

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, 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. Bitto to Birmingham re: Library as High School Evacuation Site Page 4

- E. Omnibus Consent Agenda
 - 1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 18, 2013 Page 5
 - 2. Treasurer's Report Page 9
 - 3. Action on Bills/Additional Bills Page 13

- F. Items Deleted from Omnibus Consent Agenda

- G. Library Director's Report Page 18
 - eTutor Information
 - National Library Trends Information

- H. Staff Report
None

- I. Reports
 - 1. WB/BR Chamber of Commerce Meeting (Cigler) Page 33 Information
 - 2. Darien Chamber of Commerce (none)
 - 3. RAILS Page 34 Information
 - 4. Building and Grounds (none)
 - 5. Finance Committee (none)

Reports (continued)

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

J. Unfinished Business

- 1. Appointment of Library Trustees
 - 2. Approval of Changes to Bylaws
- Page 39 Discussion
Action

K. New Business

- 1. Request to Dispose of Library Property
 - 2. Draft of Levy for FY 2013-2014
 - 3. Resolution #2013-G To Determine Estimate of Funds Needed for 2013-2014 Fiscal Year
 - 4. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District
 - 5. Resolution #2013-H Honoring Luanne Spiros
 - 6. Appointment of Vice-President
- Page 47 Action
Page 48 Discussion
Page 52 Action
Page 53 Action
Page 54 Action
Action

L. Scheduled Meetings

- 1. Special Board Meeting, November 13, 6:30 p.m.

M. Community Events

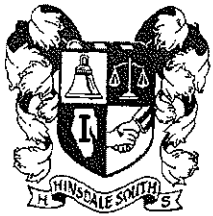
N. Library Events

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

BOARD MEETING – OCTOBER 16, 2013 – PAGE 3

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



HINSDALE SOUTH HIGH SCHOOL

Dr. Brian Waterman Eric Martzolf Arwen Pokorny Lyp Kimberly Maloney Michael Holland Greg Gardner Alex Bitto
Principal Assistant Principal Assistant Principal Athletic Director Guidance Director Activities Director Director of Deans

October 8, 2013

Indian Prairie Library
401 Plainfield Rd
Darien, IL 60561

Dear Laura Birmingham,

Thank you for working in partnership with Hinsdale South High School by allowing Indian Prairie Library to be used as an evacuation site in the case of an emergency. To be successful, Hinsdale South's evacuation plan must rely on community involvement to ensure the safety of our students and faculty. We are fortunate that you have agreed to work with us and grant access to your facility if the need presents itself.

If you have any questions or concerns regarding the evacuation plan or if there is anything I can do on behalf of Hinsdale South High School, please let me know. I welcome the opportunity to working with you in the future.

Sincerely,

Alex Bitto

Hinsdale South High School

Director of Deans

abitto@hinsdale86.org

(630) 468-4219

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Indian Prairie Public Library
Board of Trustees Minutes
September 18, 2013

**Budget and Appropriations Hearing
September 18, 2013 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the hearing to order at 7:08 p.m. Present were Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Victoria Suriano, Laura Birmingham and Maria Wlosinski. Absent: Spiros. Suriano stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in The Doings on August 1, 2013.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 7:09 p.m.

**Board of Trustees Regular Meeting
September 18, 2013 – 7:15 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:15 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Victoria Suriano
Absent: Luanne Spiros
Staff Present: Laura Birmingham, Maria Wlosinski, Kelly Von Zee, Nancy Roy
Others: William Buckley, a Willowbrook resident interested in the open Trustee position
Bradley Smith and Matthew Pequet of MPI Investment Management, Inc. regarding item K1 of New Business

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

At this point Smith of MPI Investment Management, Inc. addressed the Board regarding item K1 of New Business. Smith and Pequet left at 7:27 p.m. The Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

- 1. Steiger to Bukovac re: Literacy DuPage Community Partner of the Year
- 2. ILA eNews re: Signage Prohibiting Firearms
- 3. Willowbrook Corner Staff to Monica: re Thank You
- 4. Concerned Patron to Bukovac re: Muslim Journeys Program

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 21, 2013
2. Treasurer's Report
3. Action on Bills/Additional Bills
4. Ordinance 2013-6 Providing for the Budget & Appropriations for FY 2013/14
5. Estimate of Revenues FY 2013/14
6. FY2014 Illinois Public Library Per Capita Grant
Lacayo moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Lacayo seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Birmingham showed the brochure we will use and poster we'll display at the Darien Town Hall meeting on September 26.

H. Staff Report - Kelly Von Zee, Early Literacy Librarian, shared a powerpoint presentation. The presentation highlighted programming (Little U Storytimes) and collections as well as outreach efforts such as the sensory storytime with SASSED, preschool visits and the Play to Learn Project.

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. Results of Trustee SWOT Exercise – Suriano explained that the information in the packet was compiled from the exercise that the Board did at their August meeting. The information will be used when the strategic plan is reviewed. The Department Heads will do the SWOT exercise in November.

K. New Business

1. Bradley Smith, MPI Investment Management – Smith introduced himself and Pequet to the Board. He gave an overview of the firm's background and investment team; reviewed a summary of the library's portfolio which reflects the firm's high quality conservative philosophy; and highlighted what's going on in the fixed income investment world.
2. Review of *Serving Our Public 2.0: Standards for Illinois Public Libraries*, chapter 10 "Marketing, Promotion and Collaboration" – In order to meet the requirements of the Per Capita Grant, Birmingham led the Board through a review of chapter 10, Marketing, from *Serving Our Public 2.0*.
3. Strategic Plan Update - The plan is updated every year. Krupicka said that it serves as a working tool for staff to use when making decisions and prioritizing.
4. Appointment of Trustees – Spiros tendered her resignation as a Trustee effective September 18 so two Trustee positions need to be filled. Suriano asked the Trustees to invite any potential candidates to the October meeting to observe. Interviews would then be held in

November. A special meeting will be scheduled for November 13 at 6:30 p.m.

5. Notice of Change to Bylaws – Suriano explained the change regarding trustee orientation. The Trustees agreed with the change so the item will be on next month's Omnibus Agenda.
6. Director Evaluation – Suriano explained the process to the new Trustees.

L. Scheduled Meetings - none

M. Community Events

Darien Town Hall September 26, 7:00 – 9:00

N. Library Events

Slow Cooked and Fabulous	9/18/2013	7:00 PM
All About eBooks and eMagazines – Drop In	9/19/2013	2:00 PM
GenLit Game Night for 20-30somethings	9/19/2013	7:00 PM
Crime Readers Book Discussion	9/19/2013	7:00 PM
Movies & More: The Postman Always Rings Twice	9/20/2013	7:00 PM
ESL Conversation Group	9/21/2013	10:00 AM
College Entrance Essay Workshop	9/22/2013	2:00 PM
Little University Fall Session	9/23/2013	All Day
Computers for Beginners	9/23/2013	1:00 PM
Adult Chess Group	9/23/2013	6:00 PM
Current Events Group	9/23/2013	7:00 PM
Today's Smart Living: The Affordable Care Act	9/24/2013	7:00 PM
Needlers	9/24/2013	7:00 PM
4th Wednesdays: Travel in the Land of Anne of Green Gables	9/25/2013	1:00 PM
Genealogy Group	9/26/2013	1:00 PM
WIT (Write, Inspire, Together) Poetry Workshop	9/26/2013	6:30 PM
Computers for Beginners	9/30/2013	1:00 PM
Introduction to Word	9/30/2013	6:00 PM
Write-On Cool Compositions Contest	10/1/2013	All Day
Eating Gluten-Free	10/1/2013	7:00 PM
Write-On Cool Compositions Contest	10/2/2013	All Day
C.O.D.-What You Need to Know	10/2/2013	5:00 PM
Samsung, Nook, and Nexus Users: Learn How to Download eBooks	10/2/2013	6:00 PM
iPad Users: Learn How to Download eBooks	10/2/2013	7:30 PM
Write-On Cool Compositions Contest	10/3/2013	All Day
Lyric Opera Lecture: Otello	10/3/2013	7:00 PM
Write-On Cool Compositions Contest	10/4/2013	All Day
Movies & More: L.A. Confidential	10/4/2013	7:00 PM
Write-On Cool Compositions Contest	10/5/2013	All Day
Cardboard Challenge	10/5/2013	All Day
ESL Conversation Group	10/5/2013	10:00 AM
Write-On Cool Compositions Contest	10/6/2013	All Day
Write-On Cool Compositions Contest	10/7/2013	All Day
Introduction to Word	10/7/2013	6:00 PM
Adult Chess Group	10/7/2013	6:00 PM
Chicago Victory Gardens: Yesterday and Tomorrow	10/7/2013	7:00 PM

Write-On Cool Compositions Contest	10/8/2013	All Day
LinkedIn 101	10/8/2013	3:30 PM
Twitter 101	10/8/2013	6:00 PM
Needlers	10/8/2013	7:00 PM
Write-On Cool Compositions Contest	10/9/2013	All Day
Lyric Opera Lecture: Madama Butterfly	10/9/2013	7:00 PM
Novel Idea- The Light Between Oceans by M.L. Stedman	10/9/2013	7:00 PM
Write-On Cool Compositions Contest	10/10/2013	All Day
Write-On Poetry Workshop	10/10/2013	6:30 PM
Write-On Cool Compositions Contest	10/11/2013	All Day
Senior Friday Fun Days	10/11/2013	10:00 AM
Write-On Cool Compositions Contest	10/12/2013	All Day
Write-On Cool Compositions Contest	10/13/2013	All Day
Write-On Cool Compositions Contest	10/14/2013	All Day
Open Gaming Holiday Event	10/14/2013	3:30 PM
Adult Chess Group	10/14/2013	6:00 PM
Current Events Group	10/14/2013	7:00 PM
Write-On Cool Compositions Contest	10/15/2013	All Day
Introduction to Excel	10/15/2013	3:30 PM
Chicago Haunts	10/15/2013	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 9/30/2013

Balance on hand as of August 31, 2013.....	2,882,172.98
Cash Receipts for September.....	1,528,778.63
Cash Disbursements for September.....	258,123.81
Cash on hand as of September 30, 2013.....	4,152,827.80
Illinois Funds (Money Market) - Average Monthly Rate 0.010%	
General.....	1,437,828.09
Special Reserve.....	20,948.59
Working Cash.....	315.06
Bond.....	427,285.87
Children's Endowment.....	2,885.74
Endowment.....	11,170.11
<u>MPI Investments</u>	1,155,656.99
JP Morgan Chase - Savings - Rate .16%	
General.....	657,479.43
<u>Working Cash Fund</u>	
MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	42,508.20
Hinsdale Bank & Trust - Checking.....	5,143.35
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2013.....	4,152,827.80
 FUND BALANCES AS OF 09/30/2013	
Corporate Fund.....	2,963,909.96
Building & Maintenance Fund.....	124,404.72
I.M.R.F. Fund.....	21,508.18
Liability Fund.....	6,481.48
Social Security Fund.....	23,620.93
Special Reserve Fund.....	22,072.49
Working Cash Fund.....	391,404.72
Bond Fund.....	524,320.75
Misc. Balance Sheet Accounts from all Funds.....	75,104.57
Grand Total All Funds.....	4,152,827.80

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Indian Prairie Public Library District
Consolidated Revenue Report for September 2013

Percent of Year: 25.00

	RECEIVED September 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,321,402.21	3,115,651.92	96.30%	3,235,315.00	119,663.08
41110 · Bond Property Taxes	191,823.24	222,458.09	46.95%	473,860.00	251,401.91
41150 · Non-current Property Taxes	242.02	547.73	182.58%	300.00	-247.73
43100 · Interest-Tax Levy	0.20	66.68	0.00%	0.00	-66.68
TOTAL PROPERTY TAX & LEVY INTEREST	1,513,467.67	3,338,724.42	90.01%	3,709,475.00	370,750.58
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	2.98	11.53	11.53%	100.00	88.47
43500 · Interest - Investment	83.08	175.61	0.00%	1,000.00	824.39
TOTAL INTEREST	86.06	187.14	17.01%	1,100.00	912.86
DESK MONIES					
45100 · Copier	450.11	1,477.70	32.84%	4,500.00	3,022.30
45120 · Computer Copies	1,082.72	3,289.96	32.90%	10,000.00	6,710.04
45200 · Fines/Fees	3,667.45	14,946.56	26.22%	57,000.00	42,053.44
45250 · Gifts/Donations	0.00	620.00	31.00%	2,000.00	1,380.00
45300 · Lost Materials	1,399.95	4,973.04	45.21%	11,000.00	6,026.96
45350 · Non-Resident Fees	8,004.11	22,761.11	26.78%	85,000.00	62,238.89
45400 · DVD Fines	990.20	3,541.26	39.35%	9,000.00	5,458.74
45450 · Book Rental	159.35	640.10	30.48%	2,100.00	1,459.90
45550 · Meeting Room Rental	0.00	0.00	0.00%	200.00	200.00
45600 · ILL Fees	20.00	159.90	0.00%	500.00	340.10
TOTAL DESK MONIES	15,773.89	52,409.63	28.91%	181,300.00	128,890.37
OTHER INCOME					
46700 · Miscellaneous	3.99	65.67	4.10%	1,600.00	1,534.33
46750 · Collection Agency Fee	30.00	140.00	0.00%	0.00	-140.00
TOTAL OTHER INCOME	33.99	205.67	12.85%	1,600.00	1,394.33
GRAND TOTAL	1,529,361.61	3,391,526.86	86.18%	3,935,475.00	543,948.14

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

Percent of Year: 25.00

	September 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
PERSONNEL							
61100 · Salaries	146,148.52	443,130.42	22.45%	1,974,041.00	1,530,910.58	2,033,262.00	1,590,131.58
61310 · Benefits - Medical / Life Ins.	9,382.15	28,917.26	25.26%	114,500.00	85,582.74	132,000.00	103,082.74
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	13,994.70	42,376.01	22.65%	187,083.00	144,706.99	137,500.00	95,123.99
61340 · Benefits - FICA	11,057.90	33,531.87	22.91%	146,389.00	112,857.13	93,500.00	59,968.13
61400 · Staff Development	2,894.04	4,240.28	23.05%	18,400.00	14,159.72	25,000.00	20,759.72
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	1,393.00	12,414.00	112.64%	11,021.00	-1,393.00	15,000.00	2,586.00
61720 · Unemployment Insurance	237.21	930.24	20.67%	4,500.00	3,569.76	7,000.00	6,069.76
TOTAL PERSONNEL	185,107.52	565,615.08	22.99%	2,459,934.00	1,894,318.92	2,468,862.00	1,903,246.92
MATERIALS							
62100 · Books	19,275.77	41,645.05	16.71%	249,175.00	207,529.95	255,000.00	213,354.95
62200 · Periodicals	324.14	12,711.36	35.16%	36,150.00	23,438.64	42,000.00	29,288.64
62300 · Audio	3,086.06	11,224.92	22.43%	50,050.00	38,825.08	52,000.00	40,775.08
62400 · Video	3,314.08	9,812.59	17.78%	55,200.00	45,387.41	60,000.00	50,187.41
62500 · Multi-Media	0.00	534.36	26.72%	2,000.00	1,465.64	2,300.00	1,765.64
62600 · Electronic Reference Resources	1,594.73	43,993.21	67.21%	65,455.00	21,461.79	69,500.00	25,506.79
62800 · Processing Supplies	2,882.31	7,240.96	31.48%	23,000.00	15,759.04	25,000.00	17,759.04
TOTAL MATERIALS	30,477.09	127,162.45	26.44%	481,030.00	353,667.55	505,800.00	378,637.55
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
63200 · Cleaning Service	5,079.80	15,194.50	23.38%	65,000.00	49,805.50	70,000.00	54,805.50
63300 · Utilities (1-8-11 · Gas)	536.38	1,446.23	12.05%	12,000.00	10,553.77	0.00	-1,446.23
63300 · Utilities (1-8-12 · Electric)	5,328.92	15,604.05	26.01%	60,000.00	44,395.95	0.00	0.00
63300 · Utilities (1-8-13 · Telephone)	681.21	3,089.72	28.09%	11,000.00	7,910.28	0.00	0.00
63300 · Utilities (1-8-14 · Water/Sewer)	1,012.01	1,628.30	38.77%	4,200.00	2,571.70	0.00	0.00
63300 · Utilities (1-8-15 · Garbage Disposal)	229.93	740.97	24.70%	3,000.00	2,259.03	0.00	0.00
63400 · Maintenance Supplies	1,660.31	4,021.52	25.14%	16,000.00	11,978.48	20,000.00	15,978.48
63500 · Security System Monitoring	60.00	309.00	20.60%	1,500.00	1,191.00	2,000.00	1,691.00
63600 · Property Maintenance	1,342.93	3,926.93	18.70%	21,000.00	17,073.07	30,000.00	26,073.07
63800 · Building Maintenance/Repairs	4,288.70	12,540.10	0.00%	43,000.00	30,459.90	55,000.00	42,459.90
TOTAL BUILDING	20,220.19	58,501.32	24.72%	236,700.00	178,198.68	177,000.00	139,561.72
OPERATIONS							
64200 · Supplies - Office	1,058.38	2,782.50	21.40%	13,000.00	10,217.50	16,000.00	13,217.50
64300 · Photocopy Supplies	300.40	947.91	21.07%	4,500.00	3,552.09	5,500.00	4,552.09
64400 · Patron Card Supplies	0.00	0.00	0.00%	4,500.00	4,500.00	5,000.00	5,000.00
64500 · Postage	219.26	256.25	3.66%	7,000.00	6,743.75	9,000.00	8,743.75
64600 · Non-Payment Reimbursement	725.63	2,033.01	58.09%	3,500.00	1,466.99	6,000.00	3,966.99
64700 · Travel	82.36	119.66	18.41%	650.00	530.34	1,000.00	880.34
64800 · Organizational Memberships	0.00	100.00	5.56%	1,800.00	1,700.00	2,200.00	2,100.00
64900 · Bank Fees	211.49	719.93	26.66%	2,700.00	1,980.07	0.00	-719.93
TOTAL OPERATION	2,597.52	6,959.26	18.48%	37,650.00	30,690.74	44,700.00	37,740.74
AUTOMATION							
65100 · Supplies (paper, ink cartridge)	389.70	3,467.05	36.50%	9,500.00	6,032.95	11,000.00	7,532.95
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	4,479.30	5,964.29	33.19%	17,970.00	12,005.71	21,000.00	15,035.71
65400 · Automation Equip Mnt/Repair	775.75	811.47	54.10%	1,500.00	688.53	4,000.00	3,188.53
65500 · Software	4,772.16	7,445.21	35.21%	21,148.00	13,702.79	24,000.00	16,554.79
65600 · SWAN	0.00	12,729.50	25.20%	50,518.00	37,788.50	53,000.00	40,270.50
65700 · Telecommunications	527.89	1,554.63	24.68%	6,300.00	4,745.37	9,000.00	7,445.37

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

Percent of Year: 25.00

	September 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
TOTAL AUTOMATION	10,944.80	31,972.15	28.56%	111,936.00	79,963.85	132,000.00	100,027.85
CONTRACTUAL SERVICES							
66100 · General Professional Services	404.00	764.00	5.66%	13,500.00	12,736.00	29,000.00	28,236.00
66200 · Credit Bureau	132.65	317.95	21.20%	1,500.00	1,182.05	2,000.00	1,682.05
66300 · Equipment-Maintenance Repair	0.00	985.16	12.01%	8,200.00	7,214.84	9,800.00	8,814.84
66900 · Fees - Bond Registrar	0.00	10.00	0.00%	500.00	490.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	536.65	2,077.11	8.76%	23,700.00	21,622.89	40,800.00	38,732.89
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	5,934.12	5,934.12	24.54%	24,185.00	18,250.88	25,800.00	19,665.88
68210 · Marketing Advertising	310.00	2,433.11	81.10%	3,000.00	566.89	5,000.00	2,566.89
68310 · Marketing Supplies	174.04	208.03	8.32%	2,500.00	2,291.97	4,000.00	3,791.97
68410 · Marketing-Information Printing	191.67	570.28	14.26%	4,000.00	3,429.72	7,500.00	6,929.72
68500 · Legal Notices	20.00	170.40	14.20%	1,200.00	1,029.60	2,000.00	1,829.60
68600 · Special Events	1,241.08	4,835.00	19.19%	25,200.00	20,365.00	30,000.00	25,165.00
TOTAL PUBLIC INFORMATION	7,870.91	14,150.94	23.55%	60,085.00	45,934.06	74,300.00	60,149.06
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	189.99	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	328.81	1,181.31	3.54%	33,372.00	32,190.69	80,000.00	78,818.69
TOTAL CAPITAL OUTLAY & CONTINGENCY	518.80	1,371.30	0.28%	494,969.00	493,597.70	80,000.00	78,818.69
GRAND TOTAL	258,273.48	822,917.61	20.98%	3,923,212.00	3,100,294.39	3,523,462.00	2,721,807.42

ACTION ON BILLS September 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank - Bills for Approval	44662 thru 44783	\$ 88,539.36
Chase Bank - Salaries for Sept.	35493 thru 35524	\$ 9,395.11
Hinsdale Bank - Direct Deposits	& 16351 thru 16505	\$ 95,108.13

MONTH'S TOTAL: \$ 193,042.60

Indian Prairie Public Library District
Account QuickReport
 September 1 through September 30, 2013

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	09/04/2013	44662	Peterson, Michael	100.00
Bill Pmt Check	09/04/2013	44663	VISOgraphic	1,778.40
Bill Pmt Check	09/09/2013	44664	A.M. Best Company	1,220.95
Bill Pmt Check	09/09/2013	44665	ALLDATA	1,500.00
Bill Pmt Check	09/09/2013	44666	Baker & Taylor	7,378.82
Bill Pmt Check	09/09/2013	44667	Baker & Taylor (video)	955.15
Bill Pmt Check	09/09/2013	44668	Baldwin Cooke	146.33
Bill Pmt Check	09/09/2013	44669	Blackstone Audio, Inc.	73.99
Bill Pmt Check	09/09/2013	44670	Burr Ridge Park District	100.00
Bill Pmt Check	09/09/2013	44671	CDW Government	150.19
Bill Pmt Check	09/09/2013	44672	Center Point Large Print	152.79
Bill Pmt Check	09/09/2013	44673	Constellation	5,328.92
Bill Pmt Check	09/09/2013	44674	Dell Marketing L.P.	2,166.80
Bill Pmt Check	09/09/2013	44675	DEMCO	207.02
Bill Pmt Check	09/09/2013	44676	Faronics Technologies USA Inc.	1,566.50
Bill Pmt Check	09/09/2013	44677	FedEx	9.02
Bill Pmt Check	09/09/2013	44678	Garvey's Office Products	71.88
Bill Pmt Check	09/09/2013	44679	Grasso Graphics	191.67
Bill Pmt Check	09/09/2013	44680	Guest, Laurie	250.00
Bill Pmt Check	09/09/2013	44681	Heiberger, Edward F.	23.98
Bill Pmt Check	09/09/2013	44682	Heritage House Florist	55.00
Bill Pmt Check	09/09/2013	44683	Ingram Library Services	3.57
Bill Pmt Check	09/09/2013	44684	Inkwell	592.22
Bill Pmt Check	09/09/2013	44685	Lawrence, Bob	75.00
Bill Pmt Check	09/09/2013	44686	Midwest Tape	1,116.42
Bill Pmt Check	09/09/2013	44687	MyersBriggs	1,393.00
Bill Pmt Check	09/09/2013	44688	NCPERS Group Life	64.00
Bill Pmt Check	09/09/2013	44689	OverDrive	332.25
Bill Pmt Check	09/09/2013	44690	Palmisano, Stacy.	22.49
Bill Pmt Check	09/09/2013	44691	PC Mall	78.90
Bill Pmt Check	09/09/2013	44692	Peracha, Haniah	13.00
Bill Pmt Check	09/09/2013	44693	Peterson, Michael	100.00
Bill Pmt Check	09/09/2013	44694	Phillip's Interior Plants	215.00
Bill Pmt Check	09/09/2013	44695	Random House	93.75
Bill Pmt Check	09/09/2013	44696	Recorded Books, LLC	392.12
Bill Pmt Check	09/09/2013	44697	Roy, Nancy	18.62
Bill Pmt Check	09/09/2013	44698	Rubberdisc	1,012.50
Bill Pmt Check	09/09/2013	44699	Runco	24.44
Bill Pmt Check	09/09/2013	44700	Sheehan, Debbie	66.68
Bill Pmt Check	09/09/2013	44701	SunTimes Media	20.00
Bill Pmt Check	09/09/2013	44702	Target	148.88
Bill Pmt Check	09/09/2013	44703	VISOgraphic	3,856.72
Bill Pmt Check	09/09/2013	44704	Williams., Natalie	29.65
Bill Pmt Check	09/09/2013	44705	Wlosinski, Maria	11.30

Indian Prairie Public Library District
Account QuickReport
September 1 through September 30, 2013

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Type	Date	Num	Name	Amount
Liability Check	09/12/2013	44706	Adler & Associates	35.22
Liability Check	09/12/2013	44707	Nationwide Retirement	610.00
Liability Check	09/12/2013	44708	Vantagepoint	1,077.00
Bill Pmt Check	09/12/2013	44709	Alternative Energy Solutions, Ltd.	359.00
Bill Pmt Check	09/12/2013	44710	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	09/12/2013	44711	Five Star CPR & First Aid	455.00
Bill Pmt Check	09/12/2013	44712	Fox Valley Fire & Safety	149.00
Bill Pmt Check	09/12/2013	44713	Kroeschell Service	1,465.00
Bill Pmt Check	09/12/2013	44714	VOID	0.00
Bill Pmt Check	09/12/2013	44715	Rogers Vending	75.00
Bill Pmt Check	09/12/2013	44716	Sebert Landscaping	697.00
Bill Pmt Check	09/12/2013	44717	Speciality Mat Service	89.80
Bill Pmt Check	09/12/2013	44718	ThyssenKrupp Elevator	737.01
Bill Pmt Check	09/12/2013	44719	Unique Management	62.65
Bill Pmt Check	09/12/2013	44720	Orland Park Public Library	125.43
Bill Pmt Check	09/19/2013	44721	Aurico	154.00
Bill Pmt Check	09/19/2013	44722	Baker & Taylor	7,206.81
Bill Pmt Check	09/19/2013	44723	Baker & Taylor (video)	587.65
Bill Pmt Check	09/19/2013	44724	Barrett, Kathryn	50.00
Bill Pmt Check	09/19/2013	44725	Bukovac, Jamie	44.64
Bill Pmt Check	09/19/2013	44726	Call One	681.21
Bill Pmt Check	09/19/2013	44727	Case Lots Inc.	166.80
Bill Pmt Check	09/19/2013	44728	Center Point Large Print	44.34
Bill Pmt Check	09/19/2013	44729	Cigler, Christine	16.34
Bill Pmt Check	09/19/2013	44730	City of Darien	50.00
Bill Pmt Check	09/19/2013	44731	Comcast	229.85
Bill Pmt Check	09/19/2013	44732	DAC	124.50
Bill Pmt Check	09/19/2013	44733	DEMCO	1,137.50
Bill Pmt Check	09/19/2013	44734	DuPage County Public Works	1,012.01
Bill Pmt Check	09/19/2013	44735	Frank Electric Co.	390.00
Bill Pmt Check	09/19/2013	44736	Gale/CENGAGE Learning	171.13
Bill Pmt Check	09/19/2013	44737	Grey House Publishing, Inc.	437.95
Bill Pmt Check	09/19/2013	44738	Groot Industries, Inc.	229.93
Bill Pmt Check	09/19/2013	44739	Inkwell	222.80
Bill Pmt Check	09/19/2013	44740	JavaSmart USA LLC	106.91
Bill Pmt Check	09/19/2013	44741	Jensen, Shirley P	98.62
Bill Pmt Check	09/19/2013	44742	Kline, Cindy	11.30
Bill Pmt Check	09/19/2013	44743	Lincoln National Life	96.84
Bill Pmt Check	09/19/2013	44744	Midwest Laser Specialists, Inc.	551.47
Bill Pmt Check	09/19/2013	44745	Midwest Tape	369.88
Bill Pmt Check	09/19/2013	44746	OverDrive	1,588.41
Bill Pmt Check	09/19/2013	44747	PitneyBowes	165.00
Bill Pmt Check	09/19/2013	44748	Quill	185.98
Bill Pmt Check	09/19/2013	44749	Random House	340.00
Bill Pmt Check	09/19/2013	44750	Recorded Books, LLC	548.09

Indian Prairie Public Library District
Account QuickReport
 September 1 through September 30, 2013

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Type	Date	Num	Name	Amount
Bill Pmt Check	09/19/2013	44751	Rogers Vending	65.40
Bill Pmt Check	09/19/2013	44752	Runco	478.44
Bill Pmt Check	09/19/2013	44753	Sage Publications, Inc.	168.42
Bill Pmt Check	09/19/2013	44754	Scholastic Library Publishing	282.45
Bill Pmt Check	09/19/2013	44755	Showcases	141.91
Bill Pmt Check	09/19/2013	44756	ThyssenKrupp Elevator	300.00
Bill Pmt Check	09/19/2013	44757	Unique Books, Inc.	2,330.18
Bill Pmt Check	09/19/2013	44758	Upbeat Site Furnishings	339.53
Bill Pmt Check	09/19/2013	44759	VSP Vision	92.85
Bill Pmt Check	09/19/2013	44760	Williams., Natalie	20.00
Liability Check	09/26/2013	44761	Adler & Associates	35.22
Liability Check	09/26/2013	44762	Nationwide Retirement	610.00
Liability Check	09/26/2013	44763	Vantagepoint	1,077.00
Bill Pmt Check	09/26/2013	44764	Alarm Financial	60.00
Bill Pmt Check	09/26/2013	44765	Asimakopoulos, Jennifer	67.39
Bill Pmt Check	09/26/2013	44766	Bank of America	10,074.39
Bill Pmt Check	09/26/2013	44767	Bannerville USA, Inc.	210.00
Bill Pmt Check	09/26/2013	44768	BCBS	7,853.34
Bill Pmt Check	09/26/2013	44769	Brookfield Zoo	336.00
Bill Pmt Check	09/26/2013	44770	Case Lots Inc.	39.90
Bill Pmt Check	09/26/2013	44771	Current Technologies	118.80
Bill Pmt Check	09/26/2013	44772	FedEx	17.32
Bill Pmt Check	09/26/2013	44773	Guardian	464.27
Bill Pmt Check	09/26/2013	44774	Investor's Business Daily	329.00
Bill Pmt Check	09/26/2013	44775	Palmisano, Stacy.	14.69
Bill Pmt Check	09/26/2013	44776	Quill	78.00
Bill Pmt Check	09/26/2013	44777	SWAN	95.18
Bill Pmt Check	09/30/2013	44778	Case Lots Inc.	350.90
Bill Pmt Check	09/30/2013	44779	Colonial Life	47.32
Bill Pmt Check	09/30/2013	44780	Inkwell	48.98
Bill Pmt Check	09/30/2013	44781	Kroeschell Service	838.69
Bill Pmt Check	09/30/2013	44782	NCPERS Group Life	64.00
Bill Pmt Check	09/30/2013	44783	OverDrive	649.80
Total 10121 - Checking JP Morgan Chase				<u>88,539.36</u>
TOTAL				<u><u>88,539.36</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2013

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	09/13/2013	17,919.20
ILDOR-State	Payroll taxes	09/13/2013	3,115.25
EFTPS-Federal	Payroll taxes	09/27/2013	18,646.60
ILDOR-State	Payroll taxes	09/27/2013	3,266.09
IMRF	Payroll Pension	09/27/2013	18,588.16
AT&T	Telecommunications	09/11/2013	298.04
Nicor	Gas	09/17/2013	536.38
DAC	Deposit to HRA	09/04/2013	2,500.00
US Bank	Credit Card Fee	09/03/2013	191.49
Hinsdale Bank	Fee-Direct Deposit	09/04/2013	20.00

**Director's Report
October 2013**

Agenda

Unfinished Business:

Last month you reviewed the proposed changes to the bylaws. The bylaws require that the trustees receive at least ten days notice of any proposed changes. This month the proposed changes are listed as an action step.

New Business:

Request to Dispose of Library Property – state law requires that the trustees approve disposal of items of a certain value. We contract with a firm to take computer equipment, printers, etc. and recycle or dispose of it.

The Draft of the Levy for FY 2013-2014 is prepared at this time of year in accordance with state law. The levy will be approved at the November meeting at which time we'll schedule a hearing to take resident comments. Each year the levy is used to guarantee the amount of tax money we will receive. Because we function under the tax cap laws, the best practice is to 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.

In the Estimate of Funds, the statement compares the actual tax monies we received last year to the Levy amount. We never get the levy amount requested because the county reduces our levy so that it falls within the tax cap guidelines. But the percentage between what we received last year and what we request in the levy is large and misleading because it doesn't compare apples to apples.

The notice of proposed property tax increase will be placed in the newspaper. In the seven years that I've been here only one person has questioned the levy request and when I explained how the tax cap process works he was satisfied.

Because Luanne resigned last month the trustees need to elect a Vice-President. The Vice-President steps in to run the meeting when the President cannot attend. Since Beena is Secretary, Don or Julia will need to be Vice-President.

Library Audit

I had planned to have the auditor attend this meeting to discuss the audit. But the audit document is not ready for the packet to give you time to review it. So the audit will be handed out at the meeting and the auditor will attend the November meeting.

Library's 25th Birthday

Banners have gone up and library staff are sporting pins honoring the library's 25th. Next week a staff committee will review staff ideas for ways to spotlight and celebrate the birthday.

Artwork

Helene and Robert Leuser donated a Charles Vickery print to the library.

SWAN

SWAN has begun the process of selecting a new software vendor. Six responses were sent in response to the RFP. Three vendors were selected for in-depth demonstrations. Library staff have been attending these demonstrations over the past week and will submit their feedback to the committee. In addition Circulation Head Debbie Sheehan is part of the Circulation Focus Group which will provide in-depth feedback on that module to the committee.

Staff

Deborah Such has been hired as Substitute Circulation Assistant beginning September 10 at a salary of \$12.60/hour. Lora Bruggeman was hired as Substitute Adult Services Librarian beginning October 24 at a salary of \$21.29/hour. Former staff member Judy Cochran has been hired as a Substitute Librarian for Kids and Teens beginning September 27 at a salary of \$23.95/hour.

We received 42 resumes for the Senior Librarian position in Kids and Teens. Natalie and I interviewed six applicants and chose three for second interviews which we will finish Oct. 11 and we hope to make an offer on Oct. 14.

Jamie Bukovac, Director

**Assistant Director's Report
October 2013**

Building and Grounds:

All of the public upholstery in the library was cleaned on September 22.

Because the fabric on the furniture (3 computer benches, 1 parent bench, and 4 small study chairs) in the Family Center did not hold up well, it will all be reupholstered using easy-to-clean and durable vinyl. The fabric has been ordered and the work will be done in stages after it arrives so that we are not missing too much seating at one time.

Cris purchased a new art hanging system for the gallery which allows frames to be hung at various heights and give the gallery a more professional look. Mike took down the old system and installed the new one in late September. He had to repair and repaint the walls for the project.

The Lions Club will use our parking lot again for the park and shuttle to their Halloween Party at the Sportplex.

Recycling Event, October 26th:

Adult Services Librarian Joe Popowitch and I are very busy working out last-minute details for the upcoming Recycling Extravaganza. Our event has been getting lots of publicity. We are working with SCARCE, the Lions Club, Goodwill, Creative Electronic Recycling and a shredding company. We will have limited parking from 9am-12pm and I will be telling staff and volunteers to park at the main high school lots until after the event. I need lots of volunteers for the event, so if you would like to help out this day, please let me know.

Friends of the Library:

The Fiction Only Sale is this weekend. Please come and grab some bargains! I have arranged for Big Rig Bookmobile to come and pick up the leftovers on Sunday afternoon. The Big Rig drives all over the country donating books to people in impoverished areas. John Gervase, creator of the Big Rig, is overjoyed to get the books for his organization.

Hinsdale South High School:

Alex Bitto, the new Director of Deans at Hinsdale South called to introduce himself. This is important because he is the person I work with to prevent students from parking in our lot instead of paying a fee to park in the high school lot. Mike, our custodian, will tag cars in the lot when he observes students parking before 8am. The tags say "Parking for Library Patrons Only.

Violators may be ticketed." Once Mike tags the car, the student usually does not try to come back. If I have repeat offenders, I contact the Dean of Students with the make, model and plate numbers and he contacts the police to identify the students. Then, the students are called out of class to move their cars. It is a great teamwork system.

While I was talking to Mr. Bitto, he mentioned that there is new legislation where schools are required to have one "live" active shooter drill per year. He said that in the case of a drill or in a real situation, the library may be used as an evacuation site. I assured him that we are happy to help in any way. (In the case of a drill, we would have advance notice.)

Marketing:

Cris' report is attached.



Submitted by:

Laura Birmingham

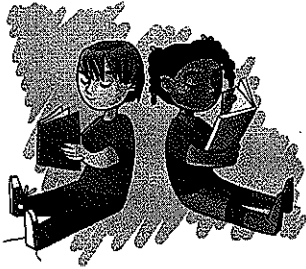
Marketing Board Report September 2013

eNews

Strategic Plan: Promote the library as a community information resource/promote library services that connect people with books and movies/offer expert assistance to residents to aid them in finding books and movies they will enjoy.

Early Literacy Campaign

Strategic Plan – Facilitate early literacy and cultivate young readers/brand the library's early education services, programs, and materials



My First Library Card Campaign

Tremendous, tremendous, success. As part of National Library Card Signup Month, 579 library cards were issued (compared to 277 last year); of those, 279 were for children. We purchased two digital photo frames and the photos we took are revolving on the picture frames and were used on Facebook.



Branding Early Literacy
All classes filled.

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

We were a sponsor of the Burr Ridge Harvest Fest (\$!00) in lieu of attending.

Joe Popowitch attended the Willowbrook/Burr Ridge Chamber meeting and made a presentation on using AtoZdatabases. We also promoted the lunch and learn session on the same topic at the end of October. Three people from the chamber registered for that program and the Burr Ridge Bank and Trust is applying for a business card to be able to use the database from their office.

Participated in Darien Town Hall meeting which involved creating an eight page brochure and new display panels.

Joomla Training

Strategic Plan: To enrich lives through technology: Technology has become a foundational component in our residents' lives: provide a virtual library; continue to evaluate new technologies in web applications/tools to enhance the website.

Theresa met with Diane Cleaver, wrapping up her Joomla training as it pertains to her immediate work on our website. She will do some additional training to learn additional features that we might utilize in the months coming up.

Bitly Links and QR Codes

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

We added a direct, permanent link on the home page to the interactive newsletter and referred to it in the print newsletter resulting in 107 hits (August 29 – October 10).

Databases

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

We continue to promote financial databases in the eNews and we presented a demonstration of AtoZdatabases at the Willowbrook/Burr Ridge chamber.

Christine Cigler
Marketing Coordinator
October 10, 2013

Adult Services September, 2013: Board Report

We started our new drop-in group for people interested in needlework, called The Needlers. There were only two people at the first meeting, but nine at the second. Hopefully this is a trend and people in the community with this shared interest can find a place they like to meet up and meet new people. Develop more programming and activities that provide the opportunity for people to interact.

The most popular computer class we have been giving recently is an introduction to the iPad. We had 19 people at the training. This is information we will be passing on to the new trainer in Computer Services, since she will be taking over scheduling the computer classes from Adult Services.

Cindy's most popular program in the last month was one on the Affordable Care Act. She had 105 people in attendance and a couple of requests from the public to repeat it, which Cindy plans to do. We have created a webpage with information about the ACA and prepared staff to field questions. So far staff has had very few requests for information and those patrons have been very satisfied with our webpage information. Another popular program Cindy held was Slow Cooked and Fabulous. Cooking programs are always very popular.

We are excited about The Big Read since the author, Philip Caputo, has agreed to come.

Joe gave a demonstration to the Willowbrook/Burr Ridge Chamber on the AtoZ Database. We have a lunch/demonstration of this product scheduled later this month for the general public. Because of Joe's demonstration several people have signed up for the later demonstration or are sending other people from their business because they saw value in the database for their work. One business is getting a library card specifically so that they can have access to this product.

We have had a busy month with equipment usage. The new scanner is very popular and sometimes people have to wait or decide to come back later to use it. The microfilm reader/printer is getting increased use since we are a Family Search Affiliate and receive microfilm for our patrons through this program. This has meant increased maintenance on the machine, also. The Computer Desk printer is also heavily used. Patrons often want to load their own paper in the trays. Not all paper is designed to be put through a laser printer, and to avoid mishaps, we are limiting patrons to the paper that is loaded in the machine and photo paper and resume paper which we supply. Shirley also trained the adult Ask Us staff on use of the PockeTalker and Intelikeys, assistive devices I mentioned last month.

Jennifer has finished creating a shelver's manual which includes rules to follow while arranging by alphabet books on the shelf. This seems like it would be straightforward, however how do you handle abbreviations like St. vs. Saint? Do you interfile them? Or numbers, do you shelve them as though the number were spelled out? These and many other issues are now all spelled out in the manual so we can have a consistent arrangement and orderly shelves.

Debbie

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

Overview

For those of us in the Kid & Teens Department, September is a month of recovery and preparation. We are cleaning up after a busy summer, running reports and evaluating our programs, and preparing for the next season of service.

Services

My First Library Card

September is National Library Card Sign-Up Month. To encourage families to sign up for library cards, we have been working closely with Marketing and Circulation to make the process more fun and to provide incentives. This month we began giving out our newly designed kids cards with a friendly, colorful graphic, and we also awarded kids with a special IPPL tote bag. This month, Kids who signed up for cards had their picture taken at the circulation department and the pictures we displayed on the walls and in a digital frame in the Kids & Teens Department. It was a treat to see all of the smiling children come in with their new cards and totes. *(Supporting Strategic Plan: Facilitate early literacy and cultivate young readers, create "My First Library Card" campaign.)*

Legos

At the beginning of the month we began providing Legos for check-out. We purchased eight bright Lego cases, filled them each with colorful, plastic bricks and a green building platform, and immediately kids starting taking them home to play. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Music Streaming for Teens

We are now providing music streaming for teens. We have been noticing a dramatic drop in the circulation of teen CDs because teens do so much more now with digital music and streaming. We researched some devices and services and selected two Android Galaxy Tablets that are loaded with Spotify. The devices are now mounted to the wall above the study bar in the Teen Lounge and teens can use Spotify to listen to music, create playlists, and share them on the teen Facebook page. *(Supporting Strategic Plan: Investigate providing e-music to patrons.)*

Programs

College Essay Writing Workshop

Michael Peterson from Holistic Learning Services joined us this month to offer teens two College Essay Writing Workshops. 16 juniors and seniors from our local high schools showed up to learn the application system and get help with their college essays. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

CPR Training

This month all of the full-time staff who work in our department were CPR/AED certified. *(Supporting Strategic Plan: Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity)*

Partnerships

Teens 4 Xcellence Book Group (T4X)

This month as school begins again, so does our partnership with Burr Ridge Middle School and the T4X (Teens 4 Excellence) book group. Before the left, Sarah worked with our new Teen Associate, Krista, who has taken on this collaborative program in the school. We truly enjoyed

working with Wendy and Renata, the staff at the middle school, and the 15 kids who showed up to kick off the new year. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Holmes Elementary School Visit

Monica, our Mid-Kid Librarian, worked with Holmes Elementary School and invited all of their first grade classes to visit IPPL, listen to stories read by Natalie, and to receive an in-depth tour of the Kids & Teen department. The students had a wonderful time. We received many notes and comments from them telling us how much fun they had, how they loved the books, iPads, Playaways, and Legos in particular. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Staff Changes

Sarah Joynt's last day at IPPL was September 24. She has taken another teen position in Minnesota. This month we received over 40 applications from eight different states for the Senior Youth Services Librarian position. We began interviewing and hope to offer the position to a worthy candidate next week. We are delighted by the quantity and quality of the candidates.

Submitted by Natalie Williams 10/11/2013

Circulation Services
September 2013

Total circulation for September 2013 was 65,873. This is 3% less than last year when we circulated 67,864 items. The difference seems to stem from lower checkouts of children's items. Patron visits remained very steady (38,483 compared to 38,535). However, our statistics do not tell the whole story. Since September is National Library Card Month, we decided to kick off a new campaign aimed at children. For the first time ever, our graphic artist designed a new card just for kids. We offered the kids their own specially designed card, a special book bag, a sticker and took their picture. The children received their picture as a souvenir of their first library card while we kept a digital copy that played in a digital frame on the Circulation desk. This promotion was a tremendous success!! The Circulation desk was overwhelmed with people looking to obtain library cards! In fact, we issued 579 resident cards!! (As a point of reference- we usually average 250 resident cards per month!) Out of that total, 247 were children's cards!

In addition to the being busy at the front desk, we started the month out extremely busy in the back. Because we were closed for 2 days at Labor Day and then a day and a half the following weekend (for Darien Fest), our workroom was overflowing with items to be checked in. We finally caught up during the second week of September. The work load was compounded by the fact that we were short a Circulation Page. The rest of the Circulation staff did a great job pitching in and working extra hours to make sure the work got done.

We had a visit from Anne Craig (Head of the State Library) and Dee Brennan (Executive Director of RAILS) on September 17. They were visiting us to see how we process our ILL delivery. RAILS has since voted to out-source delivery, so I am hopeful that they will take what they saw here and address our needs with the new vendor.

We held our second annual Circulation Retreat on Saturday, September 7. We covered many topics, but the most important were Customer Service and Hospitality. As a department, I feel we do well, but I think it's important to review concepts and discuss situations that come up. Attendance was 100% and the feedback from the staff has been very positive.

Debbie Sheehan
Head of Circulation Services

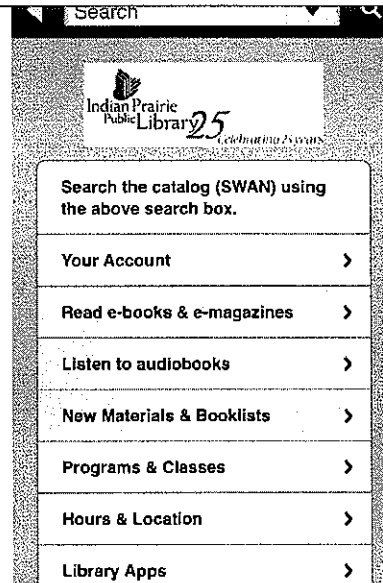
				Circ Stats								
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	
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		
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	231,096	
*Missing data—used an average number to get a total												

TECHNICAL & COMPUTER SERVICES REPORT

Board Report September 2013

Strategic Plan Goals

- Continue to improve and promote the mobile access to the library. Improved mobile app by adding access to Zinio (e-magazines), updated and renamed the e-book access to “Read e-books & e-magazines” and created a separate listing for audiobooks titled “Listen to audiobooks”. The renaming of eContent access on our mobile app makes it consistent with our website as well as more mobile friendly. The 25th Anniversary logo was also added. Since we have added mobile detection of ippl.info, we have had an increase in usage of our mobile app from 647 in July 2012 to 4,035 in July 2013.



- Create screencasts/videos to teach and share information - We have started a new video series called “eTutor”. Dave has created a series of iPad videos for class follow-up. Shortly after creating a video on upgrading to IOS7, staff was approached by a patron with a question on upgrading their iPad. Staff were then able to direct them to the video Dave created.
- Expand technology resources on library website to assist technology literacy – A new webpage was created for our eTutor videos which supports technology literacy. Our goal is to continue to expand and create videos to support our computer classes and library services. Example on the next page.

eTutor Videos



eTutor videos are short how-to videos to help you out with our library services. This page is still being developed. Check back often for more!

For all other questions, please contact the library at 630/887-8760 or email ippl@ippl.info.

Computer Classes

▸ iPad Basics

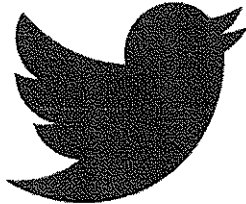
▾ Twitter Click to collapse

eTutor Videos

- [Signing up to Twitter](#)
- [Tweet, Retweet, & Replying](#)
- [Finding & Following](#)
- [Hashtags](#)

Useful Links

- [The Official Twitter Help Page](#)
- [New Twitter FAQ](#)
- [Twitter Troubleshooting](#)



Library Services & SWAN

Other Projects & Public Service Enhancements

- Teens can now listen and share music in the Teen space on two Samsung Galaxy Tabs using the music streaming service Spotify.
- Public internet computers were re-cabled to the outlet connection to improve network connectivity with the data room equipment.

Ann M. Stovall, Head of Technical & Computer Services, October 10, 2013

STATISTICS FOR	Sept. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	40,195	43,482	141,281	148,221	-4.68%
Teen	2,831	2,822	11,633	12,421	-6.34%
Kids	19,847	19,890	69,375	69,995	-0.89%
TOTAL	62,873	66,194	222,289	230,637	-3.62%
Electronic Circulation	3,000	1,670	8,807	5,358	64.37%
GRAND TOTAL CIRC.	65,873	67,864	231,096	235,995	-2.08%
% Reciprocal Borrowing	16%	17%	15%	15%	
Patron Visits	38,483	38,535	128,049	134,659	-4.91%
<u>Current Cards</u>					
Resident	579	277	23,098	23,564	-1.98%
Non-Resident	104	79	1,065	1,054	1.04%
TOTAL	683	356	24,163	24,618	-1.85%
<u>Patron Assistance</u>					
Adult - Reference	1,532	3,195	7,366	11,236	-34.44%
Kids - Reference	1,539	1,914	4,853	6,181	-21.49%
TOTAL REFERENCE	3,071	5,109	12,219	17,417	-29.84%
Adult - Other	1,806	1,911	4,487	4,546	-1.30%
Kids - Other	1,298	1,786	4,476	5,019	-10.82%
TOTAL OTHER	3,104	3,697	8,963	9,565	-6.29%
GRAND TOTAL ASST.	6,175	8,806	21,182	26,982	-21.50%
<u>ILL/Reserves</u>					
Holds	7,570	8,872	26,129	30,400	-14.05%
ILLs Sent	4,648	4,781	15,555	16,169	-3.80%
ILLs Checked Out	5,169	6,036	17,942	19,554	-8.24%
ILLs Received	5,602	6,535	19,427	21,190	-8.32%
Copy/Fax Sent	0	0	0	2	-100.00%
Copy/Fax Received	31	3	133	15	786.67%
<u>Programs - Adult</u>					
# Programs	5	5	13	15	-13.33%
Attendance	198	208	455	658	-30.85%
<u>Computer Classes</u>					
# Programs	6	10	18	21	-14.29%
Attendance	60	92	207	214	-3.27%
<u>Individual Technology Training</u>					
# of Patrons	96	39	269	45	497.78%
<u>Groups</u>					
# Programs	15	14	36	33	9.09%
Attendance	220	197	523	487	7.39%
<u>Others</u>					
#Programs	6	0	6	0	
Attendance	102	0	102	0	
<u>Programs - Teen</u>					
# Programs	2	8	8	47	-82.98%
Attendance	16	146	162	690	-76.52%
<u>Programs - Kids</u>					
# Programs	0	21	48	72	-33.33%
Attendance	0	1,763	1,550	5,853	-73.52%
GRAND TOTAL ATT.	692	2,445	3,268	7,947	-58.88%

STATISTICS FOR	Sept. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	4,020	4,123	13,293	13,359	-0.49%
Kids Computers	1,403	1,330	4,739	5,190	-8.69%
Teen Laptop	163	210	457	643	-28.93%
Adult Laptop	168	176	557	472	18.01%
TOTAL PATRON USE	5,754	5,839	19,046	19,664	-3.14%
Hours Used					
Adult Computers	2,681	2,776	8,825	9,141	-3.46%
Kids Computers	749	760	2,607	3,019	-13.65%
Teen Laptop	224	238	697	751	-7.19%
Adult Laptop	318	336	1,061	921	15.20%
TOTAL HOURS USED	3,972	4,110	13,190	13,832	-4.64%
IPPL Web Site Visitors	2,189	18,919	6,674	59,136	-88.71%
IPPL Total Page Views	5,308	22,779	16,367	59,866	-72.66%
Subscription Database Logins	2,812	2,613	8,088	7,804	3.64%
Outreach-Homebound					
Items Delivered	161	162	456	503	-9.34%
Volunteers					
Number Active	52	77			
Hours Worked	285.25	507.50	1,508.25	2,158	-30.11%
Staff Training Hours	109.50	78.25	258.25	135.25	90.94%
Room Use					
Multi-Purpose Room	6	10	25	25	0.00%
Meeting Room					
Library	22	28	90	85	5.88%
Non-Library	34	23	79	81	-2.47%
Group Study Room	215	253	766	730	4.93%
Lobby Programs	1	2	4	5	-20.00%
Conference Room	20	16	46	41	12.20%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- SEPTEMBER 2013

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1475	17	9	1483	30	20	47	29
Non-Fiction	53238	568	442	53364	654	1161	1222	1603
Fiction	38263	676	277	38662	880	1110	1556	1387
TOTAL	92976	1261	728	93509	1564	2291	2825	3019
BOOKS-- CHILDRENS								
Reference	890	0	0	890	0	0	0	0
Non-Fiction	20106	62	14	20154	144	72	206	86
Fiction	28223	545	212	28556	686	499	1231	711
TOTAL	49219	607	226	49600	830	571	1437	797
BOOKS - TEEN								
Non-Fiction	858	8	3	863	36	138	44	141
Fiction	3510	97	83	3524	95	79	192	162
TOTAL	4368	105	86	4387	131	217	236	303
GRAND TOTAL	146563	1973	1040	147496	2525	3079	4498	4119

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	4564	75	24	4615	136	197	211	221
Music CD	10138	199	13	10324	90	16	289	29
Playaway	410	1	4	407	19	4	20	8
Video (VHS & DVD)	15353	160	39	15474	261	158	421	197
CD-ROMs	161	0	0	161	0	2	0	2
TOTAL	30626	435	80	30981	506	377	941	457
AUDIOVISUAL-CHILDRENS								
Audio Books	722	20	7	735	45	9	65	16
Childrens Music CD	869	3	0	872	11	2	14	2
Junior Music CD	164	44	5	203	11	2	55	7
Playaway	63	0	0	63	1	0	1	0
Video	4250	35	47	4238	208	56	243	103
TOTAL	6068	102	59	6111	276	69	378	128
AUDIOVISUAL-TEEN								
Audio Books on CD	237	5	0	242	4	2	9	2
Music CD	358	0	286	72	0	2	0	288
Playaway	68	0	0	68	1	0	1	0
Video	488	6	1	493	22	5	28	6
Console Games	439	3	1	441	3	17	6	18
PC-GAMES (formally CD-ROMS)	-15	0	6	-21	0	3	0	9
TOTAL	1575	14	294	1295	30	29	44	323
GRAND TOTAL	38269	551	433	38387	812	475	1363	908

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1327	56	1383	99		155	
Kids and Teens ebooks	334	0	334	0		0	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13030	63	13093	172		235	

Willowbrook Burr Ridge Chamber Report

October 2, 2013

Joe Popowitch and I attended this meeting and Joe presented AtoZdatabases to the audience of approximately 60 business people. He demonstrated the flexibility and depth of information that could be found and the value to businesses.

I spent a little time talking about other library services for businesses, including using the meeting and conference rooms and getting a business library card. A representative from AtoZdatabases will actually be offering a Lunch 'n Learn session at the end of this month, which I promoted as a chance to learn even more about the database. Three people have registered for this program, based on what Joe demonstrated at the Chamber meeting. One business is coming in to get a business library card.

We distributed brochures about using the library for business purposes along with the database business card for AtoZdDatabase.

Christine Cigler
Marketing Coordinator
October 10, 2013

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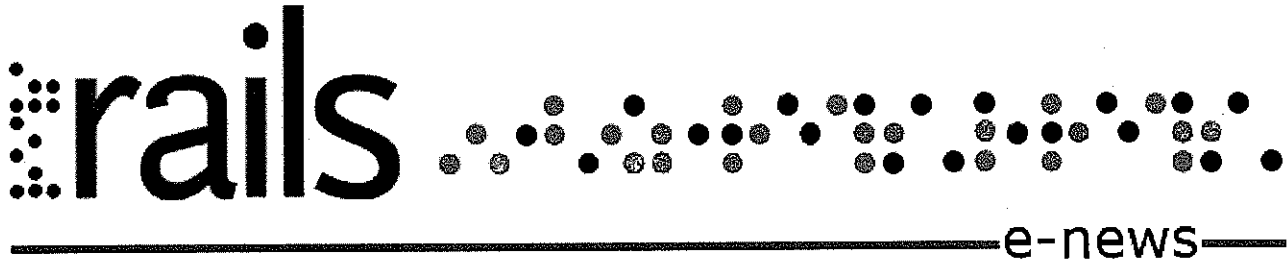
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News from the Reaching Across Illinois Library System.



Sneak a Peek at RAILS Online Auction Items

RAILS will hold an online auction to sell surplus items from our former Shorewood location. The auction begins on Monday, September 30, at 7 a.m., and ends on Sunday, October 13, at 11:59 p.m. If you would like to get a sneak peek at auction items, see: <http://www.32auctions.com/railsbolingbrook>. You won't be able to place a bid before the auction officially opens, but you will be able to see the wide variety of available items, including tables, chairs, file cabinets, book carts, shelving, a stove, a riding lawn mower, and more. Potential bidders will also have the opportunity to view auction items in-person during the [Bolingbrook Open House](#) on October 2. Instructions for bidding on items will be available at the top of the RAILS website prior to Monday morning.

September 27 RAILS Board Meeting

The RAILS Board will meet on Friday, September 27, at 1 p.m. The meeting will be held at the New Lenox Public Library District and at other videoconference locations. This meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and supporting documents, see: <http://www.railslibraries.info/board/meeting/2013-09-27-0>.

Open House at Bolingbrook Service Center on October 2

RAILS will celebrate the opening of the new Bolingbrook service center at an open house on Wednesday, October 2, from 2:00 to 4:30 p.m. Attendees will be able to tour the building and mingle with RAILS members from throughout the RAILS service area. Members interested in participating in the RAILS Online Auction will also have an opportunity to preview auction items before placing bids. Light refreshments will be served. More information is available from L2 at: <http://www.librarylearning.info/events/?eventID=15669>.

Room Change for eRead Illinois Session at ILA Conference

The [eRead Illinois project](#) will include an e-book collection and an Axis 360 platform from Baker & Taylor for RAILS members and IHLS non-Share members. There will be an in-person opportunity to learn more about the project and the Axis 360 platform at ILA at Navy Pier in Chicago on Tuesday, October 15, 2013, from 10:45 a.m. to 11:45 a.m. **The location has been changed to room 205.** To read the latest about the [eRead Illinois project](#), see: <http://www.railslibraries.info/news/20130917/update-eread-illinois-project>. If you have any questions, contact Veronda Pitchford, Project Director and RAILS Director of Membership Development and Resource Sharing at 630.734.5119 or veronda.pitchford@railslibraries.info.

See You at ILA Ignite!

Be sure to stop by RAILS booth #106 at the ILA Ignite! conference at Navy Pier in Chicago

September 25, 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

[September 27 RAILS Board Meeting](#)

[October 2 RAILS Bolingbrook Open House](#)

[October 8 Member Advisory Group](#)

[October 15 eRead Illinois Baker & Taylor Session](#)

[October 15 ILA Conference Awards Luncheon](#)

[Oct 16 See RAILS at ILA Ignite! 12:30 - 5 p.m.](#)

[October 17 See RAILS at ILA Ignite! 9 a.m. - 2 p.m.](#)

[October 25 RAILS Board Meeting](#)

[All board and](#)

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the latest news about RAILS. We hope to spark your interest in the [eRead Illinois](#) project and other RAILS programs and services!

Congratulations to the Newest Member of PrairieCat

Congratulations to the Odell Public Library in Morrison on being the newest fully participating member of [PrairieCat](#). The library upgraded its level of membership from a union listing member to a fully participating member of PrairieCat.

Reaching Forward South

We enjoyed meeting RAILS members and library staff from throughout Illinois at Reaching Forward South in Springfield. Thank you to all the attendees who stopped by and picked up a [What's New at RAILS](#) flyer, or said hello. Some of the [photos from the event](#) can be found on Facebook. Be sure to visit our [Facebook page](#) and "like" us!

Deadline is October 15 for Public Library Per Capita Grant

The Illinois State Library's deadline for submission of Public Library Per Capita and Equalization Grant applications is on or before 11:59 p.m. on October 15, 2013. The application must be submitted electronically to Percap-grant@ilsos.net. For questions, please call 800.665.5576 x 2, or email Percap-grant@ilsos.net. For more information, see: http://www.cyberdriveillinois.com/departments/library/grants/plpc_equalization.html.

FY2014 Live & Learn Construction Grant Program

Public libraries may now apply for FY2014 Live and Learn Public Library Construction grants. Applications and other information can be found online via the State Library's [website](#). Workshops on the program begin on September 26. Dates and times can be found in the September 13 edition of [ISL E-News](#). For questions or more information, please contact Mark Shaffer at mshaffer@ilsos.net or 217.524.4901.

Public Libraries Asked to Complete Construction Needs Survey

Every two years, the Secretary of State and the Illinois State Library are required to file a comprehensive assessment of the capital needs of all public libraries with the Illinois General Assembly. **The Illinois State Library requests that all public libraries complete and submit** a one-page electronic Capital Needs Assessment Survey by Friday, October 25, 2013, even if no capital improvements are needed. More information on the Illinois State Library's public library construction grant programs can be found on the [State Library's website](#). To complete and submit the survey, see: http://www.cyberdriveillinois.com/departments/library/grants/pdfs/isl_cnas.pdf. If you have any questions, please contact Jason O'Dell at 312.814.4474, Pat Boze at 217.782.1891, or Mark Shaffer at 217.524.4901.

WebJunction Series on School Libraries

WebJunction Illinois' latest blog series called, [Reading, Writing, 'Rithmetic, and the School Library](#), features informative guest blog posts on partnership projects, engaging teachers, and ways library staff can partner with teachers. Check out what school library staff are writing about on WebJunction Illinois.

RAILS Library Director News

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

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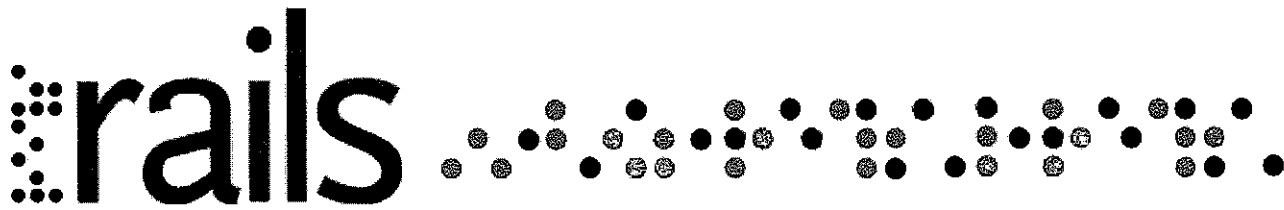
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News from the Reaching Across Illinois Library System.



e-news

Members Invited to Enroll in eRead Illinois Program

RAILS is pleased to announce the start of member sign-up for the *eRead Illinois* project. The initial sign-up period will run through November 1, 2013, with a planned launch date of December 2, 2013.

The *eRead Illinois* Advisory Committee is committed to establishing an affordable and sustainable e-book program for Illinois libraries. Pricing will be based on a membership fee of \$250/year, 0.5% of collection budget, and a fee based on population.

Libraries that commit to participation 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 18 months (through June 2015). For more information, including a form to request a customized quote for your library's membership fee, visit the RAILS website at <http://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.

eRead Illinois Special Events and Learning Opportunities

Libraries interested in participating in the Axis 360 platform of the *eRead Illinois* project have several opportunities to learn more about the Axis 360 platform, the grant project, and to meet the *eRead Illinois* team. Upcoming webinars include:

- Axis 360 web demos will be held Tuesday, October 8, 2013, from 10:00 a.m. – 11:30 a.m., and Tuesday, October 22, 2013, from 1:00 p.m. – 2:30 p.m. Click on the dates for more information. (You must be logged into L2 in order to see the information.)

Events at the ILA conference include:

- *eRead Illinois: Baker & Taylor Axis 360 Shared Collection Demonstration*, October 15, 2013, from 10:45 a.m. - 11:45 a.m., ILA Conference, Room 205, Navy Pier, Chicago. (The location was recently changed to room 205.)
- Ceremonial check presentation to Illinois State Library grant award winners at the ILA conference's awards presentation, October 15, at noon. Secretary of State Jesse White is scheduled to attend. Conference registration is required for attendance at this event.
- *eRead Illinois Baker & Taylor Axis 360 reception* on October 15, 2013 from 5:30 p.m. - 7:30 p.m., ILA Conference, Room 201-203, Navy Pier, Chicago. Registration is required. Register at: <http://www.librarylearning.info/events/?eventID=16392>. (You

October 2, 2013

RAILS Links

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Member Resources

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

Upcoming Meetings

[October 8 Member Advisory Group](#)

[October 15 eRead Illinois Baker & Taylor Session](#)

[October 15 ILA Conference Awards Luncheon](#)

[October 15 eRead Illinois Reception](#)

[Oct 16 See RAILS at ILA Ignite! 12:30 - 5 p.m.](#)

[October 17 See RAILS at ILA Ignite! 9 a.m. - 2 p.m.](#)

[October 25 RAILS Board Meeting](#)

[October 31 See RAILS at ISLMA Conference](#)

[November 1 See RAILS at ISLMA Conference](#)

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registered for the conference to attend this reception.)

RAILS Board Approves Pilot Project to Outsource Delivery and Sorting at Burr Ridge

At its September 27 meeting, the RAILS Board voted to accept the recommendation of the RAILS Board Delivery Committee to proceed with a pilot project to outsource delivery and sorting at Burr Ridge. Only those RAILS libraries currently receiving delivery from the RAILS Burr Ridge service center will be part of the pilot project. RAILS will begin contract negotiations with Continental Transportation Services (CTS). CTS is based in Bensenville, Illinois, with 35 years of experience in logistics and transportation. The Delivery Committee is scheduled to meet on October 18 to review the contract, prior to presenting it to the full board for approval on October 25. The goal is to go live with CTS providing delivery and sorting services to Burr Ridge area libraries on January 2, 2014.

The recommendation for outsourcing at Burr Ridge does not lessen RAILS' ongoing commitment to delivery. Our number one goal is to improve delivery service to our members and to lower costs. We believe contracting with CTS for the Burr Ridge pilot project will enhance services to members and better position RAILS for the future. Libraries on all four Burr Ridge delivery routes will continue to receive high quality, 24-hour turnaround delivery (with the possibility for even faster turnaround time in the future), and will no longer have to presort materials going out to other libraries. This will save time and space for these libraries. RAILS will provide further information about the pilot project and the CTS contract as it becomes available.

Great Bargains in RAILS Online Auction

RAILS is holding an online auction to sell surplus items from our former Shorewood location. The auction is now open and will end on Sunday, October 13, at 11:59 p.m. To view and bid on auction items, see: <http://www.32auctions.com/railsbolingbrook>. A wide variety of items are available, including tables, chairs, file cabinets, book carts, shelving, a stove, a riding lawn mower, and more. Winning bidders will need to schedule an appointment to pick up their item(s) during business hours at the RAILS Bolingbrook facility. For bidding instructions and further information, see: <http://www.railslibraries.info/alert/51258>.

RAILS Member Advisory Group Meeting

The next RAILS Member Advisory Group meeting will be held on October 8, at 1:30 p.m. For an [agenda](#) and more information, see: <http://www.railslibraries.info/board/meeting/2013-10-08>.

See You at ILA and ISLMA Conferences

Be sure to stop by RAILS booth #106 at the ILA conference at Navy Pier in Chicago on October 16 and 17 when the exhibit hall is open. RAILS will also have a booth at the ISLMA conference in Springfield on October 31 and November 1. Visit us at booth #704. We look forward to greeting members and providing information on the *eRead Illinois* project and other RAILS programs and services.

Latest from Direct From Dee

Executive Director Dee Brennan's latest blog post is entitled, [Let's Stop Underestimating Our Customers](#). 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>.

Talking Book Program in the News

On September 18, RAILS invited members and other special guests to an open house to

[November 22 RAILS Board Meeting](#)

[All board and committee meetings](#)

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attended by a news reporter who wrote [this article](#) for the *Doings* newspapers. Some of the photos from the event can be found on [Facebook](#). If you would like information about the program, email info@illinoistalkingbooks.org or call 800.426.0709.

Affordable Care Act Health Insurance Exchanges Will Begin Enrollments October 1

Libraries are poised to play an important role in providing information to patrons interested in learning about the benefits of the Affordable Care Act (ACA). An important component of the ACA is the availability of a health insurance exchange. An exchange is a transparent, centralized marketplace that will offer a choice of health insurance plans to individuals and small businesses. Plan enrollments started yesterday, October 1, 2013, with a coverage effective date of January 1, 2014. One way to gain access to information at the Illinois Health Insurance Reform Information Center is through the Illinois Department of Insurance website at <http://insurance.illinois.gov>. Source: *ISL E-News*, September 30, 2013.

New Schedule for Transition to WorldShare Interlibrary Loan

OCLC has decided to extend access to WorldCat Resource Sharing to May 2014 in response to requests that they provide additional time for the OCLC interlibrary loan community to fully learn the new WorldShare ILL service while retaining access to WorldCat Resource Sharing. The new schedule for libraries' transitions from WorldCat Resource Sharing to WorldShare ILL is: all new requests must be placed in WorldShare ILL (no new requests placed in WorldCat Resource Sharing) as of April 14, 2014, and end of access to WorldCat Resource Sharing as of May 19, 2014. Further information can be found in the middle of the Resource Sharing section of the RAILS website, under the headings WorldShare ILL Transition Schedule Change and World Share ILL Training, at <http://www.railslibraries.info/resource-sharing>.

Public Libraries Asked to Complete Construction Needs Survey

Every two years, the Secretary of State and the Illinois State Library are required to file a comprehensive assessment of the capital needs of all public libraries with the Illinois General Assembly. **It is important that ALL public libraries respond to this survey by Friday, October 25, 2013, to continue to convey to the General Assembly and the general public the need for public library capital improvements.** The Illinois State Library requests that all public libraries complete and submit a one-page electronic Capital Needs Assessment Survey even if no capital improvements are needed. More information on the Illinois State Library's public library construction grant programs can be found on the [State Library's website](#). To complete and submit the survey, see: http://www.cyberdriveillinois.com/departments/library/grants/pdfs/isl_cnas.pdf. If you have any questions, please contact Jason O'Dell at 312.814.4474, Pat Boze at 217.782.1891, or Mark Shaffer at 217.524.4901.

FY2014 School District Library Grant Applications

The Illinois State Library is now accepting applications for the FY2014 School District Library Grant. Information on this grant can be found on the Illinois State Library's website at: <http://www.cyberdriveillinois.com/departments/library/grants/schoolpercapgrant.html>. Completed applications should be emailed as an attachment to School-grant@ilsos.net. The deadline to submit the grant application and signature page is November 22, 2013. For questions, contact Robert Jones at rjones1@ilsos.net or 217.785.1168, or Becky Hunter at bhunter1@ilsos.net or 217.782.7849.

Deadline is October 15 for Public Library Per Capita Grant

The Illinois State Library's deadline for submission of Public Library Per Capita and

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Article I. Name

This organization shall be called "Indian Prairie Public Library District.

Article II. Purpose

Our Mission

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

Our Values

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

Our Vision

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.

Article III. Board of Trustees

Section 1. General Powers

The property, business and affairs of the library shall be directed by its Board of Library Trustees in the spirit and intent of supporting and maintaining a public library in the district and for providing library service. The Board of Trustees may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 2. Number and Tenure

The number of Trustees comprising the Board of the Indian Prairie Public Library District will be seven (7) in accordance with Illinois State Law. Board members shall serve a term of four years. The term of office will begin on the third Monday of the month following the month of the election.

Section 3. Ethics

The Indian Prairie Public Library District adheres to the ALA Ethics Statement for Public Library Trustees. Trustees are responsible for compliance.

Section 4. Conflict of Interest

No trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence of judgment or action in the

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performance of such official duties. In particular, family members of the Board of Trustees may not be hired by the library as long as the Trustee serves on the Board.

Section 5. Compensation

Trustees shall serve without compensation but shall be reimbursed from library funds for their actual and necessary expenses incurred in the performance of their duties and may be subject to board approval.

Section 6. Vacancies

The Board may declare a vacancy when the elected or appointed trustee declines, fails, or is unable to serve, or becomes a nonresident of the district. A vacancy is also declared when the trustee is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or who has failed to pay the library tax levied by the district. Trustees who will miss a Board Meeting due to vacation, illness or unavoidable scheduling conflicts shall advise the Board President or Library Director as soon as possible prior to the meeting. If a trustee doesn't follow this procedure for three (3) meetings in a twelve month period, their position will be declared vacant by the Board. Any vacancy will be filled by appointment by the board.

Article IV – Officers and DirectorSection 1. Officers

The officers of the board shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Nominations and Election

Officers shall be elected by a ballot vote at the first meeting of the month following the biennial election of trustees. A nominating committee composed of board members shall be appointed by the President. They shall present a slate of officers. Additional nominations may be made from the floor.

Section 3. Term of Office

Officers shall serve a term of two years ending the third Monday of the month following each regular election or until their successors are duly elected by the board, (75 ILCS 16/30-40)

Section 4. Removal

Any officer duly elected or appointed may be removed by majority of a quorum of the board whenever it is determined the best interests of the library would be served thereby.

Section 5. Vacancy

A vacancy in any office shall be filled by a ballot vote by the board for the unexpired term.

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Section 6. President

The President of the Board shall preside at all meetings of the board, authorize calls for any special meetings, appoint such committees as may be necessary to carry out the purposes of the board.

- a. The President shall sign the ordinances, resolutions, and contracts of the board.
- b. The President is responsible for seeing that the by-laws and other policies of the board are reviewed at regular intervals.
- c. The President is an ex-officio member of all committees.
- d. The President shall neither have nor exercise veto power.

Section 7. Vice-President

The Vice-President in the temporary absence or disability of the President shall assume and perform the duties and functions of the President.

- a. In the event of vacancy in the office of President, the Vice President shall temporarily perform the duties of that office until the next board meeting at which time a new president shall be elected.
- b. ~~The Vice President shall, together with the Library Director, participate in the orientation of new trustees.~~

Section 8. Secretary

The Secretary shall keep and maintain appropriate records for his or her term of office and shall include in those records a record of the meetings, the names of those in attendance, the ordinances enacted, resolutions, rules, and regulations adopted, and all other pertinent written matter as affect the operation of the district.

- a. The Secretary's records shall be audited each fiscal year and upon the change of Secretaries by two other trustees appointed by the President. The audit report shall be filed not later than the 90th day following the completion of each fiscal year and shall certify the accuracy and completeness of the records and shall list the discrepancies, if any. The Board shall take whatever action is deemed necessary to cure the discrepancies reported to it by any audit committee.
- b. The Secretary shall have the power to administer oaths and affirmations.

Section 9. Treasurer

The Treasurer shall keep and maintain accounts and records of the district during the term in office, indicating therein, a record of all receipts and disbursements and balances in any funds which shall be reported monthly to the board.

- a. At the end of the fiscal year, an audit shall be performed and accompanied by the professional opinion of an accountant certified to practice public accounting under the Laws of the State of Illinois.
- b. The Treasurer shall be bonded with approval of the board for faithful discharge of the duties of the office and for all district funds coming into the Treasurer's hands. The minimum amount of the bond shall equal 50% of the total funds received by the district in the previous fiscal year (75 ILCS

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- 15/4-10(2)). Cost of any surety bond shall be borne by the district.
- c. The Treasurer shall be responsible for the investment of library funds with board approval and subject to the limitations of the Illinois statutes.

Section 10. Additional Duties of Officers

In addition to the duties previously specified, each office shall perform such other duties as may be required by law or by the ordinances or the resolutions of the board or as appointed by the President.

Section 11. Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Library Director shall administer the policies adopted by the board. The Library Director, ~~together with the Vice President,~~ shall ~~participate in the~~ manage orientation of new trustees in partnership with a trustee appointed by the President.

Article V. Board MeetingsSection 1. Regular Meetings

The Board shall meet monthly on a regular basis. The time, day, date, and place of all regular meetings shall be established by ordinance at the May meeting of the board. A copy of the ordinance shall be posted in the library and supplied to any medium that has filed an annual request for such notices.

Section 2. Special Meetings

Special meetings shall be called by the President or the Secretary or by any four (4) Trustees. No special meeting shall be held unless written notice of the time and place thereof shall be given to all trustees at least 48 hours in advance of said special meeting, or by oral notice in the case of a stated emergency.

Section 3. Open Meetings Act

All meetings of the Board shall comply with the Open Meetings Act.

Section 4. Quorum

A quorum shall consist of four (4) members of the Board and a majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law.

Section 5. Conduct of Meeting

In the President's absence, the Vice-President or in the Vice-President's absence, the Secretary, and in the Secretary's absence, the Treasurer, shall preside. In the absence of the Secretary the Board President shall appoint a Secretary for the meeting who will have the powers of the secretary. The conduct of meetings shall be guided by the latest edition of Robert's Rules of Order.

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Section 6. Voting

All votes on any questions shall be by ayes and nays. The number of aye and nay votes and the number of absences and abstentions shall be recorded by the Secretary. A "present" vote shall not be counted. Roll call votes shall be required for ordinances, resolutions, and expenditures from the special reserve fund and the working cash fund. The secretary shall call the roll. The President may vote upon and may move or second a proposal.

An omnibus vote may be used to adopt a group of ordinances, resolutions and motions by a single vote. An omnibus vote shall be considered a unanimous consent roll call vote. Abstentions are not permitted. Two motions are required for an omnibus vote. The first motion establishes a list of matters to be voted on via "omnibus vote." Any trustee may request that an item be deleted from this list. Matters which will not receive unanimous approval must be deleted from the list. If the first motion passes unanimously, a trustee will make a motion to pass all such ordinances, resolutions or motions by omnibus vote.

Section 7. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a. Roll Call and Declaration of a Quorum
- b. Public Comment
- c. Communications and Announcements
- d. Omnibus Consent Agenda
 1. Minutes
 2. Treasurer's Report
 - Action on Bills
 3. Resolutions
 4. Ordinances
 5. Motions
- e. Items Deleted from Omnibus Consent Agenda
- f. Library Director's Report
- g. Staff Report
- h. Reports
- i. Unfinished Business
- j. New Business
- k. Adjournment

Section 8. Executive Session

Executive session may be used when deemed necessary by the board in accordance with the Open Meetings Act.

Section 9. Attendance

As authorized by the Open Meetings Act, a Trustee may attend Board Meetings or Committee Meetings by video or audio conference (or other means of contemporaneous interactive communication) provided:

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1. A quorum of the Board or Committee is physically present at the meeting location;
2. The Trustee wishing to attend by video or audio conference has notified the Library Director or Administrative Assistant before the meeting (unless advance notice is impractical);
3. The Trustee is prevented from physically attending because of:
 - a. personal illness or disability;
 - b. employment purposes or the business of the Library District;
 - c. family or other emergency.

Minutes of all meetings will record whether Trustees were physically present or present by means of video or audio conference.

Article VI. Committees

Section 1. Standing Committees

Certain committees will be formed in the month following the biennial trustee election and these committees will remain in effect for a period of two (2) years. The President shall appoint members and chairmen when the committees are formed or in the event of a vacancy on a committee. These committees will meet as needed.

Section 2. Ad Hoc Committees

The President shall appoint committees of one or more members each for specific purposes as the business of the board may require from time to time. The President shall appoint a chairperson for each committee. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 3. Quorum

Unless otherwise determined by the Board of Trustees, a majority of any committee shall constitute a quorum for committee action at any meeting of the committee.

Section 4. Reports

All committees shall make a progress report to the board at each of its meetings. All final committee minutes shall be written and filed with the regular board minutes.

Section 5. Open Meetings Act

All committee's shall abide by the regulations of the Open Meetings Act.

Article VII. Indemnification of Trustees, Employees and Volunteers

If any claim or action not covered by insurance is instituted against a trustee of the Indian Prairie Public

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Library District out of an act or omission by a trustee acting in good faith for a purpose believed to be in the best interest of the Indian Prairie Public Library District; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Indian Prairie Public Library District allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Indian Prairie Public Library District shall, at the request of the trustee, employee, or volunteer:

- a. Appear and defend against the claim; and
- b. Pay or indemnify for a judgment and court costs, based on such claim or action; and
- c. Pay or indemnify for a compromise or settlement of such claim or action, providing the settlement is approved by the board of trustees.

For the purpose of this Section, the term trustee, employee and volunteer shall include a former trustee, employee, and volunteer of the library district. This Article VIII shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.

Article VIII. Compliance with the Law

The Indian Prairie Public Library District shall comply with all provisions of the Illinois Compiled Statutes pertaining to library districts and trustees.

Article VIII. Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees by a majority vote. Written notice of the text of proposed changes must be distributed to all trustees a minimum of 10 days prior to such meetings.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.

REQUEST TO DISPOSE OF LIBRARY PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following unused computer equipment no longer usable by the district.

- 3 printers
- 8 monitors
- 19 computers and parts
- 2 UPS Back-ups

The equipment will be disposed of using a recycling service who will recycle or dispose the equipment properly.

10/7/2013

ORDINANCE #2013-

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, Nine Hundred Seventy-One Thousand, Nine 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.

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	480,000	466,200
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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	480,000	466,200
WORKING CASH FUND	0	0
GRAND TOTAL	4,408,462	3,971,945

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

RESOLUTION #2013-G

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
FOR 2013-2014 FISCAL YEAR

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

WHEREAS, pursuant to "The Truth in Taxation Act" (Illinois Compiled Statutes 1992, Chapter 35, Act 215, Section 1 et. seq.), the Indian Prairie Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2013-2014 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2013-2014 fiscal year upon the taxable property in said Library District is \$3,971,945 comprised of corporate and special purpose property taxes of \$3,505,745 and a bond retirement tax of \$466,200.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2012 were \$3,143,629 and the proposed corporate and special purpose property taxes to be levied for 2013 are \$3,505,745 representing a 11.52% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2012 were \$485,845 and the proposed debt service levy for 2013 is \$466,200 representing a decrease of 4.21%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2013 are \$3,971,945 which represents a 9.44% increase over the total of \$3,629,474 which was extended in 2012.

ADOPTED this 16th day of October, 2013.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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.

This notice is to be published in The Doings newspaper on November 7, 2013.

Publishing requirements:

- Shall be no less than one eighth page in size.
- The smallest type used shall be twelve point.
- Shall be enclosed in a black border no less than 1/4 inch wide.
- Shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear.

Resolution #2013-H

*A Resolution Honoring Luanne Spiros
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Luanne was Trustee on the Indian Prairie Public Library District Board from 2005 to 2013, serving as Secretary, Plan/Annexation Committee Chair, Finance Committee Member, Advocacy Committee Member, and Automation Committee Member; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to her its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the Library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to her its heartfelt wishes for continued success and much happiness.

Adopted this 16th day of October 2013.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

Listening Posts September 2013

Kids & Teens

Member starting to use computers was listening to voices from Family Center, where she had children. I told her about our laptops that could be taken into the family center to be used so she could be closer to her children's activity and she stated, "This library is so fancy!!" "I like it!" "I like it!"

One of regular visitors came in today to use the DVD player that is housed on the shelf behind the K&T Ask Us Desk. Tech services has designated one of the units we owned as material to be withdrawn and it was decided that we should offer the unit minus the cord that is broken and unable to be replaced to this member. He was very surprised, thrilled and grateful and stated, "This is the BEST library!!" "I have been looking for a unit like this for months; I cannot tell you how much I appreciate this offering!" "I will be relocating soon and have books that I will donate to your library to show my gratitude!" "Thank You Very Much"

A little boy and his mom sat down for about ten minutes today to watch the pictures of the kids who just got their first library card. They were very happy to see them.

"I haven't been here in a long time. The floor looks great".

Patron returning Kreative Krates said it was amazing and she will be back for more.

Two teens asked to use the group study room because the noise and activity in the teen area was too distracting for them to complete their homework.

One of the regular teens shared with me that she doesn't like to sit in the teen area because of the noise. She prefers to use the middle kid's space.

Circulation

Patron said "I love the first library card program. I hope it encourages children to read."

Patron says we are a wonderful part of his taxes he doesn't mind paying.

"This is the best library. You have a great sci-fi section".

"You have the best kids section. He loves the computer games!" said a grandma with a 2 year old.

Adult & Computer Help Desk

"Thank you for letting us know in such a nice way" said one of a pair of chatty guests in the computer area after I walked over and explained it is OK to talk but such an extended conversation might annoy other computer users. They did quiet down. Hugh

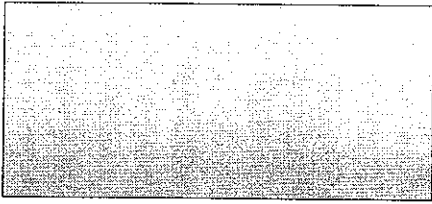
Member near Computer Help Desk said "It is too cold in here" I agree, both she & I had put on our sweaters. (About 7:45PM, thermometer showed 70).

Technology

Administration

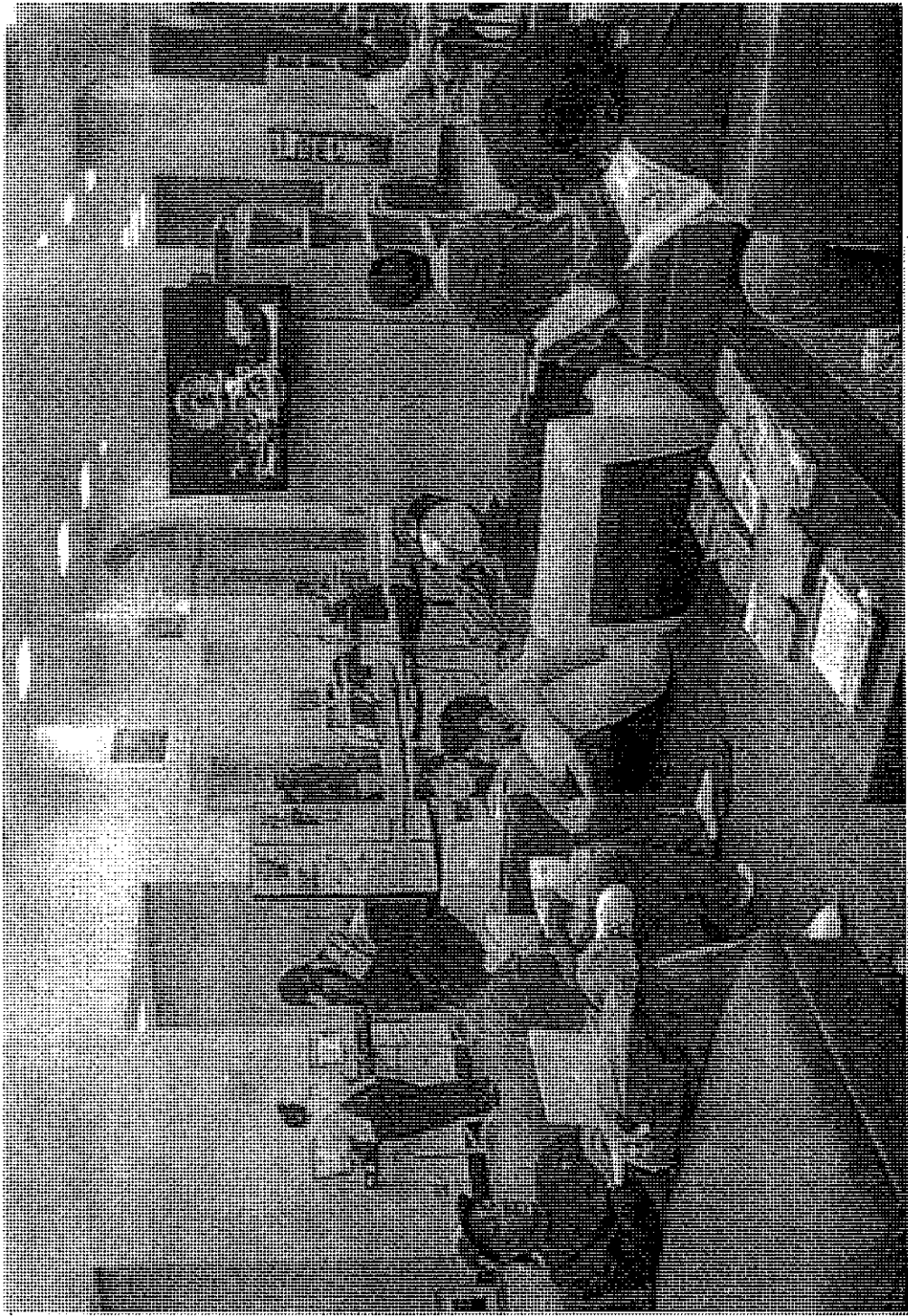
A little girl asked her Grandmother to help her find "Where the Sidewalk Ends" after the poetry reading. (The book was mentioned by the poet) Laura

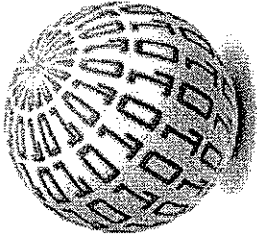
DISTRIBUTED
AT MEETING



THIS IS A LIBRARY?!

YOUNG MEDIA





HiTECH
Howard County Library System

- HiTech is Howard County Library System's new digital media lab for teens centering on science, technology, engineering and math (STEM).
- HiTech's curriculum comprises four modules: Interact ("hanging out"), Improvise ("messing around"), Invent ("geeking out"), and Instruct (Academy).

DIGITAL MEDIA LAB AT
SKOKIE PUBLIC LIBRARY

Users creatively express themselves through digital videos, music, photography, websites, graphic design, podcasts, presentations and other forms of digital media.

DOROTHY LUMLEY MELROSE CENTER FOR TECHNOLOGY,
INNOVATION & CREATIVITY, ORANGE COUNTY FL
PUBLIC LIBRARY

USER STORY

A recently unemployed accountant has logged a lot of hours with video games in his spare time. Realizing it might be the perfect time for a career change, he visits The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity to learn more about 3D character creation and the mechanics behind 3D game creation. He learns enough to realize that gaming is his future and enrolls in a local school with a head start in basic skills provided by the library.



~FUTURE GAME MAKER



MAKERSPACE

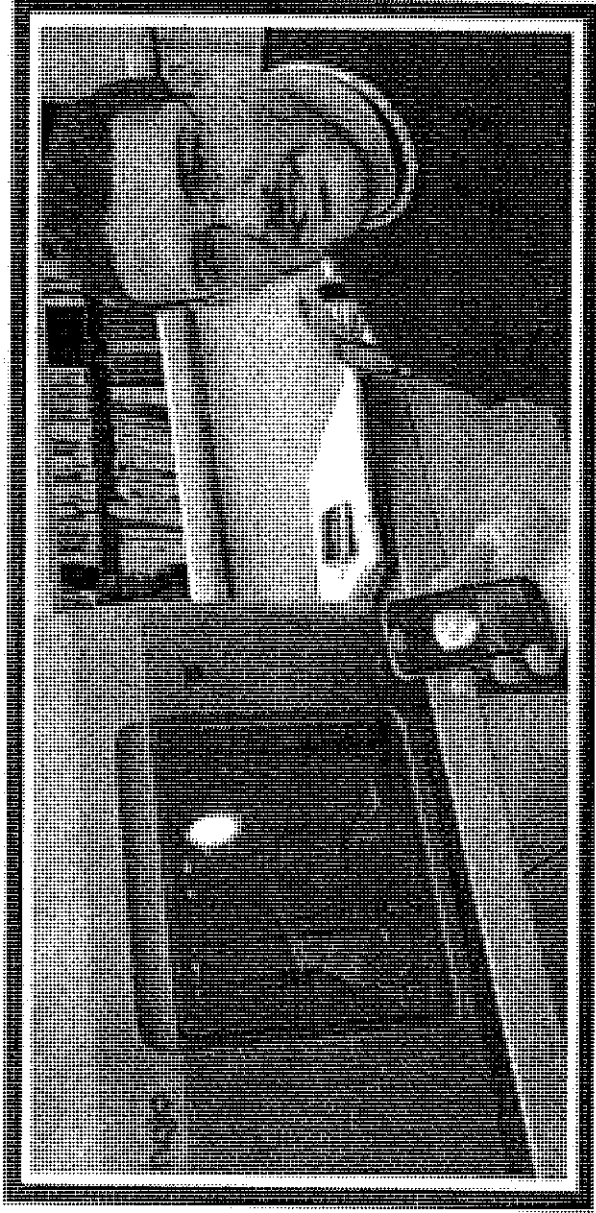
A makerspace culture supports the mission of libraries to enable lifelong learning and to support knowledge creating in their communities.

Buffy Hamilton, October 7, 2012

CREATION STATION WESTPORT LIBRARY

3D At The Library

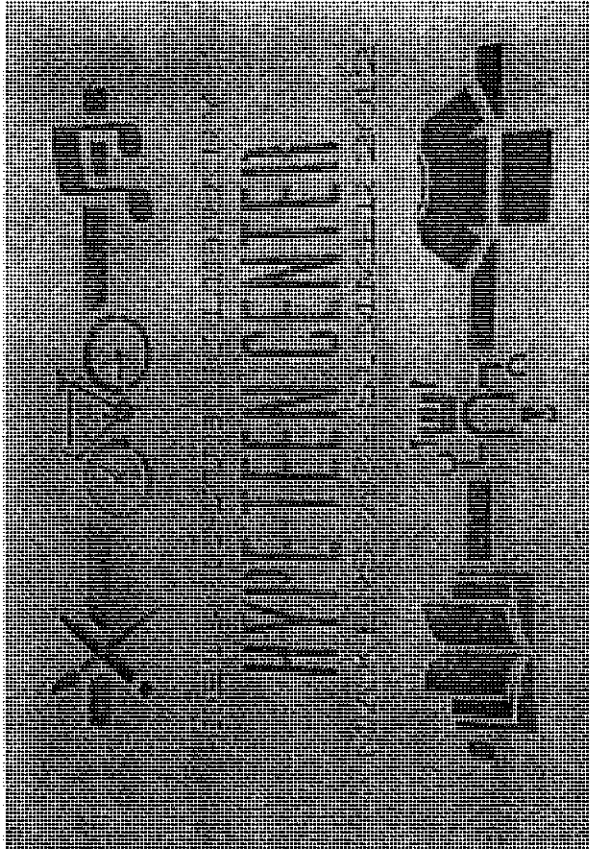
If you thought the Westport Library's 3D printer wasn't cool enough, take another peek. They're showing off 2 more. And these are even more state-of-the-art than the "old" (!) MakerBot. A Mojo and uPrint are on loan for demonstrations through this weekend. Entrepreneur Scott Rownin used one yesterday to print out a device he designed (see photo below). Called "SafeRide," it prevents teenagers from texting in their cars.



DETROIT PUBLIC LIBRARY

Makerspace Workshops for teens:

- Bike Tech
- Electronics
- DIY Crafting
- Graphic Design
- Sewing/Wearables
- Arduino Robotics

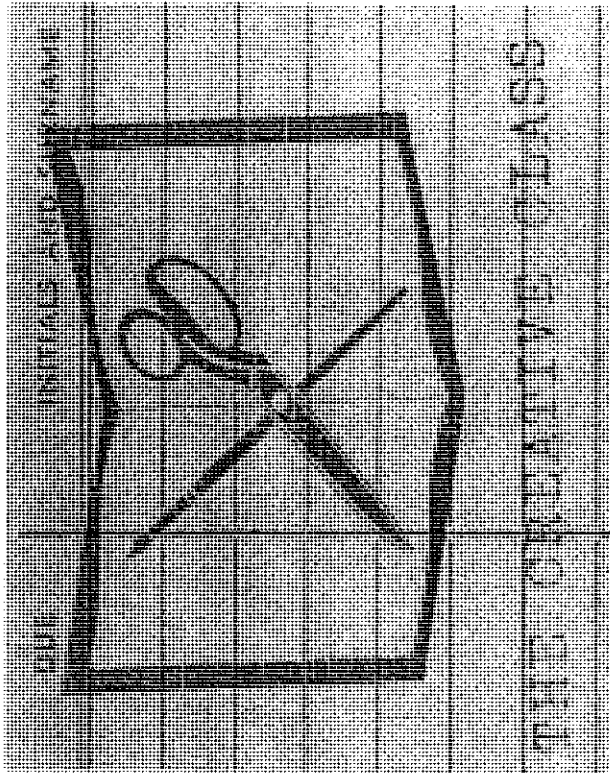


LIBRARYYOU

<http://libraryyou.escondido.org/what-is-libraryyou.aspx>

THE CREATIVE CLASS AT
WASHINGTON DC PUBLIC LIBRARY

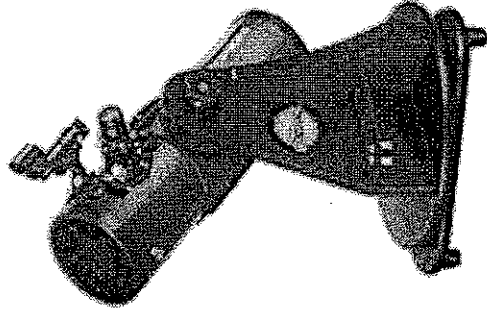
<http://www.dclibrary.org/creativeclass>



ANN ARBOR DISTRICT LIBRARY

<http://www.aadl.org/catalog/search/callnum/music%20tools>

<http://www.aadl.org/telescopes>



OAK PARK PUBLIC LIBRARY





