 2. Darien Chamber of Commerce - (none)
- 3. RAILS – backup is in the packet.
- 4. Building and Grounds Committee - (no report)
- 5. Finance Committee – (no report)
- 6. Plan/Annexation Committee (no report)
- 7. Policy Committee – (no report)

J. Unfinished Business

- 1. Appointment of Library Trustees – The Board decided to save the candidate interviews/voting for the December Board Meeting and to cancel the Special Board Meeting scheduled for November 13.
- 2. Approval of Changes to Bylaws – Damon moved, Deshmukh seconded to approve the changes to bylaws as amended by the Board's discussion. Motion carried unanimously.

K. New Business

- 1. Request to Dispose of Library Property – Krupicka moved, Damon seconded to dispose of library property. Motion carried unanimously.
- 2. Draft of Levy for FY 2013-2014 – Bukovac explained that we ask for a higher amount than is actually budgeted for or allowed under the tax cap in case there is new construction in the district. If our levy amount was not high enough to cover the taxes that would be received from new construction we would lose that money. The counties always adjust our levy according to the tax cap so we don't actually get the money that is asked for in the levy.
- 3. Resolution #2013-G To Determine Estimate of Funds Needed for 2013-2014 Fiscal Year – Damon moved, Lacayo seconded to approve Resolution #2013-G To Determine Estimate of Funds Needed for 2013-2014 Fiscal Year. Motion carried unanimously.
- 4. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District – Krupicka moved, Beshmukh seconded to approve the Notice of Proposed Property Tax Increase for Indian Prairie Public Library District. Motion carried unanimously.
- 5. Resolution #2013-H Honoring Luanne Spiros – Suriano read the resolution. Krupicka moved, Lacayo seconded to approve Resolution #2013-H Honoring Luanne Spiros. Motion carried unanimously.

6. Appointment of Vice-President – Damon volunteered for the position. Lacayo moved, Deshmukh seconded that Damon be Vice-President. Motion carried unanimously.

L. Scheduled Meetings

1. The Special Board Meeting scheduled for November 13 was cancelled.

M. Community Events

N. Library Events

Write-On Cool Compositions Contest	10/16/2013	All Day
Write-On Cool Compositions Contest	10/17/2013	All Day
Write-On Critique Group	10/17/2013	4:30 PM
Poetry workshop	10/17/2013	6:30 PM
Crime Readers Book Discussion	10/17/2013	7:00 PM
Write-On Cool Compositions Contest	10/18/2013	All Day
Write-On Cool Compositions Contest	10/19/2013	All Day
ESL Conversation Group	10/19/2013	10:00 AM
TAB	10/19/2013	2:30 PM
Write-On Cool Compositions Contest	10/20/2013	All Day
Write-On Cool Compositions Contest	10/21/2013	All Day
Beginner Mah-Jongg	10/21/2013	9:30 AM
Adult Chess Group	10/21/2013	6:00 PM
GenLit (for 20-30somethings)	10/21/2013	6:30 PM
Islamic Art: Mirror of the Invisible World	10/21/2013	7:00 PM
Write-On Cool Compositions Contest	10/22/2013	All Day
Introduction to Excel	10/22/2013	3:30 PM
Facebook 101	10/22/2013	6:00 PM
Needlers	10/22/2013	7:00 PM
Write-On Cool Compositions Contest	10/23/2013	All Day
4th Wednesdays: Know the 10 Signs: Early Detection Matters	10/23/2013	1:00 PM
Beginners Genealogy on the Web	10/23/2013	7:00 PM
Write-On Cool Compositions Contest	10/24/2013	All Day
Genealogy Group	10/24/2013	1:00 PM
Free Investment Resources	10/24/2013	2:00 PM
Write-On Critique Group	10/24/2013	4:30 PM
Write-On Cool Compositions Contest	10/25/2013	All Day
Write-On Cool Compositions Contest	10/26/2013	All Day
Recycling & Shredding Event	10/26/2013	9:00 AM
Genealogy Research After Hours	10/26/2013	6:30 PM
Write-On Cool Compositions Contest	10/27/2013	All Day
Write-On Cool Compositions Contest	10/28/2013	All Day
Beginner Mah-Jongg	10/28/2013	9:30 AM
Current Events Group	10/28/2013	7:00 PM
Comparative Religions	10/29/2013	7:00 PM
AtoZdatabases Lunch 'n' Learn	10/30/2013	11:30 AM
Chamber Event: AtoZdatabases Lunch and Learn	10/30/2013	1:00 PM
Kindle Users: Learn How to Download eBooks	10/30/2013	6:00 PM
iPad Users: Learn How to Download eBooks	10/30/2013	7:30 PM

Write-On Critique Group	10/31/2013	4:30 PM
Movies & More: The Big Sleep	11/1/2013	7:00 PM
ESL Conversation Group	11/2/2013	10:00 AM
Beginner Mah-Jongg	11/4/2013	9:30 AM
Excel Charts and Graphs	11/4/2013	6:00 PM
Adult Chess Group	11/4/2013	6:00 PM
Sweet and Savory Ramadan	11/6/2013	1:00 PM
All About eBooks -- Drop in!	11/7/2013	2:00 PM
Legend Book Discussion	11/7/2013	4:30 PM
Senior Friday Fun Days	11/8/2013	10:00 AM
Write-On Open Mic Night	11/8/2013	7:00 PM
Celebrating 25 years--Come to The Cabaret!	11/10/2013	2:00 PM
Beginner Mah-Jongg	11/11/2013	9:30 AM
Adult Chess Group	11/11/2013	6:00 PM
Current Events Group	11/11/2013	7:00 PM
An Evening with Marie Lu	11/12/2013	7:00 PM
Needlers	11/12/2013	7:00 PM
Pierre Salinger and Kennedy's Camelot	11/13/2013	7:00 PM
Novel Idea- Solomon's Oak by Jo-Ann Mapson	11/13/2013	7:00 PM
Practice ACT	11/16/2013	10:00 AM
ESL Conversation Group	11/16/2013	10:00 AM
Jane Austen and Her Women	11/17/2013	2:00 PM
Adult Chess Group	11/18/2013	6:00 PM
What's with the Weather?	11/18/2013	7:00 PM

O. Adjournment

At 8:30 p.m. Krupicka moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/2013

Balance on hand as of September 30, 2013.....	4,152,827.80
Cash Receipts for October.....	75,804.09
Cash Disbursements for October.....	266,242.13
Cash on hand as of October 31, 2013.....	3,962,389.76
Illinois Funds (Money Market) - Average Monthly Rate 0.032%	
General.....	1,028,662.09
Special Reserve.....	20,949.16
Working Cash.....	315.06
Bond.....	433,966.86
Children's Endowment.....	2,885.81
Endowment.....	11,170.41
<u>MPI Investments</u>	1,155,656.99

JP Morgan Chase - Savings - Rate .10%	
General.....	882,548.03

Working Cash Fund

MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	30,219.68
Hinsdale Bank & Trust - Checking.....	4,409.30
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of October, 2013.....	3,962,389.76

FUND BALANCES AS OF 10/31/2013

Corporate Fund.....	2,795,423.40
Building & Maintenance Fund.....	118,997.76
I.M.R.F. Fund.....	8,566.39
Liability Fund.....	6,596.02
Social Security Fund.....	13,068.33
Special Reserve Fund.....	22,073.06
Working Cash Fund.....	391,404.72
Bond Fund.....	531,474.19
Misc. Balance Sheet Accounts from all Funds.....	74,785.89
Grand Total All Funds.....	3,962,389.76

19

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

Percent of Year: 33.33

	RECEIVED October 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	49,417.18	3,165,069.10	97.83%	3,235,315.00	70,245.90
41110 · Bond Property Taxes	7,128.93	229,587.02	48.45%	473,860.00	244,272.98
41150 · Non-current Property Taxes	76.80	624.53	208.18%	300.00	-324.53
43100 · Interest-Tax Levy	19.72	86.40	0.00%	0.00	-86.40
TOTAL PROPERTY TAX & LEVY INTEREST	56,642.63	3,395,367.05	91.53%	3,709,475.00	314,107.95
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	42,000.00	42,000.00
INTEREST					
43200 · Interest -Checking	3.46	14.99	14.99%	100.00	85.01
43500 · Interest - Investment	114.97	290.58	29.06%	1,000.00	709.42
TOTAL INTEREST	118.43	305.57	27.78%	1,100.00	794.43
DESK MONIES					
45100 · Copier	534.15	2,011.85	44.71%	4,500.00	2,488.15
45120 · Computer Copies	985.07	4,275.03	42.75%	10,000.00	5,724.97
45200 · Fines/Fees	4,783.10	19,729.66	34.61%	57,000.00	37,270.34
45250 · Gifts/Donations	20.00	640.00	32.00%	2,000.00	1,360.00
45300 · Lost Materials	836.70	5,809.74	52.82%	11,000.00	5,190.26
45350 · Non-Resident Fees	9,073.00	31,834.11	37.45%	85,000.00	53,165.89
45400 · DVD Fines	905.65	4,446.91	49.41%	9,000.00	4,553.09
45450 · Book Rental	201.60	841.70	40.08%	2,100.00	1,258.30
45550 · Meeting Room Rental	0.00	0.00	0.00%	200.00	200.00
45600 · ILL Fees	27.00	186.90	37.38%	500.00	313.10
TOTAL DESK MONIES	17,366.27	69,775.90	38.49%	181,300.00	111,524.10
OTHER INCOME					
46700 · Miscellaneous	4.00	69.67	4.35%	1,600.00	1,530.33
46750 · Collection Agency Fee	30.00	170.00	0.00%	0.00	-170.00
TOTAL OTHER INCOME	34.00	239.67	14.98%	1,600.00	1,360.33
GRAND TOTAL	74,161.33	3,465,688.19	88.06%	3,935,475.00	469,786.81

20

Indian Prairie Public Library District Consolidated Expenditures Report for October 2013

Percent of Year: 33.33

	October 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
PERSONNEL							
61100 · Salaries	150,682.35	593,812.77	30.08%	1,974,041.00	1,380,228.23	2,033,262.00	1,439,449.23
61310 · Benefits - Medical / Life Ins.	8,610.84	37,528.10	32.78%	114,500.00	76,971.90	132,000.00	94,471.90
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	2,600.00
61330 · Benefits - IMRF	13,884.96	56,260.97	30.07%	187,083.00	130,822.03	137,500.00	81,239.03
61340 · Benefits - FICA	11,410.11	44,941.98	30.70%	146,389.00	101,447.02	93,500.00	48,558.02
61400 · Staff Development	807.36	5,047.64	27.43%	18,400.00	13,352.36	25,000.00	19,952.36
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	1,000.00
61600 · Board Development	0.00	75.00	5.00%	1,500.00	1,425.00	22,000.00	21,925.00
61710 · Workers Compensation	0.00	12,414.00	112.64%	11,021.00	-1,393.00	15,000.00	2,586.00
61720 · Unemployment Insurance	216.75	1,146.99	25.49%	4,500.00	3,353.01	7,000.00	5,853.01
TOTAL PERSONNEL	185,612.37	751,227.45	30.54%	2,459,934.00	1,708,706.55	2,468,862.00	1,717,634.55
MATERIALS							
62100 · Books	28,614.67	70,259.72	28.20%	249,175.00	178,915.28	255,000.00	184,740.28
62200 · Periodicals	-587.49	12,123.87	33.54%	36,150.00	24,026.13	42,000.00	29,876.13
62300 · Audio	5,152.31	16,377.23	32.72%	50,050.00	33,672.77	52,000.00	35,622.77
62400 · Video	5,665.85	15,478.44	28.04%	55,200.00	39,721.56	60,000.00	44,521.56
62500 · Multi-Media	23.93	558.29	27.92%	2,000.00	1,441.71	2,300.00	1,741.71
62600 · Electronic Reference Resources	0.00	43,993.21	67.21%	65,455.00	21,461.79	69,500.00	25,506.79
62800 · Processing Supplies	3,159.16	10,400.12	45.22%	23,000.00	12,599.88	25,000.00	14,599.88
TOTAL MATERIALS	42,028.43	169,190.88	35.17%	481,030.00	311,839.12	505,800.00	336,609.12
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
63200 · Cleaning Service	7,010.80	22,205.30	34.16%	65,000.00	42,794.70	70,000.00	47,794.70
63300 · Utilities (1-8-11 · Gas)	341.51	1,787.74	14.90%	12,000.00	10,212.26	0.00	-1,787.74
63300 · Utilities (1-8-12 · Electric)	5,346.42	20,950.47	34.92%	60,000.00	39,049.53	0.00	0.00
63300 · Utilities (1-8-13 · Telephone)	765.72	3,855.44	35.05%	11,000.00	7,144.56	0.00	0.00
63300 · Utilities (1-8-14 · Water/Sewer)	99.00	1,727.30	41.13%	4,200.00	2,472.70	0.00	0.00
63300 · Utilities (1-8-15 · Garbage Disposal)	226.94	967.91	32.26%	3,000.00	2,032.09	0.00	0.00
63400 · Maintenance Supplies	950.32	4,971.84	31.07%	16,000.00	11,028.16	20,000.00	15,028.16
63500 · Security System Monitoring	0.00	309.00	20.60%	1,500.00	1,191.00	2,000.00	1,691.00
63600 · Property Maintenance	847.00	4,773.93	22.73%	21,000.00	16,226.07	30,000.00	25,226.07
63800 · Building Maintenance/Repairs	692.75	13,232.85	0.00%	43,000.00	29,767.15	55,000.00	41,767.15
TOTAL BUILDING	16,280.46	74,781.78	31.59%	236,700.00	161,918.22	177,000.00	129,719.34
OPERATIONS							
64200 · Supplies - Office	591.85	3,374.35	25.96%	13,000.00	9,625.65	16,000.00	12,625.65
64300 · Photocopy Supplies	633.69	1,581.60	35.15%	4,500.00	2,918.40	5,500.00	3,918.40
64400 · Patron Card Supplies	0.00	0.00	0.00%	4,500.00	4,500.00	5,000.00	5,000.00
64500 · Postage	13.48	269.73	3.85%	7,000.00	6,730.27	9,000.00	8,730.27
64600 · Non-Payment Reimbursement	0.00	2,033.01	58.09%	3,500.00	1,466.99	6,000.00	3,966.99
64700 · Travel	25.43	145.09	22.32%	650.00	504.91	1,000.00	854.91
64800 · Organizational Memberships	0.00	100.00	5.56%	1,800.00	1,700.00	2,200.00	2,100.00
64900 · Bank Fees	229.87	949.80	35.18%	2,700.00	1,750.20	0.00	-949.80
TOTAL OPERATION	1,494.32	8,453.58	22.45%	37,850.00	29,196.42	44,700.00	36,246.42
AUTOMATION							
65100 · Supplies (paper, ink cartridge)	1,643.82	5,110.87	53.80%	9,500.00	4,389.13	11,000.00	5,889.13
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	10,000.00	10,000.00
65300 · Purchase of Equipment	305.53	6,269.82	34.89%	17,970.00	11,700.18	21,000.00	14,730.18
65400 · Automation Equip Mnt/Repair	230.92	1,042.39	69.49%	1,500.00	457.61	4,000.00	2,957.61
65500 · Software	149.93	7,595.14	35.91%	21,148.00	13,552.86	24,000.00	16,404.86
65600 · SWAN	12,729.50	25,459.00	50.40%	50,518.00	25,059.00	53,000.00	27,541.00
65700 · Telecommunications	527.89	2,082.52	33.06%	6,300.00	4,217.48	9,000.00	6,917.48

21

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

Percent of Year: 33.33

	October 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
TOTAL AUTOMATION	15,587.59	47,559.74	42.49%	111,936.00	64,376.26	132,000.00	84,440.26
CONTRACTUAL SERVICES							
66100 · General Professional Services	150.00	914.00	6.77%	13,500.00	12,586.00	29,000.00	28,086.00
66200 · Credit Bureau	44.75	362.70	24.18%	1,500.00	1,137.30	2,000.00	1,637.30
66300 · Equipment-Maintenance Repair	984.57	1,969.73	24.02%	8,200.00	6,230.27	9,800.00	7,830.27
66900 · Fees - Bond Registrar	0.00	10.00	0.00%	500.00	490.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	1,179.32	3,256.43	13.74%	23,700.00	20,443.57	40,800.00	37,553.57
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	0.00	-8,841.00
67200 · Bonding	0.00	0.00	0.00%	2,100.00	2,100.00	0.00	0.00
67300 · Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	0.00	-2,984.00
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	0.00	-3,283.00
TOTAL INSURANCE	0.00	15,108.00	87.80%	17,208.00	2,100.00	0.00	-15,108.00
MARKETING							
68110 · Marketing Newsletter	0.00	5,934.12	24.54%	24,185.00	18,250.88	25,800.00	19,865.88
68210 · Marketing Advertising	0.00	2,433.11	81.10%	3,000.00	566.89	5,000.00	2,566.89
68310 · Marketing Supplies	140.99	349.02	13.96%	2,500.00	2,150.98	4,000.00	3,650.98
68410 · Marketing-Information Printing	80.00	650.28	16.26%	4,000.00	3,349.72	7,500.00	6,849.72
68500 · Legal Notices	633.60	804.00	67.00%	1,200.00	396.00	2,000.00	1,196.00
68600 · Special Events	1,186.19	6,021.19	23.89%	25,200.00	19,178.81	30,000.00	23,978.81
TOTAL PUBLIC INFORMATION	2,040.78	16,191.72	26.95%	60,085.00	43,893.28	74,300.00	58,108.28
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	189.99	0.00%	0.00	-189.99	0.00	0.00
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69300 · Bond Interest and Principal	0.00	0.00	0.00%	461,597.00	461,597.00	0.00	0.00
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	57.42	1,238.73	3.71%	33,372.00	32,133.27	80,000.00	78,761.27
TOTAL CAPITAL OUTLAY & CONTINGENCY	57.42	1,428.72	0.29%	494,969.00	493,540.28	80,000.00	78,761.27
GRAND TOTAL	264,280.69	1,087,198.30	27.71%	3,923,212.00	2,836,013.70	3,523,462.00	2,463,964.81

ACTION ON BILLS October 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank - Bills for Approval	44784 thru 44888	\$ 91,986.12
Chase Bank - Salaries for October	35525 thru 35557	\$ 9,076.71
Hinsdale Bank - Direct Deposits	& 16506 thru 16657	\$ 98,714.05

MONTH'S TOTAL: \$ 199,776.88

Indian Prairie Public Library District
 Check Register

23

October 1 through October 31, 2013

Type	Date	Num	Name	Amount
10121 · Checking	JP Morgan Chase			
Bill Pmt Check	10/02/2013	44784	Boscarino, Neria	18.30
Bill Pmt Check	10/02/2013	44785	Cerny, Katarina	14.50
Bill Pmt Check	10/02/2013	44786	Distinctive Interiors	400.00
Bill Pmt Check	10/02/2013	44787	Hinsdale Humane Society	50.00
Bill Pmt Check	10/02/2013	44788	LaTour, Kristin L. -VOID	0.00 Program Cancelled
Bill Pmt Check	10/02/2013	44789	PC Mall	90.90
Bill Pmt Check	10/02/2013	44790	Showcases	198.30
Bill Pmt Check	10/02/2013	44791	Vorreyer, Donna - VOID	0.00 Program Cancelled
Bill Pmt Check	10/09/2013	44792	Baker & Taylor	6,020.86
Bill Pmt Check	10/09/2013	44793	Baker & Taylor (video)	1,151.06
Bill Pmt Check	10/09/2013	44794	Constellation	5,346.42
Bill Pmt Check	10/09/2013	44795	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	10/09/2013	44796	Inkwell	416.97
Bill Pmt Check	10/09/2013	44797	Innovation Experts	55.00
Bill Pmt Check	10/09/2013	44798	Midwest Tape	777.54
Bill Pmt Check	10/09/2013	44799	Mister Natural Services, Inc.	1,931.00
Bill Pmt Check	10/09/2013	44800	Phillip's Interior Plants	215.00
Bill Pmt Check	10/09/2013	44801	Rogers Vending	96.59
Bill Pmt Check	10/09/2013	44802	ScotPress Printing	80.00
Bill Pmt Check	10/09/2013	44803	Sebert Landscaping	697.00
Bill Pmt Check	10/09/2013	44804	Siebert Enterprises	75.00
Bill Pmt Check	10/09/2013	44805	Unique Management	44.75
Liability Check	10/10/2013	44806	Adler & Associates	35.22
Liability Check	10/10/2013	44807	Nationwide Retirement	610.00
Liability Check	10/10/2013	44808	Vantagepoint	1,077.00
Liability Check	10/21/2013	44809	Petty Cash - Maria Wlosinski	188.79
Liability Check	10/24/2013	44810	Adler & Associates	35.22
Liability Check	10/24/2013	44811	Nationwide Retirement	610.00
Liability Check	10/24/2013	44812	Vantagepoint	1,077.00
Liability Check	10/24/2013	44813	LIMRiCC	929.58
Bill Pmt Check	10/25/2013	44814	Advantage Microfilm Services	215.00
Bill Pmt Check	10/25/2013	44815	Aurico	150.00
Bill Pmt Check	10/25/2013	44816	Baker & Taylor	7,275.31
Bill Pmt Check	10/25/2013	44817	Baker & Taylor (video)	1,981.91
Bill Pmt Check	10/25/2013	44818	BCBS	6,956.16
Bill Pmt Check	10/25/2013	44819	Bielski, Ursula	200.00
Bill Pmt Check	10/25/2013	44820	C & S Sales Promotions, Inc.	226.90
Bill Pmt Check	10/25/2013	44821	Call One	690.72
Bill Pmt Check	10/25/2013	44822	Canon Business Solutions	769.57
Bill Pmt Check	10/25/2013	44823	Case Lots Inc.	484.60
Bill Pmt Check	10/25/2013	44824	Cigler, Christine	77.03
Bill Pmt Check	10/25/2013	44825	CM Financial Corporation	99.00
Bill Pmt Check	10/25/2013	44826	Comcast	229.85
Bill Pmt Check	10/25/2013	44827	DAC	124.50

Indian Prairie Public Library District Check Register

24

October 1 through October 31, 2013

Type	Date	Num	Name	Amount
Bill Pmt Check	10/25/2013	44828	Deucher., Suzanne	29.59
Bill Pmt Check	10/25/2013	44829	Diverse Media, Inc.	77.66
Bill Pmt Check	10/25/2013	44830	Dzierzbicki, Monica	102.06
Bill Pmt Check	10/25/2013	44831	Gale/CENGAGE Learning	1,873.97
Bill Pmt Check	10/25/2013	44832	Grey House Publishing, Inc.	164.50
Bill Pmt Check	10/25/2013	44833	Groot Industries, Inc.	226.94
Bill Pmt Check	10/25/2013	44834	Inkwell	537.46
Bill Pmt Check	10/25/2013	44835	JavaSmart USA LLC	115.87
Bill Pmt Check	10/25/2013	44836	Kroeschell Service	198.75
Bill Pmt Check	10/25/2013	44837	LexisNexis Matthew Bender	98.33
Bill Pmt Check	10/25/2013	44838	Lincoln National Life	86.58
Bill Pmt Check	10/25/2013	44839	MaryJanesFarm	19.95
Bill Pmt Check	10/25/2013	44840	Midwest Tape	1,003.67
Bill Pmt Check	10/25/2013	44841	O'Brien Ph.D., Thomas	200.00
Bill Pmt Check	10/25/2013	44842	OverDrive	1,011.44
Bill Pmt Check	10/25/2013	44843	Quill	31.49
Bill Pmt Check	10/25/2013	44844	Rubberdisc	510.50
Bill Pmt Check	10/25/2013	44845	Runco	400.67
Bill Pmt Check	10/25/2013	44846	Sebert Landscaping	150.00
Bill Pmt Check	10/25/2013	44847	Sheehan, Debbie	52.11
Bill Pmt Check	10/25/2013	44848	Speciality Mat Service	89.80
Bill Pmt Check	10/25/2013	44849	Suburban Door Check & Lock Service	94.00
Bill Pmt Check	10/25/2013	44850	SunTimes Media	633.60
Bill Pmt Check	10/25/2013	44851	SWAN	12,729.50
Bill Pmt Check	10/25/2013	44852	The Mailbox Yearbook	39.95
Bill Pmt Check	10/25/2013	44853	VSP Vision	86.66
Bill Pmt Check	10/25/2013	44854	Williams., Natalie	19.22
Bill Pmt Check	10/25/2013	44855	Wlosinski, Maria	11.87
Bill Pmt Check	10/25/2013	44856	Wolper Information Services	193.84
Bill Pmt Check	10/30/2013	44857	Baker & Taylor	5,175.45
Bill Pmt Check	10/30/2013	44858	Baker & Taylor (video)	533.71
Bill Pmt Check	10/30/2013	44859	Black Belt Magazine	24.00
Bill Pmt Check	10/30/2013	44860	Center Point Large Print	173.76
Bill Pmt Check	10/30/2013	44861	Cigler, Christine	124.27
Bill Pmt Check	10/30/2013	44862	Colonial Life	47.32
Bill Pmt Check	10/30/2013	44863	Davidson Titles, Inc.	110.78
Bill Pmt Check	10/30/2013	44864	DEMCO	685.54
Bill Pmt Check	10/30/2013	44865	FedEx	7.12
Bill Pmt Check	10/30/2013	44866	Fielding, Patricia	25.00
Bill Pmt Check	10/30/2013	44867	Gale/CENGAGE Learning	77.57
Bill Pmt Check	10/30/2013	44868	Guardian	390.71
Bill Pmt Check	10/30/2013	44869	ID Label	230.50
Bill Pmt Check	10/30/2013	44870	Illinois Library Association	90.00
Bill Pmt Check	10/30/2013	44871	Ingram Library Services	40.04
Bill Pmt Check	10/30/2013	44872	Kapco	683.63

Indian Prairie Public Library District
Check Register

25

October 1 through October 31, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	10/30/2013	44873	Katzenberger, Monica	33.00
Bill Pmt Check	10/30/2013	44874	Midwest Tape	6,747.76
Bill Pmt Check	10/30/2013	44875	NCPERS Group Life	64.00
Bill Pmt Check	10/30/2013	44876	OverDrive	396.09
Bill Pmt Check	10/30/2013	44877	Palmisano, Stacy.	13.56
Bill Pmt Check	10/30/2013	44878	Quill	131.69
Bill Pmt Check	10/30/2013	44879	Random House	834.75
Bill Pmt Check	10/30/2013	44880	Recorded Books, LLC	1,499.98
Bill Pmt Check	10/30/2013	44881	Regent Book Company	13.82
Bill Pmt Check	10/30/2013	44882	Runco	109.07
Bill Pmt Check	10/30/2013	44883	Team One Repair, Inc.	233.60
Bill Pmt Check	10/30/2013	44884	The Mailbox Yearbook	79.90
Bill Pmt Check	10/30/2013	44885	Thomson Reuters West	102.98
Bill Pmt Check	10/30/2013	44886	Unique Books, Inc.	319.29
Bill Pmt Check	10/31/2013	44887	Bank of America	5,668.81
Bill Pmt Check	10/31/2013	44888	Runco	30.89
Total 10121 - Checking JP Morgan Chase				<u>91,986.12</u>
TOTAL				<u><u>91,986.12</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

October 2013

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	10/08/2013	19,762.06
ILDOR-State	Payroll taxes	10/08/2013	3,421.02
EFTPS-Federal	Payroll taxes	10/25/2013	18,251.16
ILDOR-State	Payroll taxes	10/25/2013	3,219.20
IMRF	Payroll Pension	10/31/2013	18,442.39
AT&T	Telecommunications	10/11/2013	298.04
Nicor	Gas	10/16/2013	341.51
DAC	Deposit to HRA	10/03/2013	2,500.00
US Bank	Credit Card Fee	10/02/2013	209.87
Hinsdale Bank	Fee-Direct Deposit	10/02/2013	20.00

2014 Days Closed

New Year's Day	Wednesday, January 1, 2014
Easter	Sunday, April 20, 2014
Staff Institute	Friday, May 9, 2014
Memorial Day Sunday	Sunday, May 25, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day Sunday	Sunday, August 31, 2014
Labor Day	Monday, September 1, 2014
DarienFest	Friday, September 5, 2014 (closed from 6 p.m. to 9 p.m.)
DarienFest	Saturday, September 6, 2014 (closed from 1 p.m. to 5 p.m.)
DarienFest	Sunday, September 7, 2014
Thanksgiving	Thursday, November 27, 2014
Christmas Eve	Wednesday, December 24, 2014
Christmas Day	Thursday, December 25, 2014
New Year's Eve	Wednesday, December 31, 2014

Approved _____

Ordinance No. 2013-7

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ORDINANCE DIRECTING COUNTY CLERK AS TO PTELL REDUCTION
(Tax Cap Allocation)

WHEREAS, the Indian Prairie Public Library District (Library District) must file on or before December 31, 2013 its Levy Ordinance for the 2013-2014 fiscal year (Levy); and

WHEREAS, the Library District's Levy may be subject to the Property Tax Extension Limitation Law (PTELL) (tax cap); and

WHEREAS, the Cook County Clerk has advised the Library District that, in the event the Library District's Levy is subject to reduction pursuant to PTELL, the reduction will be accomplished in one of two ways, i.e.:

- Option 1. The County Clerk will reduce each Preliminary Tax Rate proportionally, i.e., by applying the same reduction percentage to each Levy category;
- Option 2. The County Clerk will reduce the Levy amounts as directed by the Library District pursuant to Library District Ordinance;

WHEREAS, if the Library District selects Option 2, the County Clerk requests that the Library District file its Ordinance with its Levy thereby enabling the County Clerk to process the Library District's reduction request at the time of preparation of the County Clerk's Levy Edit Report/Agency Tax Rate Report.

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

Section 1: The Cook County Clerk shall allocate the amount of any reduction in the Levy (the reduction resulting from PTELL) proportionally to the I.M.R.F., Social Security, Liability Insurance and Library Building and Sites Funds.

Section 2: The Board Secretary shall timely file a certified copy of this Ordinance with the Cook County Clerk.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 20th day of November, 2013.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

603 Firearms and Other Weapons

Firearms or weapons of any kind are prohibited on library property. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." In conformance with state law the library will post signage consistent with the requirements of the Firearm Concealed Carry Act. Any violators of this policy will be reported to law enforcement and prosecuted to the fullest extent of the law. In addition, the person will be banned from library property for a period of not less than one year.

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. Alcohol is prohibited on library property unless at library-sponsored events.

605 Smoking

Smoking and tobacco chewing are prohibited in the library at all times. The patron must dispose of the tobacco immediately.

606 Shirt and Shoes

Shirts and shoes are required to be worn in the library at all times. The patron will be warned once and at the second offence asked to leave the library.

607 Hygiene

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons will be required to leave the building immediately.

608 Library Property and Parking Lot

Care must be taken with library property, including materials, furniture and the building. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

There is a limit of one person per chair except in the case of a parent and child and the library reserves the right to limit the number of people at a table. Library users may not leave personal belongings in the library when they leave the building. The library is not responsible for any loss of users' personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted.

Skateboarding and rollerblading are prohibited. Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is prohibited. The library is not responsible for damage or loss to vehicles.

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The library's insurance company must approve the Certificate of Insurance. The group must

**Director's Report
November 2013**

Agenda

Omnibus:

The trustees approve the days the library is closed each year. All the holidays are listed in policy as the library being closed. Traditionally the library has also closed the Sundays before Memorial Day and before Labor Day as a perk to the staff who work Sundays all year. Darien Fest creates problems in that visitors to the fest use our parking lot and historically we didn't have people actually using the library except for the bathroom facilities so years ago the library shortened its hours on this weekend. We hold one all day staff institute each year.

The Ordinance regarding the PTELL (Property Tax Extension Limitation Law) Reduction is required to direct Cook County how to proportion any reduction that occurs when they apply the tax cap formula. DuPage County does not require this notification.

The new Firearms Concealed Carry law prohibits firearms in libraries but attorneys recommend the board approve a policy stating this. We have also placed signs in our entrances.

Unfinished Business:

When I prepared the levy I made a mistake in including the bond amount. Since the bond will be paid off in December we do not need to levy for it.

New Business:

A representative from Brian Zabel & Associates, CPA, will attend the meeting to review the audit and answer any of your questions.

We had started discussion with the Willowbrook Park District as to ways that we could partner with them. Their representative contacted us to see if we could offer computer classes at the Willowbrook Village Hall. They have 5 computers so we would provide 7 more laptops and the trainer. The Park District currently offers classes to residents (which include Burr Ridge residents) and non-residents on a fee basis. They would be willing to consider Darien residents as their resident. The fee would be somewhere around \$8 - \$10 per class for a resident and more for a non-resident and we would share in the fee. This meets one of our strategic plan initiatives of providing technology classes at other locations in the community. Doing this also frees up our meeting room for other types of programming. Plus it may reach people who do not think about the library in this manner and provide a promotion opportunity.

Staff Health Insurance

Good news – our premiums went down an average of 5%! That includes the employer fees that are now part of the Affordable Care Act.

E-books

Rails received a grant to provide a shared collection of e-books to libraries. For a small fee we are able to access this collection and thus will provide another resource for our patrons who use e-books. We expect this collection to be available sometime in December.

Streaming Music and Movies

The library will be offering a service where patrons can stream or temporarily download music and movies for all ages. This service is paid for as it is used so it is a new model for the way the library pays for materials. This service will be available in January and a staff member will be attending a future board meeting to demonstrate the service.

Darien Rotary

Marian, Natalie and I met with Halil Avci the current president of the Darien Rotary. His initiative is to start intergenerational programming. Natalie and I offered three programs for the Rotary to consider. In March, April and May the program would match a senior with a student in 3rd, 4th or 5th grade, they would be assigned a book to read each month, would write a letter to each other about the book and about their lives and then meet at the end of each month to share their letters and talk about the books. In the summer, teens would interview seniors in small segments about their lives, interests, and history. The teens would be trained on how to interview the seniors and how to videotape and edit the interviews. These would be posted in various places. In the fall, we would hold book buddy programs where younger children would read to senior. Halil was very pleased with these ideas. Natalie and I will be making a presentation to the Rotary in January.

Visits with School Superintendents

Natalie and I completed our goal to visit with each of the public school superintendents (except for the high school.) This helped us to identify goals for each school and will help us analyze how we can best work with each one. Natalie has already made a presentation to a team of teachers and technology people at Gower 62 about our databases and they are very excited to begin accessing them. She also met with the new media center specialist at Cass 63 to discuss ideas.

Congressman Bill Foster

It was a pleasure having Congressman Bill Foster at the Foods of Ramadan program. He came to congratulate the library on receiving the grant and talked to the audience about the National Endowment for the Humanities and how libraries serve their communities. The audience really seemed to enjoy having him there.

Best Buy Grant

I had applied for a \$10,000.00 grant from Best Buy to purchase equipment that would allow us and our patrons to make video and sound recordings plus create graphics and animation. Unfortunately we did not receive the grant.

Staff

The 3-day Illinois Library Association Conference was held at Navy Pier in October. The library sent 10 staff to the conference.

Tyler Works was hired as the Senior Youth Services Librarian starting November 18 at a salary of \$48,000. Susan Findling was hired a Circulation Services Pages starting November 8 at a salary of \$8.77 per hour.

Jamie Bukovac, Director

**Assistant Director's Report
November 2013**

Building and Grounds:

Check out the Mid-Kid space in the Kids and Teens Department. It has had a transformation! Mike moved shelving, repainted the area, and added a "sidewalk" to the walls. Part of the sidewalk is chalkboard and part is magnetic. It will be used as a display for program flyers and decorations.

The book drop awning was damaged by a school bus. The driver's insurance will pay for the damage. Awning Plus, the original company that installed the awning, will repair the bent rods.

The sprinkler system and fountain have been shut off and drained for the winter freeze.

Recycling Event:

Our first ever "Recycling Extravaganza" took place on Saturday, October 26th. It was a very successful event in that 600 cars came through the event during the three hours it was open. Reference Librarian and co-Coordinator Joe Popowitch's full report on the event is attached.

Friends of the Library:

The Friends sold books for Marie Lu's author appearance and book signing on November 12th. The event was the finale for the 8th annual Write-On Teen Literary Festival.

The next meeting is scheduled for December 12th at 2pm.

Marketing:

Cris Cigler's report is attached.

Submitted by:

Laura Birmingham

Marketing Board Report October 2013

Social Media Team

Strategic Plan: Research and identify effective new ways to promote the library especially using technology.

Promote the library as a community information resource.

Promote library services that connect people with books and movies.

We have reorganized the social media team and had our first meeting where we developed a list of topics and questions that people could post over the weekends. We're working on a calendar of holidays/events that could be tied into our postings. We discussed best practices and looked at statistics.

Here's what we know:

Likes: 724 on July 8 to 780 on Oct 2

Our fans: 70% women - 20% are 35-44; 15% are 25-34; 12% are 45-54.

Highest clicked posts all had photos (except one)

Highest engaged posts all had photos - and were timely

Our status updates gets the highest reach; our photos get the highest engagement.

Our top 14 "reaches" had nothing to do with IPPL!

Going forward, we're planning to add more staff as content creators, more content related to holidays and library/book/reading events, regular links to our Current Picks and Shows 'n Tunes blogs, updates about green efforts at IPPL, more local history info/photos, and more content from Kids & Teens.

25th anniversary

The timeline has been completed. Volunteer Sue Tarr did an excellent job of looking through every newsletter for the last 25 years and we culled significant events from there. We filled in some details (total number of computers today and exact dates of referenda) and the entire timeline is being published in the upcoming newsletter.

Soon To Be Famous Author Project

The Soon to be Famous Illinois Author Project is seeking an adult fiction book by a self-published Illinois author to make them "famous." The project will be accepting adult fiction submissions from Illinois residents via their local libraries. The Soon to be Famous Illinois Author Project winner will be announced during National Library Week, April 13 to 19, 2014.

This project is being coordinated in collaboration with the Illinois Library Association and Reaching Across Illinois Library System and supported by the American Library Association Digital Content Working Group, the Public Library Association, and the Heartland Library System. It is the brainchild of library marketing professionals from RAILS. They were inspired after listening to a presentation by brand expert and NYU professor David Vinjamuri, who spoke about the importance of libraries in the era of eBooks and branding at the American Library Association's annual conference last summer.

We continue to gain momentum. We already have 20 volunteers for judges; we're getting lots of questions; and already have nominations.

Community Events/Partnerships

Strategic Plan: Annually identify community events the library will participate in/ meet with community organizations to get updates on their activities and discuss ways to partner/ form partnerships to further develop community services

Also meets: Provide technology classes at two other locations per year and investigate offering classes using other computer labs in the community and creating a traveling computer lab.

Based on previous partnerships, the Parks Department of Willowbrook contacted me about teaching computer classes through their park district at their site. Details are being worked out.

Databases

Strategic Plan: To enrich lives through technology: Technology has become a foundational component in residents' lives.

We presented a demonstration of AtoZdatabases at the Willowbrook/Burr Ridge chamber on October 2. Afterward, one woman came up to me and said she was going to attend the luncheon presentation of AtoZdatabases and Burr Ridge Bank and Trust sent two people to the luncheon presentation and got their business library card.

Christine Cigler
Marketing Coordinator
November 14, 2013

Recycling Event Report

Summary

On Saturday, October 26, 2013, from 9 a.m. to noon, Indian Prairie Library hosted a recycling and shredding event in its parking lot with six separate recycling stations: Darien Lions Club, SCARCE, Working Bikes, Creative Recycling Systems, Goodwill, and Shredding (Cintas). Thirty-three library volunteers, 5 staff and 18 staff members from participating organizations assisted people driving an estimated 600 cars to recycle materials. The overwhelming response from the public was positive, although the event caused parking problems for library users.

Cars arriving at the event were first met by greeters who handed out informational fliers related to recycling and who directed recyclers to the appropriate stations. Drivers continued until they reached a station. They opened the doors or trunk but were encouraged not to get out of the car. Instead, volunteers at each station emptied the cars of recycling items to keep the line of cars moving. The one exception to this was at the shredding station. At this station, volunteers still assisted with removing the boxes, but recyclers were allowed to pull into a parking space and watch their documents shredded before leaving. Some people waited for the boxes back, and some did not. In the future, it would be best to insist that all patrons keep the boxes to reduce the amount of cardboard left at the end of the event. There were an ample amount of volunteers at the event, especially at the shredding station where the slow part of the process was waiting for the paper to be shredded.

Organizations Involved

1. SCARCE (School & Community Assistance for Recycling and Composting Education)

SCARCE has been helping to organize recycling events since 1993. They collect Altoid Mint Boxes, American Flags, Books, Buttons, Cardboard, Crayons, Extension Cords, Floppy Discs, Holiday Lights, Keys, License Plates, LP Records, Neck Ties, Musical instruments, Rulers, Safety Pins, Shower chairs, Toys, Typewriters, Yarn. They offered guidance, put the library in contact with Cintas and Working Bikes.

They sent five staff members to work the event.

Items Collected: 6 musical instruments, 8 lbs. of keys, 1.5 lbs. of buttons, 4 lbs. of yarn, and 26 lbs. of various school supplies and craft items.

2. Working Bikes

Working Bikes accepts donations of bikes, bike parts, crutches, sewing machines, and wheelchairs (and anything bike related).

They sent two staff members to the event.

Items Collected: 10 bikes.

Comments: Marie Akerman: "We greatly appreciate your support, and hope that the other attendees had successful collections as well!"

3. Darien Lions Club

The library has a long-time partnership with the Lions Club, accepting Cell phones, Eyeglasses, Hearing Aids, and Ink Cartridges in the lobby. The Lions Club also accepts assisted devices like Shower chairs. They sent two volunteers to the event.

Items Collected: 808 eyeglasses (about 200 previously collected by SCARCE), 20 hearing aids, 90 cell phones, 292 print cartridges.

Comments: Jim Kiser, President: "I thought it was a great idea and we did well. I would definitely promote doing this again with our Club."

4. Creative Recycling Systems

Creative Recycling Systems accepts most electronics, including:

Televisions: Flat Screens, Plasma, LCD, CRT* (tube)*. **Computers:** Monitors – Flat Screen and CRT* (tube), Desktops, Laptops, Mainframes, Servers, Keyboards, Mice, Hard Drives, Power and Network Cables, Docking Stations, Network Hubs, Modems, Floppy Disks*, DVDs, CD-ROMs. **Telephones & Mobile Phones:** Cell Phones, Telephones, Desk Phones (and systems). **Office Equipment:** Copiers, Printers, Toner/Ink Cartridges* contained within equipment or unit, Fax Machines, Scanners, Telecom Equipment. **Audio/Visual Equipment:** Stereos, Tape players, VCRs, Radios, DVD players, Blu-Ray players. **Household Electronics and Appliances:** Microwaves, Gaming Consoles, Gaming Controllers, Small Household Appliances, Rechargeable Batteries*, Alkaline (disposable) Batteries*, CDs*, CD Players. **Miscellaneous:** Electronic Circuit Boards and Components, Switching Boxes, Terminals, Uninterruptible Power Supplies (personal & network). *Please note that, in some cases, there is a charge for recycling or it is only accepted if contained in certain material.

They sent five staff members to the event.

Items Collected: The total net weight collected for the event was 9,629 lbs. A final report is pending, but a partial breakdown of what was collected is below.

	Weight	Count
Total Weight:	9629	

PCs:	2012	87
Laptops:	134	18
All in Ones	0	0
CRT Monitors:	1257	34
LCD Monitors:	196	18
CRT TVs:	1696	31

LCD TVs:	168	3
Large Peripherals:		
Printers:	919	
Scanners:	20	
Fax Machines:	32	
Copiers:	0	
Servers:	0	0
Keyboards:	100	
VCRs:	499	
Portable Digital Music Players:	49	
Digital Video Disk Players:	179	
Digital Video Disk Recorders:	39	
Game Consoles:	61	
Mice:	14	
Digital Converter Boxes:	32	
Cable Reciever:	90	
Satellite Recievers:	173	
Total CED Weight	7670	

EEDs		
Cell Phones:	0	0
MISC EED:	241	
(EED = Computer Cables, PDAs, Zip Drives)		
Total EED Weight:	241	

Uncovered	
Uncovered Weight:	1718
(Uncovered = Microwaves, Household, Stereo/Speaker Equip, Telecom, and anything else not above in CED or EED)	
Total Uncovered	1718

5. Goodwill Industries

Goodwill accepts clothing, furniture, and most gently used household items.

They sent two staff members.

Items Collected: They received 125 donations in three hours which is equal to the amount received in a typical day at the store. In addition, they

received 178 donations at the store the same day. Comments: Erin Traynor: "We took 178 donations at the store...so the event was extra plus we were able to speak to the community about what we do, so it was a win/win."

6. Cintas Document Management

They sent two staff members. People were limited to four banker sized boxes of shredding.

Items Collected: Shredded paper for five hours.

Patron Comments

1. Crystal Sewell Megaridis: "It was so well organized! Thank you, IPPL, for the opportunity to get my backlog of shredding DONE!"
2. Tom Krekelberg felt that the line moved more quickly than at the DuPage County recycling event the week before. Things went smoothly.
3. "You should do this more often."
4. "You should do this at the Sportsplex where there is a bigger parking lot."
5. "You should do this every year."

Reported by Joe Popowitch

Adult Services October, 2013: Board Report

In October our most popular program was Chicago Haunts with 78 in attendance. The next day Cindy told me about some of the haunted spots the speaker mentioned and I was glad I hadn't gone—it would have been too scary driving home by myself. We had what must be a record for a Lyric Opera lecture, 17 for a discussion of *Madama Butterfly*. We had a joint program with the Darien Garden Club, Chicago Victory Gardens: Yesterday and Tomorrow. We had 53 in attendance. This program was held at the Sportsplex. We held two programs as part of our commitment to the Bridging Cultures Grant. I showed a documentary on Islamic Art with 18 in attendance and we had a program on comparative religion with 47. In early October we had our last program related to the grant. This was a program on Ramadan cooking. Representative Bill Foster made an appearance. We had 40 at this program. Both Cindy and I noted unfamiliar faces in the audience at all of these programs..

Jennifer and Mary Krekelberg did their second annual "Genealogy after Hours." They had 26 people between 6:30 and 9:30. This was an hour longer than last year, but most people stayed until the end. They had four volunteers from the Genealogy Club helping people with research. We have an active group of Genealogists here. There were 51 at their last monthly meeting. Mary had also done a Beginners Genealogy on the Web class with eleven participants. October is Family History Month so we usually do additional genealogy programming in the month.

We are happy that the online magazine product, Zinio, now allows access to back files of magazines, going back to when we started the subscription for each title. This news, plus some difficulties that iPad users ran into with eMediaLibrary when Apple upgraded to a new operating system, made us aware of the necessity to be able to contact our virtual materials users with updates and problems. Working with Cris, we have decided to add a Virtual Materials area to the library's e-newsletter and to use the e-newsletter list to send out announcements such as the iPad issue when immediate information is necessary.

Debbie

TECHNICAL & COMPUTER SERVICES REPORT

Board Report October 2013

Strategic Plan Goals

- Provide access to e-magazines - Back issues to eMagazines became available in this month. Most magazines have back issues starting from early 2012.



Other Projects & Public Service Enhancements

- A second iMac was added for kids to work on homework and Mac specific software projects.
- All public iPads were updated to the new operating system providing improved security and for users to experience the latest features.
- Additional power cords were purchased to improve cord management, organization and efficiencies with circulation of the teen laptops.
- Picasa a picture edit/management application was installed on Adult public Internet computers. This is free software for staff to help patrons with common picture editing questions.
- USB hubs were added to database computers making it easier for patrons to save their work using a flash drive.
- All public and staff computers have been set up to communicate separately over the LAN ports from the library firewall which allows for better control over security.
- Staff implemented an automatic service on the backup server that will allow computers to continuously connect to the Internet if the main server fails or becomes unresponsive.

Ann M. Stovall, Head of Technical & Computer Services, November 14, 2013

Circulation Services

October 2013

Circulation in October was 4% less than a year ago. Last year we circulated 74,123 items, while this year we circulated 70,857 items. The shortfall was felt in all departments, but especially in Adults – which was down 7%. However, electronic circulation was up 92% from last year! ILLs processed were down 12% and holds placed was also down 7%.

Circulation seems to be down at many libraries. I recently attended an area meeting for Circulation Managers and we were asked to show hands if our circulation was down. It was almost unanimous.

Our patrons continue to enjoy having the option of self-service or service with a smile! In October patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 41,177 of our check outs or renewals or **58%** of our total circulation.

As a member of the SWAN Circulation ILS Task Force, I attended demonstrations for the software vendor finalists for both Circulation and Reports. The demos were very interesting and we learned quite a bit. The task force has given their recommendation to the committee.

I was re-elected to serve two more years on the SWAN Circulation Advisory committee. We meet every other month to discuss circulation issues and make recommendations to the SWAN Board.

Susan Findling was hired as a new Circulation Page. We are still looking for the right candidate to fill the Senior Circulation Supervisor position. The other supervisors have really pitched in to help with the extra hours and the extra work.

I attended the Illinois Library Association conference. Although there is always something to learn, the biggest thing I took away was a validation of the way we are doing things. Much of what was discussed – we have already implemented – Developing a Mission, Vision, Values-and using them, training staff for exceptional customer service, choosing your attitude, be present, have fun(FISH), communication skills and more.

Debbie Sheehan
Head of Circulation Services

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

44

Youth Services
Monthly Report to the Board
October 2013

Overview

October was a fun-filled month in the Kid & Teens Department! We began another season of programming, which included brand new storytimes and events for all ages, birth through teen. We offered 46 original programs and served 1,022 people at our events this month.

Programs

Global Cardboard Challenge 2013

On October 5, we provided recycled cardboard, boxes, paper, tape, glue, string, and other materials so that our community could participate in the annual Global Cardboard Challenge. 73 patrons of all ages joined us to build in the Meeting Room and in the Kids & Teens department. The creations ranged from tall giraffes, bridges, and rocket ships to igloos, forts, and a kid carwash from the children to crawl through. To advertise for this event and to inspire creativity, Computer Services worked with us to provide a digital station in the department which played a video loop highlighting background information and projects from previous Cardboard Challenges from around the world. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills, use video to showcase library services and programs, and tools and partner with other organizations to provide recycling opportunities for the community.)*

Little U

This month we began offering a new series of early literacy storytimes which we call "Little University" or Little U. The programs included under this umbrella are Baby Brilliance, Talented Toddlers, Junior Genius, Early Explorers, Spanish Scholars, and Fantastic Families. For months we've been planning these programs which teach age-specific skills and we're been working with Marketing to create this new branding. Registration for the fall session began on September 23rd and all nine classes were filled within just a couple of days. *(Supporting Strategic Plan: Brand the library's early education services, programs, and materials.)*

K-Rot and FrISK

Also new this month is all of our Mid-Kid programming. We've created two weekly events for school-aged children, K-RoT and FrISK.

K-Rot, which stands for Kids Reading on Tuesdays, is a book discussion and activity group for kids grade 4-6. This season, K-RoT is playing with the *Percy Jackson and the Olympians* series, painting t-shirts, making character trading cards, and snacking on foods fit for Greek gods.

FrISK is our Friday Interactive Storytime for Kids. This is a program for children in 1-3 grade, where books come to life with activities, crafts, games, and science experiments. This season the books selected were all Monarch Award winners. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Thriller Flash Mob

To celebrate Halloween we arranged for a local dance troupe from Dance Academy to recreate an unexpected reenactment of Michael Jackson's Thriller. By the time the women dressed like zombies started dancing in the Kids & Teens department, patrons and staff figured out that something was going on, they just couldn't figure out what was happening until the music started. About 35 people gathered around to enjoy the show. *(Supporting Strategic Plan: Facilitate sharing of talents and skills.)*

Write On! Literary Festival

Write On! 2013 was a success! The festival included Pizza Peer Critiques, an awesome Open Mic performance, a Cool Composition Contest judged by local poets Kristin La Tour and Donna Voryerrer,

and a visit from Marie Lu, author of the Legend Trilogy. *(Supporting Strategic Plan: Develop more programming and activities that provide an opportunity for people to interact and facilitate sharing of talents and skills.)*

Pizza Peer Critique & Cool Compositions

To jazz up our peer critiques this year and to encourage participation in the Cool Compositions Contest, we added pizza. On October 24 and 31, Papa Johns dropped off steaming hot boxes and the poems, short stories, and song lyrics started rolling in. Teens who submitted entries were paid in pizza. Our total number of entries was 106 - 73 poems, 10 short stories, and 23 song lyrics. Our judges for the contest were Kristin La Tour and Donna Voryerrer and the winners were announced at the author visit on November 12.

Open Mic

For one night the Meeting Room was transformed into a café-style space with a simple stage and a mic, which was open for teen musicians, poets, and performers. We had our largest open mic crowd yet with approximately 35 people in attendance, many of whom participated in the event. We had two teen MCs, piano interludes, and improv activities.

Author Visit with Marie Lu

Write On! concluded with a visit from Marie Lu, author of the Legend Trilogy. The third book in the series just came out a week before her visit, so the timing was perfect! We spent the day with Marie Lu, visiting Hinsdale South High School and Burr Ridge Middle School with each school program hosting 40 students. In the evening Marie Lu presented a program for 65 of our patrons. Marie Lu spoke about how she became a writer and what it takes to get published. She and Char Vuillaume from The Gift of Carl Foundation presented checks to the winners of the Cool Compositions Contest. Marie Lu signed books which were sold at the event by the Friends of the Library.

ILA (Illinois Library Association)

This month all of the librarians in the Kids & Teens department attended the Illinois Library Association Conference at Navy Pier in Chicago. We attended lectures and workshops and brought back new ideas for IPPL. *(Supporting Strategic Plan: Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity)*

Partnerships

District 61 – Open House ELL Family Night

Monica joined with a dozen other community organizations to offer information on services and to meet the particular needs of English Language Learners (ELL) families. Some of the information that Monica shared was on the Adult ELL conversation group meetings & computer classes, the area museum pass program, Playaway Views, E-books, and fall children's and family programming. This was a district wide event with 182 parents and children from Mark Delay, Lace Elementary and Eisenhower Jr. High.

(Supporting Strategic Plan: Form partnerships to further develop community services)

Staff Changes

Natalie and Jamie spent the first couple of weeks of October conducting interviews for our Senior Youth Services Librarian position. We were delighted by the quantity and quality of the candidates. We made our decision on October 11th and offered the position to Tyler Works who will be joining us from Northlake Public Library. He begins at IPPL on November 18th.

STATISTICS FOR	Oct. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	43,283	46,614	184,564	194,835	-5.27%
Teen	2,691	3,356	14,324	15,777	-9.21%
Kids	21,872	22,585	91,247	92,580	-1.44%
TOTAL	67,846	72,555	290,135	303,192	-4.31%
Electronic Circulation	3,011	1,568	11,818	6,926	70.63%
GRAND TOTAL CIRC.	70,857	74,123	301,953	310,118	-2.63%
% Reciprocal Borrowing	15%	16%	15%	16%	
Patron Visits	40,665	41,911	168,714	176,570	-4.45%
<u>Current Cards</u>					
Resident	233	199	23,017	23,471	-1.93%
Non-Resident	104	86	1,083	1,065	1.69%
TOTAL	337	285	24,100	24,536	-1.78%
<u>Patron Assistance</u>					
Adult - Reference	4,855	3,510	12,221	14,746	-17.12%
Kids - Reference	2,953	1,982	7,806	8,163	-4.37%
TOTAL REFERENCE	7,808	5,492	20,027	22,909	-12.58%
Adult - Other	2,049	1,985	6,536	6,531	0.08%
Kids - Other	1,754	1,993	6,230	7,012	-11.15%
TOTAL OTHER	3,803	3,978	12,766	13,543	-5.74%
GRAND TOTAL ASST.	11,611	9,470	32,793	36,452	-10.04%
<u>ILL/Reserves</u>					
Holds	8,651	9,271	34,780	39,671	-12.33%
ILLs Sent	4,987	5,348	20,542	21,517	-4.53%
ILLs Checked Out	5,089	6,139	23,031	25,693	-10.36%
ILLs Received	5,571	6,608	24,998	27,798	-10.07%
Copy/Fax Sent	0	0	0	2	-100.00%
Copy/Fax Received	31	7	164	22	645.45%
<u>Programs - Adult</u>					
# Programs	13	8	26	23	13.04%
Attendance	343	256	798	914	-12.69%
<u>Computer Classes</u>					
# Programs	9	8	27	29	-6.90%
Attendance	86	83	293	297	-1.35%
<u>Individual Technology</u>					
<u>Training</u>					
# of Patrons	82	78	351	123	185.37%
<u>Groups</u>					
# Programs	15	20	51	53	-3.77%
Attendance	207	195	730	682	7.04%
<u>Others</u>					
#Programs	0	0	6	0	
Attendance	0	0	102	0	
<u>Programs - Teen</u>					
# Programs	8	8	16	55	-70.91%
Attendance	134	109	296	799	-62.95%
<u>Programs - Kids</u>					
# Programs	31	67	79	139	-43.17%
Attendance	1,521	2,173	3,071	8,026	-61.74%
GRAND TOTAL ATT.	2,373	2,894	5,641	10,841	-47.97%

STATISTICS FOR	Oct. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers - Patron Use					
Adult Computers	4,661	4,672	17,954	18,031	-0.43%
Kids Computers	1,552	1,588	6,291	6,778	-7.19%
Teen Laptop	221	277	678	920	-26.30%
Adult Laptop	202	251	759	723	4.98%
TOTAL PATRON USE	6,636	6,788	25,682	26,452	-2.91%
Hours Used					
Adult Computers	3,028	3,202	11,853	12,343	-3.97%
Kids Computers	909	1,246	3,516	4,265	-17.56%
Teen Laptop	284	323.50	981	1,074.50	-8.70%
Adult Laptop	380	453	1,441	1,374	4.88%
TOTAL HOURS USED	4,601	5,224.50	17,791	19,056.50	-6.64%
IPPL Web Site Visitors	2,189	24,055	8,863	83,191	-89.35%
IPPL Total Page Views	5,308	19,889	21,675	79,755	-72.82%
Subscription Database Logins	3,451	2,876	11,455	10,680	7.26%
Outreach-Homebound					
Items Delivered	191	163	647	666	-2.85%
Volunteers					
Number Active	65	69			
Hours Worked	426	423	1,934.25	2,581	-25.06%
Staff Training Hours	118	150	376.25	285.25	31.90%
Room Use					
Multi-Purpose Room	23	43	48	68	-29.41%
Meeting Room					
Library	45	55	135	140	-3.57%
Non-Library	35	32	114	113	0.88%
Group Study Room	268	280	1,034	1,010	2.38%
Lobby Programs	3	3	7	8	-12.50%
Conference Room	18	14	64	55	16.36%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- OCTOBER 2013

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1483	10	22	1471	47	29	57	51
Non-Fiction	53364	451	721	53094	1222	1603	1673	2324
Fiction	38662	499	242	38919	1556	1387	2055	1629
TOTAL	93509	960	985	93484	2825	3019	3785	4004
BOOKS-- CHILDRENS								
Reference	890	0	0	890	0	0	0	0
Non-Fiction	20154	3	8	20149	206	86	209	94
Fiction	28556	287	216	28627	1231	711	1518	927
TOTAL	49600	290	224	49666	1437	797	1727	1021
BOOKS - TEEN								
Non-Fiction	863	7	1	869	44	141	51	142
Fiction	3524	44	11	3557	192	162	236	173
TOTAL	4387	51	12	4426	236	303	287	315
GRAND TOTAL	147496	1301	1221	147576	4498	4119	5799	5340

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	4615	80	68	4627	211	221	291	289
Music CD	10324	62	62	10324	289	29	351	91
Playaway	407	4	4	407	20	8	24	12
Video (VHS & DVD)	15474	177	33	15618	421	197	598	230
CD-ROMs	161	0	0	161	0	2	0	2
TOTAL	30981	323	167	31137	941	457	1264	624
AUDIOVISUAL-CHILDRENS								
Audio Books	735	23	0	758	65	16	88	16
Childrens Music CD	872	4	1	875	14	2	18	3
Junior Music CD	203	6	0	209	55	7	61	7
Playaway	63	2	0	65	1	0	3	0
Video	4238	117	55	4300	243	103	360	158
TOTAL	6111	152	56	6207	378	128	530	184
AUDIOVISUAL-TEEN								
Audio Books on CD	242	1	9	234	9	2	10	11
Music CD	72	0	38	34	0	288	0	326
Playaway	68	1	1	68	1	0	2	1
Video	493	0	2	491	28	6	28	8
Console Games	441	9	2	448	6	18	15	20
PC-GAMES (formally CD-ROMS)	-21	0	0	-21	0	9	0	9
TOTAL	1295	11	52	1254	44	323	55	375
GRAND TOTAL	38387	486	275	38598	1363	908	1849	1183

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1383	50	1433	155		205	
Kids and Teens ebooks	334	0	334	0		0	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13093	69	13162	235		304	

**Adult Services
Annual Report FY 2012-2013**

Introduction

Last year's Adult Services report had 32 goals we had hoped to meet by July 2013. We managed to complete 20 of these. Those that were not met had to do with finding more space for certain collections, most notably large print and audiobooks, putting more audio files on the website for local history and the Veterans History Project, and revisions to the department job descriptions.

Last year our plan expressed an interest in increasing the joint programming or training we do with neighboring libraries. This is still an ideal, but I have a growing recognition of the amount of autonomy you have to be prepared to give up to work with the goals and vision of another library (or staff from another library).

Another issue arising in the past year is the increased use of e-books and e-magazines and the stress on the staff of dealing with the varied devices and skill levels of our patrons. The classes have evolved to be more device specific. We are also looking at ways to promote e-materials better and to make use of them easier.

In the past year staff members have spent time thinking about their purpose here at the library. They created a vision for the department, came up with a group of core services, and have entered into additional cross training for reference and readers advisory. They have been working steadily towards functioning better as a team, recognizing each person's strengths, as well as learning from each other.

We had several programs or events in which we tried to connect with the community or provide opportunities for community members to connect with each other. The discussion groups have always contributed to this, but we also tried an after-hours genealogy program, Knit in Public Day, and participated in World Book Night. . . Develop more programming and activities that provide the opportunity for people to interact. Facilitate sharing of talents and skills.

We applied for and received a grant from the National Endowment for the Humanities and the American Library Association called "Muslim Journeys." We received a small collection of materials on Islam and agreed to hold programs on Islam sometime during the year. Ours are scheduled for October 2013.

We recognize that adding new services requires project management. The reorganization of Computer Services and the Marketing Staff, clearer definitions of responsibilities, and the implementation of Trello project management software will aid in the future in getting all the right people on board at the right time and rolling out new services in a more thoughtful way.

Collections

Unless otherwise noted, comments about the circulation of our collection are based on the 2012 calendar year.

We relocated the magazines and part of the rough sort shelving in order to open space in the middle of the floor and open up a sight line between the Ask Us Desk and Computer Help Desk.

Nonfiction: We continue to look for areas of the collection to tweak to make it easier for patrons to find books in the Dewey area. In the last year, we moved all of the poetry and play books to one specific place rather than having the books divided by nationality of the author. We are looking for other areas in which to simplify Dewey, possibly in business. We also want to look for areas where we don't need to reclassify, but simply add some shelf signage (e.g. pets). As nonfiction books decrease in importance for our population, we will continue to weed the collection down and hopefully allow more room for Large print. We would also like to put all of the materials for learning a language together, regardless of format. This requires about 12 shelves. We have been looking the situation over to see if there is any logical place that we can do this. Improve patron browsing within Dewey topics.

Fiction: Space is tight for the majority of the fiction collection. This summer of 2013, I weeded the first half of the fiction collection (the second half was weeded last year) and removed about 10% of the collection. This should keep the collection at a stable level year to year. I also weeded the Science fiction and removed 19% of that collection. Science fiction is difficult to weed because so many of the books are in series. Science fiction, which also includes fantasy, is not a particularly popular collection here, having one of the lowest turnover rates (1.3 compared to an average of 2.7 for the entire adult fiction collection). There are exceptions, largely driven by the media. Right now it is impossible to find a George R. R. Martin book on the shelf as in the past we had the same experience with Tolkien.

Because we buy one copy of a fiction book for every two people waiting, up to twenty copies, we end up with many duplicates that eventually sit on the shelf. We are constantly weeding down these duplicates and trying to find extended use for some of them in the "Past Best Seller" display in the lobby and the "Grownups Need Books, Too" display in Kids and Teens.

Large print: This collection is very tight. I am hoping to be able to weed down the nonfiction collection to a point where we can shift south and make more room for large print. Another possibility is going to the top shelf (from six to seven shelves) at the end of the large print where they are shelved on higher shelving. I also plan to weed large print this summer of 2013 ahead of schedule. I also pull all duplicates, bringing us down to one copy of each book, after the first year of publication.

Audiovisual: This remains our most popular collection, making up 55% of our adult circulation. In a time of falling circulation, feature film circulation was up by 8% last year. We circulate more feature films (147,936) than all of the fiction collection (105,455). Undoubtedly the future of AV lies in streaming, but library models for

streaming are just now coming on market. Many of our older patrons may not adapt to streaming, finding it much easier to pop a disk in the machine. Recent demographic data shows that 18% of our population is over 64, and 43% is between 34 and 65. We will continue to monitor use of the collection and see what happens.

The use of CDs for music is dropping, and has been for some time. Use of books on CD has actually increased this past year. Unfortunately, the shelving in the recorded book area is tight. So far the model for downloading audiobooks is even clumsier than for e-books, and buying a complete audiobook to take up space on anyone's device is less appealing than downloading songs which are listened to over and over.

We recently pulled all of the DVD/book sets published by The Great Courses and put them in one collection on their own shelving. I have added to the collection and have at least doubled it in size. Because they did not have their own statistical category before they were pulled out of the collection, we won't be able to judge growth in use comparing circulation year to year, especially because so many titles were added. However, by looking at turnover rate we will be able to judge their relative popularity compared to other areas of the collection.

Downloadable (e-books, audio, and magazines): The use of downloadable e-books and audiobooks continues to grow, but it remains a small percentage of circulation, four percent of the adult circulation in 2012, and three percent of the total library-wide circulation for the fiscal year ending June 30, 2013. We added downloadable magazines in January 2013. Across the library we have been having discussions about helping patrons navigate the interface more easily and finding titles they would like to check out.

Suzy added 520 OverDrive Advantage titles in the last fiscal year. Circulation of e-books increased 58% in the last fiscal year. Currently, Suzy generates a list of new and popular e-books which is posted on the website and delivered to subscribers. We are working on other ways to promote the e-resources. Suzy joined the eMediaLibrary Collection Development Team and became chair of eMediaLibrary in May.

The e-readers that we circulate to the public include a number of downloaded bestsellers making them a good resource to take on vacation. Enhance e-book collection and examine available delivery systems.

We offered 60 titles of Zinio e-magazines. By the end of June, 393 patrons had registered and downloaded 3,517 magazines. The product, as it appears on patrons' devices, is wonderful. There is some awkwardness in downloading because Zinio is basically a commercial product that has been adapted for library use. Also the responsiveness of Recorded Books, which provides us with Zinio, has not been good. We have recently, though, gotten access to back issues of magazines we have subscribed to on Zinio. Provide access to e-magazines.

Reference collection and Databases: After studying the use of the in-house database computers, we decided to bring the number of dedicated workstations down from six to four. About once a month, staff reports finding all the databases in use. The other two stations were converted to a WorkNet job search station and a station for transferring video to digital.

We had weeded the reference collection extensively a couple of years ago and stopped the standing orders on many titles. Many of those titles we kept on shelf until the time they became outdated. That time is about here, and I will be going back through the reference collection in fall of 2013. I have occasionally purchased what would be deemed reference, but often I have the book put into the circulating collection. With the addition of *Standard & Poor NetAdvantage*, we were able to cancel our subscription to a considerable number of S&P print resources.

Jennifer has worked hard to provide training for the staff and public on many of our databases. She has worked with Cris to promote their use, and her efforts have been rewarded. *Novelist* usage was up by 71%. *Public Records* usage was up by 33%, and *AtoZdatabases* was up by 47%. *Valueline* was up by 67%, and *Consumer Reports* by 15%. *Mango Languages* was up 87% two years ago, and 23% this past year with mobile sessions accounting for 57% of total usage. *LearningExpress Library* usage increased 347% two years ago, but dropped 29% this past year. *Ancestry Library Edition* is our most popular resource. It, too, had increased greatly two years ago by 104%, but dropped this past year by five percent.

Periodicals: The circulation of hard copy magazines dropped five percent last calendar year. However, the use of Zinio e-magazines has proved popular.

Plans and Recommendations:

1. Devise a plan to simplify the business section. (Mary K.) Improve patron browsing within Dewey topics.
2. Look to see if we can find a way to put all of the language learning materials together. (Joe and Debbie)
3. Weed reference again to make more room for crafts (and possibly the language materials?). (Debbie)
4. Develop the e-book page with alternative recommendations for readers. (Suzy and Jez) [In process]
5. Add stickers on books to promote that they are also available as an e-book. (Jennifer and Ann)
6. Continue to add popular titles to Zinio and eMediaLibrary. (Shirley and Suzy)
7. Look at rearranging the floor to allow for more outlet access for patrons' laptops, but also to make some areas of the collection more visible or allow for more space. (Jamie and Debbie)
8. To continue to investigate other e-book platforms and the possibility of streaming audio and movies. (Suzy and Debbie)
9. Complete a focused marketing campaign for investment resources and showcase *LearningExpress* after they roll out a new interface. (Jennifer)
10. Add Hoopla for streaming DVDs and music. Investigate providing e-music and e-video to patrons.

Services and Service Desks

Adult Services Statistics: We find that 78% of our questions come to the desk in person, which is slightly lower than in the past. Usually it hovers at 80%. The rest come by phone, except for one percent that come to us electronically, usually by email or the Ask-a-Librarian form. Although we had Text-a-Librarian, very few questions came in that way, fewer than one a week, and the service was dropped.

For the past year we were busiest on Sunday afternoons, which is consistent year to year, but weekday afternoons in general were busier than mornings or evenings.

We found that 83% of the questions asked were patrons seeking a specific title. Three percent of the questions were for a recommendation, and 13% were requests for information. This means only 16% of the questions we received required special training beyond searching effectively on SWAN or Worldcat. Certainly the request for a specific item may turn into a request for more if that item is not on the shelf and more information or good books to read are needed. Only one percent of our questions were for training (predominantly SWAN or e-books). Of the requests for "other" assistance, 37% were registrations for programs, 13% were signups for group study rooms, and 13% were requests for minor assistance at the computers such as assistance in changing font size or sending a print job to the printer. These statistics were based on samplings in March and October.

Based on the daily statistics we compile that are reported to the board each month, 52% of the time the patrons walked out the door with the item or information they were seeking. Forty-five percent of the time they might have had to place a hold or, occasionally, there was not an answer to their question. This might be a phone number for an individual which did not appear in any database or online phone book, or a request for the newest book in a series that has not yet been published. Three percent of the time patrons received readers advisory assistance. Reassuring for me, this figure is the same as we found in the sample statistics. About once a day, or 334 times in a year, we gave longer assistance with technology. These are almost always assistance with e-books. About one percent of our questions come from "roaming," which we more broadly describe as staff initiated assistance. We approach many more patrons than this figure would indicate, but most people, at least initially, decline our offer of assistance.

Computer Desk Statistics: Because the specific statistics from last year were lost on the computer, we cannot compare year to year beyond the breakdowns that appear in the monthly report. According to these statistics, use of the laptop computers was up by 56%, and use of the desktop computers was up by six percent. The desk provided assistance for patrons on computer use over 7,000 times in the year, with six percent of those assisted being given more extensive training. Less than three percent of their patron interactions were with helping with either magazines, newspapers, or microfilm.

Adult Ask Us Desk:

We changed the staffing on the desk from one readers advisor and two reference librarians to one readers advisor and one reference librarian with another librarian on call during the mornings and afternoons. We still staff all three stations on weekends and

evenings. We have given the readers advisors more leeway in the types of questions they can answer and they are receiving more extensive training on the reference interview and library sources.

We had a handful of patrons who used Book-a-Librarian, primarily for e-book help. We hope to have a core of volunteers that we can use for this in the future. Many people just drop in with their device and their problem (or call), and whoever is on desk tries to handle it. Jennifer did have one gentleman she helped with using Morningstar as a Book-a-Librarian.

Computer Desk: Work on this desk is always a challenge because printers, computers, software, etc. are always in flux. We have kept track of the sorts of questions asked at the desk with the possibility of increasing training in some areas. Although Adult Ask Us Desk continues to fill in for breaks for the Computer Desk staff, Computer Services staff has begun doing most of the breaks during the day Monday through Friday. This is greatly appreciated by the Adult staff.

Reserves: Three to four times a year I do a study of fiction and nonfiction titles off of the bestseller list to see what the average length of time is that a patron would have to wait. For fiction books the average wait is eleven days, and half the time there is a rental on the shelf if the patron wants it right away. The longest wait period was 29 days, and the shortest was zero, because the book was on the shelf.

The story on nonfiction was a little different. Our formula for purchasing nonfiction is one copy for every three people waiting. The average wait was 24 days with the longest being 50 days. There was a rental on the shelf only one percent of the time. This last figure is not surprising because I don't buy rentals for most nonfiction books. They are too long and dense for anyone to think they could get through them in a couple of days. I only buy rental copies of popular celebrity biographies/memoirs or lifestyle or self help books. Although this is a longer waiting period than other years, the wait is consistently three weeks. We have changed our formula for buying nonfiction for holds to one for every two. I think the budget can absorb this, it would involve very few titles, and it would make our patrons happier.

Website: We have ongoing efforts to put more reference and community information on our website. In the past year we added a blog for local community events, created a frequently asked questions page for the local community, and updated the list of building codes required by each community. We have also looked at ways to rearrange or relabel some of the pages to make them more user friendly.

Homebound: The number of institutions and individuals receiving homebound decreased by only one individual in the last year. That patron is a big user, though, and her dropping out of Homebound service reflects a decrease of items delivered by 19%. Mary has spoken to Cris about a plan for promoting Homebound.

Local History and Genealogy: Mary has been building the local history collection, especially online, by making contact with local organizations and long time businesses in the community. She was able to make contact with an early family, the Maddens, and received some information and photographs from them. She also applied to the

Genealogical Society of Utah/Family Search to be a "Family Search Affiliate," which we have now been for several months. A few patrons have taken advantage of this by having their genealogy film sent here. Our microfilm machine only makes copies and does not save a digital copy.

We added equipment for patrons to check out to transfer their old slides or negatives to digital and audiocassettes to digital. In-house we added equipment for transferring videotape to digital. The audiocassette converter has gone out nine times between February 15th and June 30, and the slide converter ten between since February 25th and June 30th. Ann and Dave gave a workshop on use of the equipment, and although the idea for adding this equipment originated in Adult Services, it now falls under the domain of Computer Services. If we open a media lab, I would like to see the VHS converter station moved there. Provide technology for patrons to create digital media.

Job Searching: Shirley went through the training to become an Illinois WorkNet advisor. She rearranged the Jobs and Careers area (which Suzy is selecting) and worked with Ann to set up the WorkNet computer. Further develop collections, resources, and programs that support workforce education in partnership with WorkNet.

Special Needs Population: Shirley was named as the librarian responsible for overseeing the needs of patrons with special physical needs. In March we added a magnifier patrons could check out, although none have as of yet. We recently added a sound magnifier at the Adult Ask Us Desk, and the Computer Help Desk has a special keyboard for patrons with vision or dexterity difficulties.

Literacy: Joe remains an active member of the Libraries English and Reading Network (LEARN). We are moving from an underutilized computer dedicated to literacy software to using iPads with Literacy apps. Joe is arranging for someone from Literacy DuPage to sit in the lobby to recruit volunteers to teach around the time of International Literacy Day. Joe is also looking into other services of use to recent immigrants.

Miscellaneous: Tax forms were more of a strain than ever this year because both federal and state forms were late in arriving and are no longer mailed to anyone. The use of federal forms actually increased by nearly 14%. Use of Illinois forms decreased by 10%, partly because the Department of Revenue limited how many forms they would send us at one time.

Shirley proctored 33 exams in the fiscal year, up five from the previous year.

Suzy approached Best Buy about sponsoring a tech bar at the library, but got no response. She went ahead and created the Tech Bar and working with Ann displayed e-readers initially. Computer Services has since taken over management of the Tech Bar.

Plans and Recommendations:

1. To increase the number of staff initiated assistances. (All public service staff)
2. To increase the number of copies of nonfiction books we buy to satisfy holds. (Selectors)
3. To investigate getting a new microfilm machine including looking for funding. (Mary K.)

4. To continue to monitor the housing of the collection in order to best use space and display the collection to advantage.
5. To add to our services for job searchers. (Shirley)
6. To promote our devices for disability assistance in a future newsletter. (Shirley and Cris)

Programs and Promotions

Adult Programs: The average attendance for our regularly scheduled adult programs this past year was 41 (compared to 39 last year). The most popular programs were music and dramatic portrayals. There were 150 people at each of the two Chan concerts Cindy scheduled. The dramatic portrayals were of an immigrant at Ellis Island, part of the Big Read programming, with 100 in attendance, and Regretting Mr. Wright with 80 in attendance. Overall, the Big Read programs were well attended with an average of 75 at the five programs we hosted. We noticed the age of attendees is still mostly people of retirement age, but they decreased from 61% of the attendees in 2011/2012 to 50% this year just past. When Cindy went back to look at what programs had attracted a younger audience, it was the couponing and cooking programs. Most people hear about the program through our newsletter (61%) followed by in-house signage and word of mouth (both nine percent) followed by the website (six percent) and the eNews (four percent). The newspaper, Facebook, and twitter make up less than two percent. This may be a matter of the age of most program attendees. Most people who attend programs find them to be rewarding with 97% of the attendees rating them very good or excellent.

Programming and the Community: Mary Krekelberg spearheaded a program that allowed service organizations and charities in the area to come and speak about volunteer opportunities and/or membership. We had 35 people come, and the participating organizations were happy. She also has been trying a program she heard about at other libraries that we call B.Y.O.B. where we invite the public to come and talk about books they have read recently. The people who come have a good time, but there aren't many of them (12 at one meeting and seven at another). I have discussed with Mary turning this into a year-end "party" for the book discussion groups in June and then maybe again in December. Anyone else who wants to discuss books or hear about the discussion groups would also be welcome. Jennifer hosted a games night for the twenty-to-thirty-something age group. We also set a time for "Knit in Public Day." We had four or five people in the afternoon and then a big storm in the evening kept everyone away. Trying this, plus a knitting instruction class, led us to start a new library group for needle-crafters mentioned below. Jennifer spoke to the Darien Woman's Club about interesting things on our website and then answered questions. Mary Paxson and I did a book talk for a local sorority, and Mary did a model book discussion for a local book discussion group. Invite groups to hold a meeting in the library and present a program targeted to their interests.

Summer Reading: Such a small number of people participated each year in the adult summer reading that we dropped it. For this year, we still ran a contest, asking people to join our group on Goodreads and comment on postings. Forty-two patrons joined, and 19 commented. There were also 21 staff who joined, twelve of whom commented. Investigate methods for sharing reader-generated reviews online.

Seniors: The 55 Plus Council, which Joe organizes, met twice last year and will continue to meet as needed. We started Friday Fun Days on Friday mornings once a month with various activities. They seem to best love Bingo with white elephant prizes. We continue to update the Wonder Years Blog.

Staff Led Discussion Groups: The Movies and More group has two groups of participants: a small group which loves to discuss the movie and enjoys old movies as

well as new, and another group which doesn't usually go to movies, but learns about the Academy Award winning ones and would like to see them. Our schedule this past year was to run one or two series of three or four movies for the first group and then, in February and March, show the Academy Award nominated movies. The "discussers" still come to these and stay afterwards to discuss, while the rest of the crowd leaves after the movie. This coming fall (2013) we are tying the movies into the books read at Crime Readers.

Crime Readers has found a usually comfortable home at Home Run Inn. They are very accommodating with the room, and usually the service is pretty good. The group that attends is very comfortable speaking up and discussing the book, making for a lively evening. They have gotten to know each other and can figure what a fellow participant is likely to like or dislike. One couple has taken to trying to find a hat to fit the setting for each book, anything from a Russian fur hat to a cowboy hat, and some of the others play along wearing a hat or other garment that fits the setting.

The Novel Idea book discussion has grown to an average fifteen attendees. This is a much more sedate group that requires much more work to draw it out. It is important to the people who come, though, and they are always very loyal to their leader, previously me, but now Mary Paxson.

GenLit has built steadily over time. They are a more participatory group, voting on what books to read and where to meet. They have become as much of an international dining group as a book group. They do not generally meet during November and December, but this past year they had a December book exchange which they seemed to like. Suzy acted as backup for Jennifer and led the group once in her absence. In the future, Jez might also like to do this. A "readers of the week" profile of GenLit appeared in the digital edition of the *Chicago Tribune* last January.

The Play Reading group was small but devoted. Because the staff member who led it is no longer here, we don't have plans to continue it.

Library Sponsored Groups: Denise has been the liaison for these groups for the past year. They run pretty smoothly because each group has a member who acts as leader. We added the Friday Fun Days oriented towards seniors, as mentioned above. Because of interest, our emphasis on the library as a "meet-up" place, and our focus on the library as a creative space, we are starting a new group called the Needlers who will meet twice a month to work on their own needlecraft projects. Develop more programming and activities that provide the opportunity for people to interact. Facilitate sharing of talents and skills.

The Seniors wanted to have a day when they could meet once a month and have different programs. These have ranged from making a craft to playing games to reminiscing. They had a picnic during the summer.

Historical Average Attendance for Indian Prairie Groups

Group	FY12/13	FY11/12	FY10/11	FY9/10	FY08/09	FY07/08	FY06/07
*Crime Readers Book Discussion	10	12	9				
*Play Reading	7	8	9	9	5		
*Novel Idea Book Discussion	15	15	11	12	10	8	8
*GenLit Book Discussion	12	11	9	8			
*Movies and More	34	27	18	23	17	18	21
Genealogy	40	36	35	38	34	23	35
Chess	11	10	9	11	12	11	9
ESL Discussion Group	13	14	9	11	13	8	8
Current Events Discussion Group	13	12	11	10	10	13	13
*Great Decisions Discussion Group	16	17	15	16	16	13	18

*Staff led.

The Big Read and Other Reading Promotions: I felt that the Big Read was a success this year. We had high turnout at the programs, and 28 at the book discussion, when we normally average 15. I stepped down from the Big Read committee, and Jennifer took my place. Cindy is still participating on the book selection committee and the programming committee.

Jennifer tried a Facebook Book Blitz last November and had 11 participants. The Book Blitz is a specified period of time on one day when we invite patrons to ask us for reading recommendations. We respond very quickly with recommendations back to the patron. She tried the Book Blitz twice more in the year with far fewer participants. *Books Just for You*, our online Readers Advisory form, had 31 requests in the last fiscal year. Enhance online advisory tools. Examine ways to offer personalized services for popular materials.

Computer Classes: In July 2012 Cindy and Suzy took over coordinating the computer classes. Cindy manages the instructors and reserves the dates, and Suzy does the evaluation and decides what classes to offer. Since September 2012 we have held 52 classes with 582 in attendance. Responsibility for the classes is assigned to be taken over by the new technology trainer.

AARP: We had AARP here again for tax assistance. It started a couple of weeks later than in the past because of the delay in publishing the form. We were still able to serve 384 people, compared to 272 last year.

Specialty Computer Classes: Suzy and Jennifer have scheduled classes and drop-in sessions for e-books. Shirley has done the same for Zinio. They have all used Denise as an assistant. We had at least nine Book-a-Librarian sessions for learning e-books. Suzy has provided classes on LinkedIn and Facebook. Suzy offered a program called Social Media for Business. Provide computer classes that assist residents in updating their work skills. Expand efforts to train patrons on accessing library e-book collection.

Mary Krekelberg continues to offer genealogy classes. She tried a new program, an after hours genealogy time when patrons could come in to work on all of the computers at once with assistance from volunteers from the Genealogy Group. She had 40 people at this after hours event. She had the same event this year with 33 in attendance. Jennifer has arranged programs on our business and investment databases with trainers from the vendors. We had 30 people for AtoZ Databases, 25 for Morningstar, 44 for Public Records and 24 for Financial Ratings Services. Thirty-two people in the genealogy group had a presentation on ProQuest Obituaries. Jennifer gave a demonstration on using *Job and Career Accelerator* for the public with twelve in attendance.

Veterans History Project: We conducted three interviews in the past year and sent 13 to the Library of Congress. Our interviews have been largely of World War II veterans. We may want to promote more to Vietnam War, Desert Storm, and Afghanistan and Iraq veterans. Joe's goal is to do one interview a month. We have completed 116 interviews since August 2002.

Local History Oral Project: We asked for people to share their memories for our local history project in the newsletter once. We have conducted three interviews. Joe again has a goal of one a month. Collect and archive oral local histories.

Displays: Oddly, one of our most popular display topics is movies or books by the recently deceased. More than one patron has mentioned how much they appreciate this, especially when the subject is someone they felt was underappreciated in life, such as Julie Harris. We also started putting bookmarks into books on one side of the book recommendation A-frame and the AV recommendation A-frame. These bookmarks are preprinted with the name of one of the Adult Ask Us Desk staff and the word "recommends." So I can put a movie or a book on display with a bookmark sticking up at the top that says, "Debbie Recommends." I can't say that the personal recommendations go out any more quickly than the books just out on display on the reverse side, but there are patrons who especially like this and comment on it.

Novelist Select: This was added to our interface on SWAN and is very beneficial to staff, not to mention patrons, in making recommendations and finding series lists. Enhance online advisory tools.

Bibliographies: We are constantly updating and adding to our online bibliographies, but haven't yet satisfactorily made them readily available in paper format for the public. Suzy and Mary Paxson maintain the bibliographies online. I would like to have them work with Cris to come up with a way to easily reproduce them for the public, perhaps on a rotating basis.

Other Handouts: Because of changes made by the vendors, it has become an almost weekly struggle to keep all of the e-book and Zinio handouts up to date. After some initial rough spots, I think we have this system running much more smoothly now.

Signage: Over the past two years we have worked with Cris to add guidance throughout the shelves for the pullout areas and to promote databases. The shelf signage we chose has proven something of a problem for shelving books and for patrons trying to pull

books off of the shelf. We are going to look into some other types with which to replace it.

Plans and Recommendations:

1. Replace shelf talkers and other shelf signage with ones that look nice, are easy to maintain, and don't interfere with shelving, then add them to areas of the Dewey collection, for example pets. (Jennifer and Cris)
2. Investigate ways to link book recommendations to e-book users. (Jez and Suzy) [in process] Enhance online advisory tools.
3. Continue with some of the community programming we have started such as the Giving Back Volunteer Program and World Book Night and look for additional opportunities such as the recycling event and hosting area book clubs once a year.
4. Try incorporating B.Y.O.B. into the book discussion group schedule. (Mary K., Mary P., Debbie)
5. Put the Veterans History interviews on YouTube with the help of volunteers. (Joe)
6. Put the local history interviews on our website and YouTube. (Joe) Collect and archive oral local histories.
7. To work on a plan to generate additional local history interviews. (Joe and Cris)
8. Put book and movie lists out for the public in paper in rotation. (Mary P.) [in process]
9. Schedule programs of different types to celebrate the 25th anniversary of the library. (Cindy)
10. Investigate a variety of programming oriented towards seniors and see what appeals to this age group. (Joe and Cindy).
11. Try Facebook Book Blitz during the year, promoting it only in the eNews that comes out right before and see what response we get. (Jennifer) Enhance online advisory tools. Examine ways to offer personalized services for popular materials.
12. Take a look at the online Readers Advisory form and re-launch it after the first of the year. (Debbie and Jennifer) Enhance online advisory tools. Examine ways to offer personalized services for popular materials.
13. Consider adding a Kindle Fire class covering tips and tricks and a class for tablets and mobile devices on useful apps. (Suzy)
14. Try the GenLit Game night once a quarter. (Jennifer)
15. To create a plan for programming June 2014 through July 2015 that includes classes, many hands on for learning new skills and hobbies. (Cindy) Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.

Staffing

Staffing: We continue with cross training of the Adult Ask Us Desk. Additional training for the Computer Help Desk is coming. We are looking at computer questions that staff is not able to help patrons with and considering where additional training is needed. In the past year we had one turnover in the Readers Advisory staff, one turnover in shelvers, and one turnover in the Computer Desk staff.

Jennifer has been doing some studies with the shelvers to evaluate what is an acceptable speed and accuracy rate. She has also been working on a standard list of shelving rules. These would include how to handle hyphenated names, books in series, etc. Review/Create procedure manuals in each department.

Continuing Education: We had numerous in-house training sessions provided by our database vendors. Staff attended PLA, ALA, and ILA and additional workshops on business resources, senior programming, readers advisory, job searching, services for the disabled, and many others.

Professional Organizations, Participation: Jennifer joined The Adult Reading Round Table and has attended a few programs they have sponsored. She also joined the Electronic Subscription Managers group and has found it very helpful. I had been on the planning committee for LACONI RASS (Reference Adult Section) but stepped down in order for Suzy to participate. Shirley is on the ILA convention programming committee. Joe has been active in Libraries' English and Reading Network (LEARN), including maintaining their website. Shirley was on the ILA Conference planning committee for 2013. Jennifer joined the RAILS LLSAP Resource Selection Committee which recommends group purchases for the RAILS libraries.

Sharing: Jennifer gave presentations on GenLit at ILA and ALA. I gave a presentation on movie advisory at ILA. Jennifer and I submitted a proposal to PLA on staff development but were not accepted.

Community: Mary Krekelberg joined the board of the Darien Historical Society.

Volunteers: We have volunteers doing some specific tasks such as the local history and veterans interviews and putting items on Pinterest. There are volunteers who make reminder calls before programs and who shelve some materials. Joe uses community service volunteers to clean shelves and to shift books. Joe has set stricter parameters about scheduling and accepting court ordered volunteers.

Plans and Recommendations:

1. Continue the cross training for the Adult Ask Us Desk. (Debbie)
2. With the new technology trainer, prepare a list of staff competencies and implement training. (Debbie)
3. Rewrite job descriptions to reflect changes in responsibilities and philosophy. (Debbie and Jamie)

**Adult Department Report
Board Meeting November 20, 2013**

Connect the staff:

- Overall mission, goals, and value of the library and see how Adult Services and they particularly, fit in and contribute.
- Additional training of Readers Services staff and Reference staff
- Readers Services training as part of a team building exercise with Joyce Saricks.

Make the library a center of the community:

- Local history, veteran's and other oral histories recorded and collected, and made available online.
- Encourage meeting up at the library for groups with the same interests like chess or needlework.
- Meeting up to discuss like Great Decisions and the movie and book discussions
- A center for community events like the recycling event, giving back volunteer program, and World Book Night.
- A center for community information: the local history, local information on the website, local building codes in the library.
- A place to learn new skills and meet others interested in the same: knitting, Mahjong, and more plans for next year.

Supply the Story—in whatever format

- Books, DVDs, downloading or streaming
- Make access, including finding what you want, as easy as possible
- Introducing patrons to more than they know they want
- Places for recommendations, online and in house

Ongoing issues

- Ease of making the electronic resources available
- Space for the physical resources
- Staff feeling confident about assisting patrons with downloading
- Introducing patrons to virtual services such as the databases

Willowbrook Burr Ridge Chamber Report

I did not attend this month, because we had Congressman Bill Foster at the library on the same day.

Darien Chamber Report

November 14, 2013

The Darien Chamber has been having many multi-chamber events, which I do not attend, since our goal is to develop and sustain relationships with our local businesses.

Today's luncheon, however, was to recognize local businesses with the Annual Chamber Excellence Awards. As always, people's comments about the library were very positive and I sat with JoAnne Ragona, the City Clerk of Darien, who was a very ardent advocate for the library. I touched base with several people whom I haven't seen in a while including Kate Sullivan, publisher of Darien Neighbors magazine.

Christine Cigler
Marketing Coordinator
November 14, 2013

65

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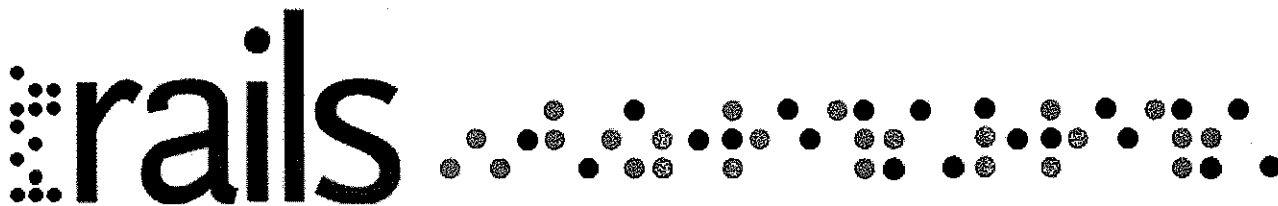
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News from the Reaching Across Illinois Library System.



e-news

Reminder: Initial Sign-up Period for eREAD Illinois Ends November 1

As reported in past issues of RAILS E-News, the *eRead Illinois* project includes an e-book collection and Axis 360 platform from Baker & Taylor for RAILS members and IHLS non-Share members. The initial sign-up period for the *eRead Illinois* project runs through **November 1, 2013**, with a planned launch date of December 2, 2013. Libraries that commit to participating by November 1 will receive free access in December. Libraries serving populations of less than 1,000 will pay only the \$250/year membership fee, and that will be waived for six months for libraries that commit by November 1. The initial commitment will be for 12 months through December 2014. Libraries that are unable to commit by November 1, 2013 will have opportunities to join later, and membership fees will be prorated.

For more information, including a form to request a customized quote for your library's membership fee, choose *eRead Illinois* from the navigational bar at the top of the RAILS website, or visit www.railslibraries.info/resource-sharing/ebooks. If you have questions after reviewing the information on the website, please contact Veronda Pitchford at 630.734.5119 or veronda.pitchford@railslibraries.info.

Library Directors Encouraged to Complete RAILS Member Survey by November 8, 2013

RAILS is looking at ways to expand and enhance our programs and services to better meet member needs. We have undertaken a strategic planning process to help with these efforts. As part of this process, nine in-person focus groups were held throughout the RAILS area, as well as three separate webinars for academic, school, and special libraries.

RAILS is conducting a member-wide survey to help prioritize the feedback gleaned from these sessions and to give all members an opportunity to provide input. We are looking for one response per RAILS library and would like each RAILS library director to fill out the survey at: <https://www.surveymonkey.com/s/HN8ZVJD> by Friday, November 8. If you have any questions, please contact Mary Witt, RAILS Communications Director, at mary.witt@railslibraries.info.

See You at the ISLMA Conference!

RAILS staff look forward to meeting our school library members at the Illinois School Library Media Association (ISLMA) conference in Springfield. Visit booth #704 when the exhibit hall is open on Thursday, October 31, from 7:00 p.m. - 9:30 p.m., and on Friday, November 1, from 8:30 a.m. - 4:30 p.m. We'll have handouts on how RAILS can help school library staff, as well as information on library certification. We'll also share the latest news from RAILS, including information on the *eRead Illinois* project, upcoming CE and consulting services, and

October 29, 2013

RAILS Links

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

Member Resources

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

Upcoming Meetings

- October 31 [See RAILS at ISLMA Conference](#)
- November 1 [See RAILS at ISLMA Conference](#)
- November 22 [RAILS Board Meeting](#)
- December 4 [RAILS Member Update](#)
- [All board and committee meetings](#)

Archives

- [RAILS E-News Archives](#)

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66

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New Inclement Weather Policy

The RAILS Board approved a revised Inclement Weather Policy at its September 27 meeting. Decisions to close any of our seven service centers for the day or to open late will be made by the Executive Director in consultation with other staff. If RAILS decides to completely close a service center, a special alert will be posted to the top of the RAILS website at www.railslibraries.info as soon as possible. If you would like to subscribe to automatically receive RAILS Alerts (including weather closings) via email, visit <http://www.railslibraries.info/subscribe> and click on Subscribe to Email under RAILS Alerts in the first column.

[Update subscription preferences](#)

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In the case of delivery services, if a RAILS building is open, it will be the decision of the RAILS Delivery Manager at each of our seven locations to decide if any routes at their location will be cancelled due to weather conditions. The primary factor in deciding whether a route is cancelled is the safety of RAILS' delivery drivers. RAILS will contact all libraries affected by delivery route cancellations as soon as possible.

eRead Illinois Information Session in Springfield

There will be an information session on the [eRead Illinois](#) project on October 30, from 2 - 4 p.m., in the Carnegie room of the Lincoln Library in Springfield. In addition to learning more about the grant-funded project, there will be a live demonstration of the Baker & Taylor Axis 360 platform. The session will also cover technical aspects of authentication, compatible reading devices, ADA compliance, options for adding your own local e-book titles to compliment the shared collection, and more. Presenters include Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing and [eRead Illinois](#) Project Director, and Curt Leppert, from Baker & Taylor. Register on L2 at: <http://www.librarylearning.info/events/?eventID=16476>.

Dee Brennan to attend Librarians Working Together Meeting November 8

All RAILS members in the Sycamore/DeKalb County area and beyond are invited to attend the Librarians Working Together (LWT) networking group's next meeting. The meeting will be held on Friday, November 8, 2013, from 10 a.m. – noon, at the Sycamore Public Library, located at 103 E. State St., in Sycamore. RAILS Executive Director Dee Brennan will be at this meeting to talk with members about the issues that are important to them and how RAILS might be able to help deal with these issues. This will also be a perfect opportunity for members in the area to network and get to know each other better. You do not have to be a member of the LWT networking group to attend. For registration and parking information, see: <http://www.librarylearning.info/events/?eventID=16551>.

Hear the Latest RAILS News at Rural Directors Meeting in East Peoria on November 15

The Rural Directors networking group will meet on November 15, from 10 a.m. - noon, at the RAILS East Peoria service center. Executive Director Dee Brennan will be on hand to share the latest news about the RAILS East Peoria property and to answer member questions. Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing, will discuss the [eRead Illinois](#) project and a demonstration will be provided by Baker & Taylor. Mark Hatch, RAILS Delivery and Facilities Director, will update members on delivery. Library directors from any library in the East Peoria or neighboring areas are welcome to attend the meeting.

Rural Directors is a group of public library directors located, for the most part, northwest of Peoria. They meet the third Friday of each month at 10 a.m. The group is open to anyone

67

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Kewanee Public Library District, at 309.852.4505 or sayersj@kewaneeelibrary.org.

Mark Your Calendars for December 4 RAILS Member Update

The next RAILS Member Update will be held on Wednesday, December 4, from 9:30 - 11:30 a.m. The videoconference will originate from the Sycamore Public Library and RAILS Executive Director Dee Brennan will attend at this location. After a brief recap of the latest RAILS news, the main topic of discussion will be e-books, including an update on the [eRead Illinois](#) project and more. You may attend in Sycamore, at a scheduled videoconference location, view the one-way streaming video, or watch a recorded version at a later date. For registration, online instructions, and contact information, see: <http://www.librarylearning.info/events/?eventID=15484>.

Saying Yes to Resource Sharing

Executive Director Dee Brennan's [latest blog post](#) reflects on the benefits of resource sharing among all types of libraries and how resource sharing makes us stronger. View her blog posts from the center of the [RAILS website](#). An archive of all her blog posts can be found at: <http://www.railslibraries.info/director-blog>.

Nominations Open for *Soon to be Famous Illinois Author* Project

Illinois libraries are invited to help discover an unknown self-published author by submitting a book for the [Soon to be Famous Illinois Author](#) project. A staff member from any type of Illinois library (academic, public, school, or special) can submit a book. The author must be an Illinois resident, with a self-published book of adult fiction in print and/or digital, be willing to provide copies of the book to the judging committee members, and be willing to promote his/her book at libraries and other venues. The winner will be announced during National Library Week in April 2014. Nominations should be sent to soontobefamous@gailborden.info by January 6, 2014. In addition, the project is looking for Illinois librarians to help select the winner. If you are interested, contact Julie Stam at StamJ@EisenhowerPLD.org. The project is sponsored by the RAILS Marketing Group and its steering committee, and supported by RAILS, the ALA Digital Content Group, the Illinois Heartland Library System, the Illinois Library Association, and PLA. Visit the project's website at www.soontobefamous.info for more information.

Maywood Public Library Closes Due to Lack of Funding

The Maywood Public Library closed on October 26, due to a lack of funding. As stated on the library's website, Maywood will reopen when funding is secured. RAILS is in the process of gathering more information on this situation and how it will affect our members (in terms of interlibrary loan, for example). We will keep members informed.

SWAN Displays Self-Check Kiosk in Burr Ridge

If you're visiting the RAILS Burr Ridge service center, you may note the Bibliotheca self-check kiosk in the lobby. This kiosk is connected to the SWAN library database and allows for a variety of patron self-service functions. [SWAN](#) is evaluating RFID (radio frequency identification) and self-check technology in order to better support SWAN member libraries with future installations. SWAN member libraries can purchase kiosks from a variety of vendors, and SWAN technical staff hope to ultimately establish a sampling of each vendor's selection at the Burr Ridge service center. The evaluations will only last for a brief period, so be sure to stop by and check them out. If you have any questions about the SWAN self-check kiosk, contact Steven Schlewitt at steven.shlewitt@railslibraries.info. RAILS has four system-supported online catalogs: MAGIC, PrairieCat, RSA, and SWAN. More

68

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New PSA Available for Use by Libraries to Promote Talking Book Service

A new public service announcement (PSA), "[Visually Impaired Reader Inspires Author](#)," may now be downloaded from the National Library Service (NLS) website. The PSA features Otilie Lucas, a patron of the New Jersey State Library Talking Book and Braille Center who inspired best-selling author Mary Jane Clark to include a visually impaired character in her new mystery series. The PSA is available as a Microsoft Word document, a camera-ready PDF, and a 30-second radio script. These PSAs are available free of charge to newspapers and TV and radio stations around the country. Libraries may place or add links to PSAs from their own website or send them to news organizations in their community. Source: October 25, 2013 [ISL E-News](#). For information about the Illinois Talking Book Outreach Center (ITBOC) and talking books, email info@illinoistalkingbooks.org or call 800.426.0709.

Participate in Try It! Illinois 2013

Try-It! Illinois 2013, the fourteenth annual statewide database trial, is sponsored by Secretary of State and State Librarian Jesse White and the Illinois State Library. *Try-It! Illinois* offers library staff and library users of the more than 5,000 ILLINET member libraries the opportunity to survey and evaluate a wide variety of electronic resources. More than 40 [electronic resource vendors are participating](#) in this year's trial. Thanks to the partnerships between the Illinois State Library and the participating electronic resource vendors, there is no charge for accessing these databases during *Try-It! Illinois*. To find more information on this program, including how to access the databases, visit <http://www.finditillinois.org/tryit>. If you have any questions, please contact Gwen Harrison at 217.785.7334 or gharrison@ilsos.net.

Highlights from ISL E-News

Last week's [ISL E-News](#) reminds the library community about the new [Back to Books](#) grant. The Back to Books web page indicates that "first priority will be given to eligible agencies that were not awarded a FY13 Back to Books grant, provided the application is well written and meets the requirements for funding." The newsletter also announced the Illinois State Library's online survey on Autism Spectrum Disorders, and provides reminders on reminders on the FY2014 School District Library Grant Application, the Digital Inclusion Survey, the FY2013 ILLINET Survey deadline extension, and more. You can subscribe to *ISL E-News* from the upper right corner of the RAILS website's [News page](#).

RAILS Library Director News

Lorene Kennard and Michael Harms are the new interim co-directors at Pontiac Public Library.

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

Member News

[Maywood Library Closed due to Lack of Funds](#)

[Cook Memorial Library Receives Demco Award](#)

[Naperville Library Creating Digital Media Lab](#)

ORDINANCE #2013-8

ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014

BE IT ORDAINED by the Board of Trustees of the Indian Prairie Public Library District as follows:

Section 1: That the sum Three Million, Five Hundred Five Thousand, Seven Hundred Forty-Fifty and No/100 Dollars be and the same is hereby assessed and levied from and against all taxable property within the limits of said Indian Prairie Public Library District as the same is assessed and equalized for State and County purposes for the current year 2013. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2013 and ending June 30, 2014 and are to be applied in liquidation of the appropriations heretofore made by Ordinance adopted by the Board of Trustees of the Indian Prairie Public Library District at a regular meeting held September 18, 2013 said Ordinance, having been duly published as provided by law, is hereby incorporated herein by reference; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is as set forth under the column entitled "Amount to be Raised by Tax Levy," as follows:

CORPORATE FUND

	Amount Appropriated	Amount to Be Raised by Tax Levy
A. PERSONNEL		
Salaries	2,033,262	1,994,000
Medical/Life Insurance	132,000	115,600
Staff Development	25,000	18,500
Recruitment	1000	500
Board Development	22,000	1,600
Employee Assistance Program	2,600	2,600
Workers Compensation	15,000	12,500
Unemployment Compensation	7,000	4,600
IMRF	137,500	126,000
FICA	93,500	92,000
B. MATERIALS		
Books	255,000	252,000
Periodicals	42,000	36,500
Audio	52,000	50,500
Video	60,000	55,700
Electronic Reference Resources	65,000	66,000
Processing Supplies	25,000	23,200
Software/Games	4,500	3,600
Life Skills/ESL	2,300	2,200
C. BUILDING		
Cleaning Service	70,000	65,600
Water/Sewer	0	500
Maintenance Supplies	20,000	16,160
Telephone	0	500
Gas	0	500
Electric	0	500
Security System Monitoring	2,000	1,550
Garbage Disposal	0	500

Building Maintenance Repairs	55,000	43,400
Property Maintenance	30,000	21,200
D. AUTOMATION		
Supplies	11,000	9,600
Automation-Professional Services	10,000	5,500
Purchase of Equipment	21,000	18,200
Automation-Equipment Repairs	4,000	1,575
Software	24,000	21,400
System Wide Automated Network (SWAN)	53,000	56,000
Telecommunications	9,000	6,400
E. OPERATIONS		
Office Supplies	16,000	5,500
Photocopy Supplies	5,500	4,550
Patron Cards	5,000	4,550
Non-Payment Reciprocal Reimbursement	6,000	3,550
Postage	9,000	7,100
Travel	1,000	660
Organizational Memberships	2,200	1,850
Bank Fees		2,750
F. CONTRACTUAL SERVICES		
Professional Services	15,000	7,700
Legal Services	10,000	3,800
Audit	4,000	3,300
Credit Bureau	2,000	1,550
Equipment Maintenance/Repairs	1,300	1,050
Equipment Maintenance Contracts	5,000	5,500
Photocopier Maintenance Contracts	3,500	2,300
G. INSURANCE		
Insurance	0	500
Bond	0	500
H. PUBLIC INFORMATION		
Marketing Supplies	4,000	2,550
Legal Notices	2,000	1,250
Marketing Newsletter	24,000	23,000
Enewsletter	1,800	1,550
Advertising	5,000	3,050
Informational Printing	7,500	4,050
Special Events	30,000	25,500
I. CAPITAL OUTLAY		
Equipment/Furnishings		0
J. CONTINGENCY		
	80,000	33,700
TOAL CORPORATE FUND EXPENDITURES	3,523,462	3,278,045

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

71

PART II

AUDIT FUND	0	0
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Levied for the foregoing expense of the Annual Audit from a SPECIAL TAX in addition to all other taxes levied by the District.

PART III

.02% BUILDING/MAINTENANCE FUND	150,000	91,100
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Levied for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes levied by the District.

PART IV

ILLINOIS MUNICIPAL RETIREMENT FUND	70,000	62,600
------------------------------------	--------	--------

Levied for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes levied by the District.

PART V

LIABILITY INSURANCE FUND	20,000	17,400
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Levied for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes levied by the District.

PART VI

SOCIAL SECURITY FUND	65,000	56,600
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Levied for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes levied by the District.

PART VII

SPECIAL RESERVE FUND	100,000	0
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Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART VIII

BOND RETIREMENT FUND	0	0
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Levied for the foregoing expense of bond retirement from a special tax in addition to all other taxes levied by the district. (See Ordinance 1993-9 "An Ordinance Providing for the Issue of \$4,950,000 Library Bonds of the Indian Prairie Public Library District, DuPage County, Illinois, and for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Said Bonds" - Filed with the County Clerk on December 30, 1993 as supplemented by direction for abatement of taxes per issuance in 2003 of \$3,840,000 General Obligation Refunding Bonds, Series 2003.)

PART IX

WORKING CASH FUND

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2013/2014 fiscal year, of \$391,404.72. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

0

0

SUMMARY:		
CORPORATE FUND EXPENDITURES	3,523,462	3,278,045
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	150,000	91,100
ILLINOIS MUNICIPAL RETIREMENT FUND	70,000	62,600
LIABILITY INSURANCE	20,000	17,400
SOCIAL SECURITY	65,000	56,600
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	3,928,462	3,505,745

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage & Cook Counties within the time specified by law.

Section 3: The Indian Prairie Public Library District Secretary shall publicly post and keep this ordinance available for inspection by any interested party in the main office of the Indian Prairie Public Library District.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 20th day of November, 2013, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 20th day of November, 2013.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

MEMORANDUM

To: Members of the Board of Trustees
Indian Prairie Public Library District

From: Brian Zabel, CPA

Date: October 15, 2013

Re: Independent Auditors Report Summary

The fiscal year ended June 30, 2013 was another successful year for the Indian Prairie Public Library District from a financial perspective and financial reporting perspective.

Revenues:

Total revenues increased compared to the prior year by \$55,184 dollars. This increase was primarily due to property tax. Interest income increased as interest rates stabilized.

Expenditures:

Material expenditures decreased from the prior year by \$13,385. Total expenditures in the General Fund increased by \$25,435 over the prior year. The total General Fund revenues were \$44,143 more than total expenditures. A decreasing principal balance in the Debt Service fund caused interest expense to decrease by \$12,166 from the prior year. There was \$4,610 of capital outlay expenditures in the general fund. Overall expenditures were \$2,074 less than the previous fiscal year. Overall revenues for the year were \$50,363 more than the expenditures.

Balance Sheet:

The district remains in a solid cash position with just under \$3.3 million in savings. As far as fund balances are concerned the state recommends having about 3-6 months worth of expenditures sitting in your general fund. As of June 30, 2013 the district has approximately 3 months worth of expenditures in unreserved funds in the general fund. Thus the district's fund balance is right at the recommended level. None of the funds have an excessive accumulation fund balance for tax levy purposes.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DARIEN, ILLINOIS**

ANNUAL FINANCIAL REPORT

**For the Year Ended
June 30, 2013**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
TABLE OF CONTENTS**

	Page's)
INDEPENDENT AUDITOR'S REPORT	1-3
Management's Discussion and Analysis	MD&A 1-5
GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS	
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position	4
Statement of Activities	5
Fund Financial Statements	
Governmental Funds	
Balance Sheet	6-7
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Position	8
Statement of Revenues, Expenditures, and Changes in Fund Balances	9-10
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Governmental Activities in the Statement of Activities	11
Statement of Fiduciary Net Position	12
Statement of Changes in Fiduciary Net Position	13
Notes to Financial Statements	14-25
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	26-29
Schedule of Funding Progress - Illinois Municipal Retirement Fund	30
Schedule of Employer Contributions - Illinois Municipal Retirement Fund	31
Notes to Required Supplementary Information	32
COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES	
NON-MAJOR GOVERNMENTAL FUNDS	
Combining Balance Sheet - Special Revenue Funds	33
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Special Revenue Funds	34
SUPPLEMENTARY INFORMATION	
Tax Levy	35

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Directors
Indian Prairie Public Library District
Darien, Illinois

We have audited the accompanying financial statements of governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, (the District) as of and for the year ended June 30, 2013, and the related notes to the financial statements which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, as of June 30, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

The District adopted GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, during the year ended June 30, 2013. Statement No. 63 added new classifications on the statements of net position and changed net assets to net position. Statement No. 65 changed the classifications of certain items on the statement of net position to the new classifications contained in GASB Statement No. 63. The adoption of these statements had no effect on any of the District's net positions or fund balances as of and for the year ended June 30, 2013.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The combining and individual fund financial statements and schedules and statistical section, are presented for purposes of additional analysis and are not a required part of the financial statements. The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to

prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

BRIAN ZABEL & ASSOCIATES, P.C.
Certified Public Accountants

Morris, Illinois
October 14, 2013

79

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2013

As management of the Indian Prairie Public Library District (Library), we offer readers of the Library's statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended June 30, 2013. We encourage readers to consider the information presented here in conjunction with additional information found in the notes to financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the Library exceeded its liabilities at June 30, 2013 by \$7,925,978 (net position). Of this amount, \$711,445 (unrestricted net position) may be used to meet the Library's ongoing obligations to citizens and creditors.
- The Library's total net position increased by \$344,318.
- At June 30, 2013, the Library's governmental funds reported combined ending fund balances of \$1,513,444 an increase of \$50,363 in comparison with the prior year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

This Management's Discussion and Analysis is intended to explain the significant changes in financial position and differences in operation between the current and prior years.

Government-Wide Financial Statements - The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances, in a manner similar to private-sector business.

The Statement of Net Position includes all of the Library's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position are an indicator of whether its financial position is improving or deteriorating, respectively.

The Statement of Activities presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The government-wide financial statements show functions of the Library that are principally supported by taxes, fees, and other revenues (governmental activities). The Library does not conduct functions intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Library include providing general library services and general governmental administrative services.

The governmental-wide financial statements can be found on pages 4 and 5 of this report.

80

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2013

Fund Financial Statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library can be allocated into two categories: governmental funds and fiduciary funds.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Library maintains three individual major governmental funds. The General Fund (Corporate Fund) is used to account for funds received from general property taxes and other general revenue, and to account for expenditures made for general Library purposes. The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library. The Debt Service Fund is used to accumulate monies for the payment of long-term debt.

Information is presented separately in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund, the Special Reserve Fund, and the Debt Service Fund, all of which are considered to be major funds.

The basic governmental fund financial statements can be found on pages 6 through 11 of this report.

Fiduciary Funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the District. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the District's own programs. The accounting used for fiduciary funds is in accordance with accounting principles generally accepted in the United States of America.

The basic fiduciary fund financial statements can be found on pages 12 and 13 of this report.

Notes to Financial Statements - The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements.

The notes to financial statements can be found on pages 14 through 25 of this report.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2013**

Other Information - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Library's progress in meeting its obligation to provide library services to all of its residents.

The Library adopts an annual budget and appropriation ordinance that includes the General Fund, the Special Reserve Fund, the Debt Service Fund, and the Special Revenue Funds. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with the adopted budget and appropriation ordinance.

The budgetary comparison statement and related notes can be found on pages 26 through 32 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded liabilities by \$7,925,978 at June 30, 2013.

A significant portion of the Library's net position (81%) reflects investment in capital assets (e.g., land, buildings, and vehicles and equipment); less any related debt used to acquire those assets that is still outstanding. The Library uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Library's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Indian Prairie Public Library District's Net Position at Year End

	Governmental Activities	
	FY 2013	FY 20112
Current and Other Assets	\$ 5,207,331	\$ 4,822,692
Capital Assets	6,867,534	7,033,579
Total Assets	<u>\$ 12,074,865</u>	<u>\$ 11,856,271</u>
Current Liabilities	\$ 102,112	\$ 89,755
Noncurrent Liabilities	532,139	991,374
Total Liabilities	<u>\$ 634,251</u>	<u>\$ 1,081,129</u>
Deferred Inflows of Resources	<u>\$ 3,514,636</u>	<u>\$ 3,193,482</u>
Total Deferred Inflows of Resources	<u>\$ 3,514,636</u>	<u>\$ 3,193,482</u>
Total Liabilities and Deferred Inflows of Resources	<u>\$ 4,148,887</u>	<u>\$ 4,274,611</u>
Net Position		
Invested in Capital Assets, Net of Related Debt	\$ 6,412,534	\$ 6,118,579
Restricted	801,999	795,779
Unrestricted	711,445	667,302
Total Net Position	<u>\$ 7,925,978</u>	<u>\$ 7,581,660</u>

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2013**

The majority portion of the Library's net position (91%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position (\$711,445) may be used to meet the Library's ongoing obligations to citizens and creditors.

At June 30, 2013, the Library is able to report positive balances in all three categories of net position. The same situation held true for the prior fiscal year.

The Library's net position increased by \$344,318 during the year ended June 30, 2013.

Governmental Activities - Governmental activities increased the Library's net position by \$344,318. The key elements of this increase are as follows:

Indian Prairie Public Library District's Change in Net Position

	Governmental Activities	
	FY 2013	FY 2012
Revenues		
Program Revenues		
Charges for Services	\$ 183,706	\$ 191,212
Grants and Contributions	54,973	45,423
General Revenues		
Property Taxes	3,625,045	3,542,475
Interest	(2,012)	28,683
Miscellaneous	3,199	1,934
Total Revenues	<u>3,864,911</u>	<u>3,809,727</u>
Expenses		
General Government	<u>3,520,593</u>	<u>3,526,479</u>
Total Expenses	<u>3,520,593</u>	<u>3,526,479</u>
Increase in Net Position	344,318	283,248
Net Position-Beginning	<u>7,581,660</u>	<u>7,298,412</u>
Net Position-Ending	<u>\$ 7,925,978</u>	<u>\$ 7,581,660</u>

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds- The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Library's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Library's net resources available for spending at the end of the fiscal year.

At June 30, 2013 the Library's governmental funds reported combined ending unrestricted fund balances of \$711,445.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2013**

The General Fund is the chief operating fund of the Library. At June 30, 2013, unrestricted fund balance of the General Fund was \$711,445. The fund balance of the General Fund increased by \$44,143 during the year ended June 30, 2013.

GENERAL FUND BUDGETARY HIGHLIGHTS

Significant differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The difference between the estimated revenues and the actual revenues was \$218,850 (unfavorable).
- The difference between the estimated expenditures and the actual expenditures was \$372,524 (favorable).

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets – The Library’s investment in capital assets for its governmental activities as of June 30, 2013 amount to \$6,867,534 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture, fixtures, and equipment. The total decrease in the Library’s investment in capital assets for the year ended June 30, 2013 was \$166,045 and was due to the depreciation expense being greater than the asset additions.

Indian Prairie Public Library District’s Capital Assets
(Net of Depreciation)

	Governmental Activities	
	6/30/2013	6/30/2012
Land	\$ 491,400	\$ 491,400
Building and Improvements	6,348,975	6,502,659
Furniture, Fixtures, and Equipment	27,159	39,520
Total	\$ 6,867,534	\$ 7,033,579

Additional information on the Library’s capital assets can be found in Note 4 on page 22 of this report.

Long-Term Debt – At June 30, 2013, the Library had \$455,000 in debt outstanding.

Additional information on the Library’s long-term debt can be found in Note 5 on page 22 of this report.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES

The equalized assessed valuation (EAV) for the Library for 2013 is \$1,879,904,577. That represents a decrease in EAV of \$182,210,365 over the prior year’s EAV.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Library’s finances for all those with an interest in the Library’s finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Board of Trustees, Indian Prairie Public Library District, 401 Plainfield Rd, Darien, IL 60561.

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF NET POSITION

June 30, 2013

ASSETS	
Cash and Investments	\$ 3,261,916
Property Taxes Receivable	1,945,415
Capital Assets (net of accumulated depreciation)	<u>6,867,534</u>
TOTAL ASSETS	<u><u>\$ 12,074,865</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 27,551
Accrued Payroll	<u>74,561</u>
Total Current Liabilities	<u>102,112</u>
Noncurrent Liabilities	
Bond Payable - due within one year	455,000
Bond Payable - due in more than one year	-
Compensated Absences	<u>77,139</u>
Total Noncurrent Liabilities	<u>532,139</u>
Total Liabilities	<u>634,251</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned Property Taxes	<u>3,514,636</u>
Total Deferred Inflows of Resources	<u>3,514,636</u>
Total Liabilities and Deferred Inflows of Resources	<u>4,148,887</u>
NET POSITION	
Invested in Capital Assets	6,412,534
Restricted for:	
Future Projects	22,072
Debt Service	301,838
Special Revenue	88,242
Working Cash	389,847
Unrestricted	<u>711,445</u>
Total Net Position	<u>7,925,978</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u><u>\$ 12,074,865</u></u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF ACTIVITIES

June 30, 2013

FUNCTIONS/PROGRAMS	Program Revenues			Total
	Expenses	Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Current				
General Government	\$ 3,520,593	\$ 183,706	\$ 54,973	\$ (3,281,914)
TOTAL PRIMARY GOVERNMENT	<u>\$ 3,520,593</u>	<u>\$ 183,706</u>	<u>\$ 54,973</u>	<u>(3,281,914)</u>
General Revenues				
Property Taxes				3,625,045
Interest Income				(2,012)
Miscellaneous Income				3,199
Total				<u>3,626,232</u>
CHANGE IN NET POSITION				344,318
NET POSITION, JULY 1				<u>7,581,660</u>
NET POSITION, JUNE 30				<u>\$ 7,925,978</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2013

	Governmental Fund Types				Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds	
ASSETS					
Cash and Investments	\$ 2,360,425	\$ 22,072	\$ 301,838	\$ 577,581	\$ 3,261,916
Property Taxes Receivable	1,605,661	-	232,603	107,151	1,945,415
Deferred Compensation Plan	-	-	-	-	-
TOTAL ASSETS	\$ 3,966,086	\$ 22,072	\$ 534,441	\$ 684,732	\$ 5,207,331

**LIABILITIES, DEFERRED INFLOWS
OF RESOURCES, AND FUND BALANCES**

LIABILITIES					
Accounts Payable	\$ 27,551	\$ -	\$ -	\$ -	\$ 27,551
Accrued Payroll	74,561	-	-	-	74,561
Compensated Absences	77,139	-	-	-	77,139
Total Liabilities	179,251	-	-	-	179,251
DEFERRED INFLOWS OF RESOURCES					
Unavailable Property Taxes	3,075,390	-	232,603	206,643	3,514,636
Total Deferred Inflows of Resources	3,075,390	-	232,603	206,643	3,514,636
Total Liabilities and Deferred Inflows of Resources	3,254,641	-	232,603	206,643	3,693,887

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2013

	Governmental Fund Types					Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds	
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES (continued)						
FUND BALANCES						
Restricted						
Future Projects	-	22,072	-	-	-	22,072
Debt Service	-	-	301,838	-	-	301,838
Special Revenue	-	-	-	88,242	-	88,242
Working Cash	-	-	-	389,847	-	389,847
Unrestricted						
Unassigned	711,445	-	-	-	-	711,445
Total Fund Balances	711,445	22,072	301,838	478,089	1,513,444	1,513,444
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 3,966,086	\$ 22,072	\$ 534,441	\$ 684,732	\$ 5,207,331	\$ 5,207,331

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

June 30, 2013

FUND BALANCES OF GOVERNMENTAL FUNDS \$ 1,513,444

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds 6,867,534

Long-term liabilities are not due and payable in the current period and, therefore are not reported in the governmental funds (455,000)

Bond Payable -

NET POSITION OF GOVERNMENTAL ACTIVITIES \$ 7,925,978

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended June 30, 2013

	Governmental Fund Type					Total Governmental Funds	
	General	Special Reserve Fund		Debt Service Fund	Non-major Governmental Funds		
		\$	-	\$	-		-
REVENUES							
Property taxes	\$ 2,915,410	-	\$ 479,159	-	\$ 230,476	\$ 3,625,045	
Grants	50,872	-	-	-	-	50,872	
IL Historical Records Preservation	-	-	-	-	-	-	
Service Fees	183,706	-	-	-	-	183,706	
Gifts and Donations	4,101	-	-	-	-	4,101	
Interest	41,821	16	213	-	14,383	56,433	
Realized/Unrealized Gain/(Loss)	(43,790)	-	-	-	(14,655)	(58,445)	
Collection Agency Fee	391	-	-	-	-	391	
Miscellaneous	2,808	-	-	-	-	2,808	
Total Revenues	3,155,319	16	479,372	-	230,204	3,864,911	

EXPENDITURES						
Current						
Personnel	2,222,350	-	-	-	-	2,222,350
Materials	472,108	-	-	-	-	472,108
Building	168,068	-	-	-	-	168,068
Automation	121,412	-	-	-	-	121,412
Operations	33,216	-	-	-	-	33,216
Contractual Services	26,330	-	-	-	-	26,330
Insurance	-	-	-	-	14,810	14,810
Public Information	52,787	-	-	-	-	52,787
Maintenance, repair and service	-	-	-	-	90,162	90,162

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended June 30, 2013

	Governmental Fund Type				Total Governmental Funds
	General	Special Reserve Fund	Debt Service Fund	Non-major Governmental Funds	
EXPENDITURES (continued)					
Current (continued)					
IMRF	-	-	-	61,754	61,754
Social security	-	-	-	55,540	55,540
Capital Outlay	4,610	-	-	-	4,610
Debt Service:					
Principal	-	-	460,000	-	460,000
Interest	-	-	19,520	-	19,520
Bond Fees	-	-	301	-	301
Contingencies	10,295	-	-	1,285	11,580
Total Expenditures	3,111,176	-	479,821	223,551	3,814,548
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	44,143	16	(449)	6,653	50,363
OTHER FINANCING SOURCES (USES)					
Transfers in (out)	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-
NET CHANGE IN FUND BALANCES	44,143	16	(449)	6,653	50,363
FUND BALANCES, JULY 1	667,302	22,056	302,287	471,436	1,463,081
FUND BALANCES, JUNE 30	\$ 711,445	\$ 22,072	\$ 301,838	\$ 478,089	\$ 1,513,444

See accompanying notes to financial statements.

9

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUNDS BALANCES TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2013

NET CHANGE IN FUND BALANCES		
TOTAL GOVERNMENTAL FUNDS	\$	50,363
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures, however, they are capitalized and depreciated in the Statement of Activities		5,759
The repayment of the principal portion of long-term debt is reported as an expenditure when due in governmental funds but as a reduction or principal outstanding in the statement of activities		460,000
Some expenses in the Statement of Activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		<u>(171,804)</u>
CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>344,318</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2013

	Deferred Compensation Plan
ASSETS	
Cash and Cash Equivalents	\$ -
Deferred Compensation Plan	<u>1,086,699</u>
 TOTAL ASSETS	 <u>\$ 1,086,699</u>
 LIABILITIES	
Accounts Payable	<u>\$ -</u>
 Total Liabilities	 <u>-</u>
 NET POSITION HELD IN TRUST FOR DEFERRED COMPENSATION	 <u>\$ 1,086,699</u>

94

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
Year Ended June 30, 2013

	Deferred Compensation Plan
	<u> </u>
ADDITIONS	
Contributions	
Member contributions	\$ 45,472
Investment Income	
Net Appreciation (Depreciation) in Fair Value of Investments	135,511
Less: Investment Expenses	<u>(4,687)</u>
Net Investment Income	<u>130,824</u>
TOTAL ADDITIONS	<u>176,296</u>
DEDUCTIONS	
Withdrawals	88,091
Miscellaneous	<u>-</u>
TOTAL DEDUCTIONS	<u>88,091</u>
NET INCREASE	88,205
NET POSITION - JULY 1, 2012	<u>998,494</u>
NET POSITION - JUNE 30, 2013	<u><u>\$ 1,086,699</u></u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Indian Prairie Public Library District (the Library) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Library was organized under the laws of the State of Illinois. The Library is governed by a Board of Trustees (the Board) and the rules and regulations for library districts.

The accounting policies of the Library conform to GAAP as applicable to governmental units. The following is a summary of the more significant policies.

a. Reporting Entity

As defined by generally accepted accounting principles established by the GASB, the financial reporting entity consists of the primary government, as well as component units, which are legally separate organizations for which elected officials of the primary government are financially accountable. Financial accountability is defined as:

- 1) Appointment of a voting majority of the component unit's board and either (a) the ability to impose will be by the primary government or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government; or
- 2) Fiscal dependency on the primary government.

b. Fund Accounting

The District uses funds to report on its financial position and the changes in financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental and fiduciary. The District reports only governmental funds.

96

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Fund Accounting (Continued)

Governmental funds are used to account for all or most of the District's general activities, including the collection and disbursement of earmarked monies (special revenue funds) and the acquisition or construction of capital assets (capital projects funds). The general fund is used to account for all activities of the District not accounted for in some other fund. The District has no fiduciary funds.

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the non-fiduciary activities of the District. The effect of material interfund activity has been eliminated from these financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

97

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Government-Wide and Fund Financial Statements (Continued)

The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library.

The Debt Service Fund is used to accumulate monies for payment on long-term debt.

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable, available and earned). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The District recognizes property taxes when they become both measurable and available in the year intended to finance. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as expenditures when due.

Those revenues susceptible to accrual are property taxes, interest revenue and charges for services. Fines and fees revenues are not susceptible to accrual because generally they are not measurable until received in cash. In applying susceptible to accrual concept to intergovernmental revenues (i.e., federal and state grants), the legal and contractual requirements of the numerous individual programs are used as guidelines. Monies that are virtually unrestricted as to purpose of expenditure, which are usually revocable only for failure to comply with prescribed compliance requirements, are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The District reports unearned/unavailable revenue on its financial statements. Unearned/unavailable revenues arise when potential revenue does not meet the measureable, available, and earned criteria for recognition in the current period. Unearned/unavailable revenues also arise when resources are received by the government before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both the revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for unearned/unavailable revenue is removed from the financial statements and revenue is recognized.

e. Restricted Cash

The Library has transferred funds to the Special Reserve. Additionally the Library has funds in the Debt Service Fund. These amounts are restricted.

f. Prepaid Item/Expenses

Payments made to vendors for services that will benefit periods beyond the draft of this report are recorded as prepaid items/expenses.

g. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life in excess of one year.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Capital Assets (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	20-50
Furniture, fixtures and equipment	5-10

h. Compensated Absences

Vested or accumulated vacation, compensatory, and holiday time are reported as expenditures and a fund liability of the governmental fund that will pay it once retirement or separation has occurred. Vested or accumulated vacation, compensatory, or holiday time of proprietary funds and governmental activities are recorded as an expense and liability as the benefits accrue to employees.

In accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that it is estimated will be taken as "terminal leave" prior to retirement.

i. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

100

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District only has no items that qualify for reporting in this category. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of time, which arises under a modified accrual basis of accounting that qualifies for reporting in this category. The governmental funds report unavailable revenues from one source: property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

k. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. None of the restricted fund balance result from enabling legislation adopted by the District. Committed fund balance is constrained by formal actions of the District's Board, which is considered the District's highest level of decision making authority. Formal actions include ordinances approved by the District Board. Assigned fund balance represents amounts constrained by the District's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the District's Administrator. Any residual fund balance of the General Fund is reported as unassigned.

The District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the District considers committed funds to be expended first followed by assigned and then unassigned.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. Fund Balances/Net Position (Continued)

In the government-wide financial statements, restricted net positions are legally restricted by outside parties for a specific purpose. None of the District's restricted net positions are restricted as a result of enabling legislation adopted by the District. Invested in capital assets, net of related debt is the book value of the capital assets less the outstanding principal balance of long-term debt issued to construct or acquire the capital assets.

l. Interfund Transactions

Interfund transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made that are properly applicable to another fund are recorded as expenditures/expenses in the fund that is reimbursed.

All other interfund transaction, except interfund services and reimbursements, are reported as transfers.

m. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditure/expenses during the reporting period. Actual results could differ from those estimates.

2. DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes and the Library's investment policy authorize the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

2. DEPOSITS AND INVESTMENTS (Continued)

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund's share price, which is the price for which the investment could be sold.

a. Deposits

To guard against credit risk for deposits with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral in an amount of the uninsured deposits with the collateral held by a third party acting as the agent of the Library.

b. Investments

At June 30, 2013, the Library had invested \$1,544,868, which is the fair value, in Illinois Funds. These investments are liquid with no maturity date.

GASB 40 – Operating Funds

In accordance with its investment policy, the Library limits its exposure to interest rate risk to provide liquidity for operating funds and maximizing yields for funds not needed within a one-year period. The portfolio that is invested with Illinois Funds, which is completely liquid, is not subject to interest rate risk.

Illinois Funds is "AAA" rated and credit risk is very marginal.

3. RECEIVABLES – TAXES

Property taxes for 2012 attach as an enforceable lien on January 1, 2012, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Ordinance). Tax bills are prepared by the County and issued on or about June 1, 2013 and September 1, 2013. The County collects such taxes and remits them periodically. Based upon actual collection experience, uncollectible property taxes are immaterial, therefore, an allowance provision has not been recorded. Except for the Debt Service Fund (see note 10), the District has deferred recognition of the 2012 tax levy as it is intended to fund operations of the 2013-2014 fiscal year.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2013 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 491,400	\$ -	\$ -	\$ 491,400
Capital assets being depreciated				
Building and improvements	7,684,213	-	-	7,684,213
Furniture, fixtures, and equipment	258,581	5,759	-	264,340
Total capital assets being depreciated	<u>7,942,794</u>	<u>5,759</u>	<u>-</u>	<u>7,948,553</u>
Less accumulated depreciation for				
Building improvements	1,181,554	153,684	-	1,335,238
Furniture, fixtures, and equipment	219,061	18,120	-	237,181
Total accumulated depreciation	<u>1,400,615</u>	<u>171,804</u>	<u>-</u>	<u>1,572,419</u>
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET	<u>\$ 7,033,579</u>	<u>\$ (166,045)</u>	<u>\$ -</u>	<u>\$ 6,867,534</u>

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES	
General Government	<u>\$ 171,804</u>

5. LONG-TERM DEBT

The following is a summary of changes in long-term liabilities during the year ended June 30, 2013:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
GOVERNMENTAL ACTIVITIES					
Bonds payable	\$ 915,000	\$ -	\$ 460,000	\$ 455,000	\$ 455,000
Compensated absences	76,374	765	-	77,139	-
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 991,374</u>	<u>\$ 765</u>	<u>\$ 460,000</u>	<u>\$ 532,139</u>	<u>\$ 455,000</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

5. LONG-TERM DEBT (Continued)

On December 16, 1993, the District issued \$4,950,000 in library bonds to provide financing for the construction of new library facilities. A portion of the above issue has been refunded by the issuance of \$3,840,000 General Obligation Refunding Bonds, Series 2003 dated July 1, 2003 resulting in a savings to the District of \$478,353. These bonds mature annually in varying amounts beginning December 30, 2004 through December 30, 2014. Interest at varying rates is due in June and December of each year through December 30, 2014. As of June 30, 2013, the District owes \$0 from the original issuance and \$455,000 from the refunding issuance, for a total of \$455,000 of outstanding bonds payable.

Principal and interest maturities of the outstanding bonds at June 30, 2013 are as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2014	<u>455,000</u>	<u>6,598</u>
Totals	<u>\$ 455,000</u>	<u>\$ 6,598</u>

6. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

7. INDIVIDUAL FUND DISCLOSURES

Transfers between funds during the year were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ -	\$ -
Working Cash Fund	-	-
TOTAL ALL FUNDS	<u>\$ -</u>	<u>\$ -</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

8. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor cannot be determined at this time. The District does not expect to have any such liability if any were to arise it would be immaterial.

9. DEFERRED COMPENATION PLAN

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future year. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in Trust for the exclusive benefit of participants and their beneficiaries.

10. EMPLOYEE RETIREMENT SYSTEMS

Illinois Municipal Retirement Fund

The Library's defined benefit pension plan for Regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The Library's plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained on-line at www.imrf.org.

As set by statute, Library employees participating in IMRF are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Library's annual required contribution rate for calendar year 2012 was 13.92 percent. The Library also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2013

10. EMPLOYEE RETIREMENT SYSTEMS (Continued)

For December 31, 2012, the Library's annual pension cost of \$176,254 was equal to the Library's required and actual contributions. The required contribution was determined as part of the December 31, 2010 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included (a) 7.50% investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 4.00% a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) post-retirement benefit increases of 3% annually. The actuarial value of the plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. The Library's plan's unfunded actuarial accrued liability at December 31, 2010 is being amortized as a level percentage of projected payroll on an open 30 year basis.

As of December 31, 2012, the most recent actuarial valuation date, the plan was 60.80% funded. The actuarial accrued liability for benefits was \$3,311,880 and the actuarial value of assets was \$2,013,683, resulting in an underfunded actuarial accrued liability (UAAL) of \$1,298,197. The covered payroll for calendar year 2012 (annual payroll of active employees covered by the plan) was \$1,266,196 and the ratio of UAAL to the covered payroll was 103 percent.

Actuarial Valuation Date	Annual Pension Cost		Percentage of APC	
	(APC)		Contributed	Net Pension Obligation
2012	\$	176,254	100%	\$ -
2011		169,210	100%	-
2010		163,433	100%	-

The schedule of funding progress, presented as RSI following the notes to financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

11. DEBT SERVICE REVENUE RECOGNITION

The District has elected to recognize property taxes received during the fiscal year for the Debt Service Fund as revenue earned. This is a departure from the method property taxes are recorded in other funds. (See Note 1)

REQUIRED SUPPLEMENTARY INFORMATION

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2013

	Original Budget	Final Budget	Actual
REVENUES			
Property taxes	\$ 3,145,229	\$ 3,145,229	\$ 2,915,410
Per Capita Grant	42,000	42,000	43,705
Other Grants	-	-	7,167
IL Historical Records Preservation	-	-	-
Service Fees:			
Copier	5,000	5,000	4,598
Computer Copies	10,000	10,000	10,990
Fines/Fees	58,000	58,000	57,165
Lost Materials	12,000	12,000	11,051
Non-Resident Fees	85,000	85,000	87,428
Video Rental	9,000	9,000	10,005
Book Rental	2,500	2,500	2,169
Meeting Room Rental	-	-	300
Gifts/Donations	2,000	2,000	4,101
Collection Agency Fee	-	-	391
Interest	3,000	3,000	41,821
Realized/Unrealized Gain/(Loss) on Investment	-	-	(43,790)
Miscellaneous	1,000	1,000	2,808
Total Revenues	3,374,729	3,374,729	3,155,319
EXPENDITURES			
Current			
Personnel:			
Salaries	1,970,000	1,970,000	1,880,536
Medical/Life Insurance	125,000	125,000	98,706
Staff Development	23,000	23,000	20,096
Recruitment	-	-	-
Benefits - IMRF	125,000	125,000	116,415
Benefits - FICA	90,000	90,000	86,751
Workers Compensation	12,000	12,000	10,564
Unemployment Insurance	5,000	5,000	5,408
Employee Assistance Program	3,000	3,000	2,500
Board Development	1,500	1,500	1,374
Total Personnel	2,354,500	2,354,500	2,222,350

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Materials:			
Books	255,000	255,000	237,228
Periodicals	42,000	42,000	30,701
Audio	52,000	52,000	52,545
Video	60,000	60,000	55,057
Story Boxes	-	-	-
Electronic Reference Resources	70,000	70,000	70,166
Circulating CD Rom	5,000	5,000	-
Government Documents	-	-	-
Life Skills/ELL	3,700	3,700	1,893
Processing Supplies	25,000	25,000	24,518
Total Materials	<u>512,700</u>	<u>512,700</u>	<u>472,108</u>
Building:			
Cleaning Service	65,000	65,000	67,395
Maintenance Supplies	20,000	20,000	16,157
Building Maintenance/Repairs	60,000	60,000	36,711
Utilities	16,000	16,000	11,366
Security System Monitoring	1,800	1,800	1,568
Property Maintenance	35,000	35,000	34,871
Total Building	<u>197,800</u>	<u>197,800</u>	<u>168,068</u>
Automation:			
Supplies	12,000	12,000	9,511
Automation-Prof Services	12,000	12,000	6,000
Purchase of Equipment	20,000	20,000	19,396
Automation Equipment Maintenance	4,000	4,000	1,265
Software	23,000	23,000	17,841
SWAN Maintenance	-	-	-
SWAN Database Maintenance	64,000	64,000	62,095
New Technologies	-	-	-
Telecommunications	12,000	12,000	5,304
Total Automation	<u>147,000</u>	<u>147,000</u>	<u>121,412</u>

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Operations:			
Office Supplies	16,000	16,000	12,753
Photocopy Supplies	6,000	6,000	3,960
Patron Cards	2,000	2,000	613
Postage	15,000	15,000	6,371
Non-Payment Reimbursements	6,000	6,000	1,024
Travel	1,000	1,000	503
Bank and Investment Fees	3,000	3,000	6,317
Organizational Membership	2,000	2,000	1,675
Total Operations	<u>51,000</u>	<u>51,000</u>	<u>33,216</u>
Contractual Services:			
Professional Services	20,000	20,000	15,713
Legal Services	7,000	7,000	1,944
Credit Bureau	1,500	1,500	926
Audit	3,500	3,500	2,850
Equipment Maint./Repair	1,200	1,200	1,003
Equipment Maint. Contracts	7,500	7,500	1,829
Photocopy Maint. Contracts	2,500	2,500	2,065
Total Contractual Services	<u>43,200</u>	<u>43,200</u>	<u>26,330</u>
Insurance:			
Multi-peril Physical Assets	2,000	2,000	-
Bonding & Liability	3,000	3,000	-
Total Insurance	<u>5,000</u>	<u>5,000</u>	<u>-</u>
Public Information			
Legal Notices	2,000	2,000	989
Marketing	29,000	29,000	23,354
Information Supplies	4,000	4,000	3,809
Special Events	30,000	30,000	19,872
Information Printing	7,500	7,500	4,763
Total Public Information	<u>72,500</u>	<u>72,500</u>	<u>52,787</u>

(See independent auditor's report.)

111

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Capital Outlay	-	-	4,610
Contingencies	100,000	100,000	10,295
Total Expenditures	<u>3,483,700</u>	<u>3,483,700</u>	<u>3,111,176</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(108,971)	(108,971)	44,143
OTHER FINANCING SOURCES (USES)			
Transfers In (Out)	-	-	-
NET CHANGE IN FUND BALANCE	<u>(108,971)</u>	<u>(108,971)</u>	44,143
FUND BALANCE, JULY 1			<u>667,302</u>
FUND BALANCE, JUNE 30			<u>\$ 711,445</u>

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

SCHEDULE OF FUNDING PROGRESS
ILLINOIS MUNICIPAL RETIREMENT FUND

June 30, 2013

Actuarial Valuation Date: December 31	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry-Age	(3) Funded Ratio (1) / (2)	(4) Unfunded (Overfunded) AAL (UAAL) (OAAL) (2) - (1)	(5) Covered Payroll	UAAL (OAAL) As a Percentage of Covered Payroll (4) / (5)
2010	\$ 1,799,112	\$ 3,108,068	57.89%	\$ 1,308,956	\$ 1,255,247	104.28%
2011	1,945,054	3,204,079	60.71%	1,259,025	1,261,818	99.78%
2012	2,013,683	3,311,880	60.80%	1,298,197	1,266,196	102.53%

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
ILLINOIS MUNICIPAL RETIREMENT FUND

June 30, 2013

<u>Year Ended December 31</u>	<u>Employer Contribution</u>	<u>Annual Required Contribution</u>	<u>Percentage Contributed</u>
2010	\$ 163,433	\$ 163,433	100%
2011	169,210	169,210	100%
2012	176,254	176,254	100%

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2013

LEGAL COMPLIANCE AND ACCOUNTABILITY

Budgets

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted (at the fund level) for the General, Special Reserve, Debt Service and Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The District prepares and submits to the Board a proposed operating budget for the fiscal year. The operating budget includes proposed expenditures/expenses and the means of financing them. Annual budgets are adopted for the General Fund on a basis consistent with GAAP. The legal level of budgetary control is at the fund level.
2. The proposed operating budget is adopted by the Board at a public meeting.
3. Any amendments to the budget must be adopted by the Board at a public meeting.
4. Budgeted amounts presented in the financial statements are those as originally adopted by the Board. There were no amendments to the budget for the year ended June 30, 2013.

NON-MAJOR GOVERNMENTAL FUNDS

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
 COMBINING BALANCE SHEET
 NON-MAJOR GOVERNMENTAL FUNDS

June 30, 2013

	Special Revenue					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
ASSETS						
Cash and investments	\$ 34,667	\$ 30,584	\$ 18,049	\$ 104,434	\$ 389,847	\$ 577,581
Property tax receivable	30,218	27,444	3,650	45,839	-	107,151
TOTAL ASSETS	\$ 64,885	\$ 58,028	\$ 21,699	\$ 150,273	\$ 389,847	\$ 684,732
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	-	-	-	-	-	-
DEFERRED INFLOWS OF RESOURCES						
Unavailable Property Taxes	58,284	52,985	7,065	88,309	-	206,643
Total Deferred Inflows of Resources	58,284	52,985	7,065	88,309	-	206,643
Total Liabilities and Deferred Inflows of Resources	58,284	52,985	7,065	88,309	-	206,643
FUND BALANCES						
Restricted						
Special Revenue	6,601	5,043	14,634	61,964	-	88,242
Working Cash	-	-	-	-	389,847	389,847
Unrestricted	-	-	-	-	-	-
Total Fund Equities	6,601	5,043	14,634	61,964	389,847	478,089
TOTAL LIABILITIES AND FUND BALANCES	\$ 64,885	\$ 58,028	\$ 21,699	\$ 150,273	\$ 389,847	\$ 684,732

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NON-MAJOR GOVERNMENTAL FUNDS

For the Year Ended June 30, 2013

	Special Revenues					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
REVENUES						
Property Taxes	\$ 63,908	\$ 57,452	\$ 17,017	\$ 92,099	\$ -	\$ 230,476
Interest	-	-	-	-	14,383	14,383
Gain/(Loss) on Investments	-	-	-	-	(14,655)	(14,655)
Total Revenues	63,908	57,452	17,017	92,099	(272)	230,204
EXPENDITURES						
General Government	-	-	14,810	-	-	14,810
Insurance premiums	-	-	-	90,162	-	90,162
Building maintenance	61,754	-	-	-	-	61,754
IMRF	-	55,540	-	-	-	55,540
FICA	-	-	-	-	1,285	1,285
Investment Expense	-	-	-	-	-	-
Total Expenditures	61,754	55,540	14,810	90,162	1,285	223,551
NET CHANGES IN FUND BALANCES	2,154	1,912	2,207	1,937	(1,557)	6,653
Other financing sources (uses):						
Transfers from (to) general fund	-	-	-	-	-	-
FUND BALANCES, JULY 1	4,447	3,131	12,427	60,027	391,404	471,436
FUND BALANCES, JUNE 30	\$ 6,601	\$ 5,043	\$ 14,634	\$ 61,964	\$ 389,847	\$ 478,089

(See independent auditor's report.)

113

SUPPLEMENTARY INFORMATION

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS

June 30, 2013

Tax Levy Year	2012			2011		
	DuPage County	Cook County		DuPage County	Cook County	
Assessed Valuation	Amount	Rate	Amount	Rate	Amount	Rate
	1,766,171,328		113,733,249	1,941,235,088	120,879,854	
Tax Extensions						
Corporate	\$ 2,878,859	0.1721	\$ 196,531	\$ 2,746,848	\$ 185,292	0.1532
I.M.R.F.	58,284	0.0000	-	58,237	-	0.0000
Social Security	52,985	0.0000	-	52,413	-	0.0000
Audit	-	0.0000	-	-	-	0.0000
Liability Insurance	7,065	0.0000	-	15,530	-	0.0000
Building Maintenance	88,309	0.0000	-	85,414	-	0.0000
Debt Service	447,734	0.0262	29,798	465,688	29,874	0.0247
	<u>3,533,236</u>	<u>0.1983</u>	<u>226,329</u>	<u>3,424,130</u>	<u>215,166</u>	<u>0.1779</u>
Total DuPage Co Extension	\$ 3,533,236			\$ 3,424,130		
Total Cook Co Extension	226,329			215,166		
Total Extensions	\$ 3,759,565			\$ 3,639,296		
Tax Collections:						
year ended June 30, 2013	\$ 1,598,656			\$ 2,026,389		
Previous years	-			1,693,472		
Total Collected	<u>\$ 1,598,656</u>			<u>\$ 3,719,861</u>		
Percent Collected	<u>42.52%</u>			<u>102.21%</u>		

Property tax rates are per \$100 of assessed valuation. Assessed valuation, rates and extended amounts of property taxes levied have been presented for each of the counties for which the District files a property tax levy.

(See independent auditor's report.)

Listening Posts October 2013

Kids & Teens

There is so much fun happening over there (Family Center). We just came to visit with our grandson, but this is a lovely area.

A teacher from elementary school who tutors at IPPL commented that our falling autumn leaves mobile craft has been the hit of her school. Several students have brought the craft to school to share.

“We love the crafts, they are very creative, it’s our favorite part!” said a patron in the K&T dept.

A patron said that the new touch screen computers in the family center are awesome! Their daughter loves them.

Just overheard a young patron tell his sister, “This library is cool”

I had an awesome 3rd grader read to me 5 pages from the new Bad Kitty vs. Uncle Murray: The Uproar at the front door.

Circulation

Patron stopped by desk to say that the recycling event yesterday was “Fantastic”. It was so nice that we did that.

Showed patron how to use the self-check, she said “You guys are great, I love this library”.

Green Hills patron says ours is the best library around and she goes to all of them.

A patron said that Indian Prairie has the nicest and most helpful staff of any library and he’s been to many across the country.

Patron raved about class for her 10 month old daughter given by Jane.

Hinsdale patron that visited here for the first time said she will never come back. This library is too loud.

Adult & Computer Help Desk

An elderly member/guest stopped by and mentioned that the new shelves for large print are difficult to browse on the lower shelves. She said the top two are easy to see but everything below that she needs to kneel down for and this is difficult for older people. She said she uses the stools to sit on in the large type section, so I moved one closer to the new CT books for her.

"I just love the library. If I had to make a list of things I couldn't bear to lose, that would be on it. Everyone there is just wonderful and so helpful! I love it, keep up the great work." From a member/guest who called to make a reserve on a new book.

A woman called to thank Joe for recommending the audio book Ready Play One. She said it was hard for her to get out of her car to go to work because she enjoyed it so much. I jokingly replied that her comment made me feel good since I'm the one who suggested the book to Joe. She was appreciative.

Technology

Administration

A little boy about 4 years old coming off the elevator - "Finally we're here - YES!" his dad replies - "Somebody is excited".