

**Board of Trustees Regular Meeting  
October 15, 2014 – 7 p.m. – Conference Room**

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
Julia Lacayo, Diane Ruscitti, 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. Stricker to Bukovac re Burr Ridge Visit Page 5
  - 2. Schardt to Bukovac re Trustee Position Page 6
  - 3. Bukovac to Ringo re Donation Page 7
  - 4. Bukovac to Bongiovanni re Parking Lot Page 8
  - 5. Zalesiak to Bukovac re Tri-State Open House Page 9
  - 6. Bukovac to Zalesiak re Tri-State Open House Page 10
  
- E. Omnibus Consent Agenda
  - 1. Minutes of Budget and Appropriations Hearing and  
Regular Board Meeting, September 17, 2014 Page 11
  - 2. Treasurer's Report Page 14
  - 3. Action on Bills/Additional Bills Page 18
  - 4. Minutes from Plan/Annexation Committee Meeting,  
October 6, 2014 Page 23
  
- F. Items Deleted from Omnibus Consent Agenda
  
- G. Library Director's Report Page 24 Information
  
- H. Staff Report  
Debbie Wordinger, Head of Adult Services, Adult  
Services Report Information  
Joe Popowitch, Adult Services Librarian, StoryShare Information
  
- I. Reports
  - 1. Darien Committee for Intergovernmental Cooperation  
(Krupicka) Information

**Board Meeting – October 15, 2014 – page 2**

Reports (continued)

- 2. WB/BR Chamber of Commerce Meeting (Ryan) Page 47 Information
- 3. Darien Chamber of Commerce (Ryan and Birmingham) Page 47 Information
- 4. RAILS Page 48 Information
- 5. Building and Grounds (none)
- 6. Finance Committee (none)
- 7. Plan/Annexation Committee (Deshmukh) Information
- 8. Policy Committee (none)

J. Unfinished Business

- 1. 2015 Trustee Election Page 56 Discussion

K. New Business

- 1. FY 2013-2014 Audit Information
- 2. Cleaning Company Action
- 3. Conversion of Copier Room to Conference Room Information
- 4. Draft of Levy for FY 2014-2015 Page 57 Discussion
- 5. Resolution #2014-C To Determine Estimate of Funds Needed for 2014-2015 Fiscal Year Page 61 Action
- 6. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District Page 62 Action

L. Scheduled Meetings

M. Community Events

N. Library Events

Lyric Opera Lecture: IL Trovatore	10/15/2014	1:00 PM
Play Reading Group	10/15/2014	1:00 PM
Arduino demonstration	10/15/2014	3:00 PM
Don't Pay Sticker Price for College	10/15/2014	6:30 PM
Thursday Afternoon Movie: Draft Day	10/16/2014	2:00 PM
K-RoT - Legend	10/16/2014	4:00 PM
Crime Readers: River of Darkness by Rennie Airth	10/16/2014	6:00 PM
Beginner's Genealogy on the Web	10/16/2014	7:00 PM
Learn It! Self-Paced Tutorials Microsoft Office	10/17/2014	10:00 AM
Kids Club Fridays - Letter Writing Club	10/17/2014	4:00 PM
Movies and More: All Quiet on the Western Front	10/17/2014	7:00 PM
ESL Conversation Group	10/18/2014	10:00 AM
Hacking Electronics	10/18/2014	11:00 AM
Teen Advisory Board (TAB)	10/18/2014	2:30 PM
Genealogy Research After-Hours	10/18/2014	6:30 PM
Get Covered Illinois: What You Need to Know	10/20/2014	6:00 PM
Adult Chess Group	10/20/2014	6:00 PM
The World Gone Mad: World War I	10/20/2014	7:00 PM
DIYT's - 3D Printing	10/21/2014	4:00 PM
Digital Video Production	10/21/2014	6:00 PM
Simple Meals: 4th Wednesdays	10/22/2014	1:00 PM

Play Reading Group	10/22/2014	1:00 PM
GenLit (for 20-30somethings)	10/22/2014	6:30 PM
Genealogy Group	10/23/2014	1:00 PM
K-RoT - ketchup day	10/23/2014	4:00 PM
Kids Club Fridays - Chess Club	10/24/2014	4:00 PM
Super Smash Bros.	10/24/2014	6:00 PM
Tutor in Service Workshop	10/25/2014	9:00 AM
2nd Annual Recycling Extravaganza!	10/25/2014	9:00 AM
Manga Illustration Workshop	10/25/2014	1:00 PM
iPad 101	10/27/2014	10:00 AM
Current Events Group	10/27/2014	7:00 PM
ReferenceUSA Lunch and Learn	10/28/2014	1:00 PM
DIYT's - Green Screen	10/28/2014	4:00 PM
Get Covered Illinois: What You Need to Know	10/29/2014	6:00 PM
Fall Style Night with J.Jill	10/29/2014	7:00 PM
Introduction to PowerPoint: Part 1 & 2	10/30/2014	1:00 PM
Skype 101	10/30/2014	4:00 PM
K-RoT - Frindle	10/30/2014	4:00 PM
Kids Club Fridays- Spooky Doodle Club	10/31/2014	4:00 PM
ESL Conversation Group	11/1/2014	10:00 AM
Practice ACT	11/1/2014	1:00 PM
Adult Chess Group	11/3/2014	6:00 PM
NaNoWriMo Write-In	11/3/2014	6:30 PM
DIYT's - Shoebox Smartphone Projector	11/4/2014	4:00 PM
Tech Talk: Wearables!	11/4/2014	7:00 PM
Storytellers Studio	11/5/2014	4:00 PM
Turn your Writing into an E-book	11/5/2014	6:30 PM
K-RoT - False Prince	11/6/2014	4:00 PM
Lyric Opera Lecture: Porgy and Bess	11/6/2014	7:00 PM
Play to Learn	11/7/2014	1:00 PM
Kids Club Fridays - Book Club	11/7/2014	4:00 PM
Movies and More: The Big Parade	11/7/2014	7:00 PM
Adult Chess Group	11/10/2014	6:00 PM
Current Events Group	11/10/2014	7:00 PM
Intermediate iPad	11/11/2014	4:00 PM
Computers for Beginners: Part 1 & 2	11/12/2014	10:00 AM
Introduction to Word: Part 1 & 2	11/12/2014	1:00 PM
Storytellers Studio	11/12/2014	4:00 PM
Novel Idea- The Last Runaway by Tracy Chevalier	11/12/2014	7:00 PM
An evening with Barry Lyga	11/12/2014	7:00 PM
Thursday Afternoon Movie: Captain America: The Winter Soldier	11/13/2014	2:00 PM
K-RoT - ketchup day	11/13/2014	4:00 PM
Learn It! Self-Paced Tutorials Today's Computer Skills	11/14/2014	10:00 AM
Email for Beginners	11/14/2014	1:30 PM
Kids Club Fridays - Game Club	11/14/2014	4:00 PM
ESL Conversation Group	11/15/2014	10:00 AM

Hacking Electronics	11/15/2014	11:00 AM
Teen Advisory Board (TAB)	11/15/2014	2:30 PM
Adult Chess Group	11/17/2014	6:00 PM
NaNoWriMo Write-In	11/17/2014	6:30 PM
Introduction to Excel: Part 1 & 2	11/18/2014	12:00 PM
Skype 101	11/18/2014	3:00 PM
3D Printing: Bring your design to life!	11/18/2014	6:00 PM

O. Adjournment

**Jamie Bukovac**

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**From:** Steve Stricker <SSTRICKER@BURR-RIDGE.GOV>  
**Sent:** Wednesday, October 01, 2014 11:13 AM  
**To:** Jamie Bukovac  
**Cc:** Janet Kowal  
**Subject:** School Administrators meeting

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

Jamie,

Thanks again for hosting us on Monday night. I really think it was worthwhile for my Trustees to learn more about what the Library has to offer. We look forward to working with you to promote the Library to our residents. To that end, and as we discussed on Monday evening, I hold a school administrators meeting every fall to open lines of communication and to inform them on what is going on in our community. I would like to invite you and/or another representative of the Library to attend this meeting to help promote library membership. The Village is served by 4 elementary school districts and two high school districts as well as several private schools. I expect 12-15 Administrators including Superintendents and Principals to attend. I think it would be a great opportunity to promote the Library and our joint effort to increase the number of Burr Ridge residents who use the Library.

The meeting will be held on Thursday October 23 at 9AM at the Burr Ridge Village Hall. I hope to see you there. In the meantime, if you have any questions please do not hesitate to contact me.

**Steve Stricker**  
**Village Administrator**  
Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, IL 60527  
(630) 654-8181 ext. 2000  
FAX (630) 654-4542  
Cell (630) 774-0220  
[sstricker@burr-ridge.gov](mailto:sstricker@burr-ridge.gov)

Sept. 2014

Dear Jamie,

Thank you to you, the members of the board, and your incredibly talented staff for the amazing work you do every day at OBPd.

Although it was only for a short time, I was honored to be a part of such a worthy endeavor, and I thank you for the opportunity you gave me to serve the community in this way.

Hope to see you all again soon.

Best,

Dorothy



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

October 8, 2014

Susan Ringo  
10 S 780 Madison St.  
Burr Ridge, IL 60527

Dear Susan:

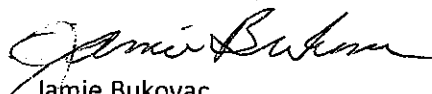
On behalf of the Indian Prairie Public Library Trustees and staff I would like to tell you how touched we are that your mother directed you to send \$1,000.00 to the library after her death. The staff remember her fondly and we're so happy that she had such good experiences at Indian Prairie.

The staff recall that your mom was interested in history and have purchased a number of Great Courses related to history with the donated money. The Great Courses are uniquely crafted for lifelong learners providing engaging, immersive learning experiences. The courses are all in the DVD format and a memorial plate will be placed in each one in honor of your mom.

- Experiencing America: A Smithsonian Tour through History
- Great Minds of the Medieval World
- The Barbarian Empires of the Steppes
- The Persian Empire
- Late Middle Ages
- War, Peace, and Power
- World War II: A Military and Social History
- The Fall and Rise of China
- The Catholic Church: A History
- American Revolution
- Beginnings of Judaism

Our patrons will use and enjoy these courses for years to come. Thank you.

Sincerely

  
Jamie Bukovac  
Library Director



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

October 8, 2014

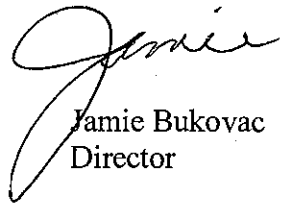
Clare Bongiovanni  
Darien Chamber of Commerce  
1702 Plainfield Road  
Darien, IL 60561

Dear Clare:

At last month's library board meeting, the trustees discussed the idea of the library's parking lot being used to raise money for an event such as Darienfest. They are not in favor of this idea for a couple of reasons, the first being that the parking lot is paid for by tax dollars and should be free for people to use. In addition, library policy states, in effect, that outside groups may not fundraise on library property. Also, they are concerned about setting a precedent that would mean other organizations would feel they should be able to fundraise on library property.

We are, however, very happy to continue to provide the parking lot and close the library during Darienfest so that workers or attendees have places to park.

Sincerely,

  
Jamie Bukovac  
Director



FOUNDED IN 1946



TRUSTEES

Hamilton "Bo" Gibbons

Jill K. Strenzel

Michael L. Orrico

CHIEF ADMINISTRATOR

Jack L. Mancione

DEPUTY CHIEF

William F. Just

Edward J. Gergits

# TRI-STATE

## FIRE PROTECTION DISTRICT

419 PLAINFIELD ROAD • DARIEN, ILLINOIS 60561 • (630) 323-6445

*Indian Prairie Public Library  
401 Plainfield Road  
Darien, IL 60561*

*This letter is to inform you that the Tri-State Fire Department will be having their annual Open House on October 18, 2014 from 11am to 2pm at 419 Plainfield Road, Darien. This event is for children and adults to learn about fire safety techniques and is the fire department's largest event of the year. We were hoping that the Indian Prairie Library could contribute to the Tri-State FPD Open House and community event and participate along with us in giving back to the community that we so proudly service.*

*We would like to invite you to possibly come and partake with in whatever capacity available this October. We have a large crowd of people who attend each year, come, meet and mingle with our friends and neighbor's. Let us know and we will reserve a spot for your establishment along with our other vender's and attractions. For example: demonstration given by the S.W.A.T. Team, K-9, Extrication teams and Emergency responders along with other local business attractions.*

*Thank you for your assistance in providing a program to educate the community and promote fire safety.*

*Please call Dave at (630) 392-3193 or DeDe (630) 654-6284*

**\*\*NOTE: CHANGE OF OPEN HOUSE LOCATION TO STATION TWO HEAD QUARTERS**

*Sincerely,*

A handwritten signature in black ink, appearing to read "David Zalesiak", with a long horizontal line extending to the right.

**David Zalesiak**  
**Public Education Officer**



401 Plainfield Road | Darien, Illinois 60561-4207  
T 630/887-8760 F 630/887-1018 [ippl.info](http://ippl.info)

October 8, 2014


David Zalesiak  
Public Education Officer  
Tri-State Fire Protection District  
419 Plainfield Road  
Darien, IL 60561

Dear David:

Thank you for the offer to join in Tri-State's open house. Unfortunately we won't be able to participate. With just two weeks' notice it is difficult to schedule additional staff for that Saturday. We understand that attendees to your open house may use the library's parking lot and that's fine. We're happy to assist in that way.

The open house sounds very interesting. Best wishes to Tri-State for a successful event!

Sincerely

  
Jamie Bukovac  
Library Director

11

Indian Prairie Public Library  
Board of Trustees Minutes  
September 17, 2014

**Budget & Appropriations Hearing  
September 17, 2014 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the hearing to order at 7:13 p.m. Present were Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Diane Ruscitti, Dorothy Schardt, Victoria Suriano, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: none. 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 7, 2014.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 7:14 p.m.

**Board of Trustees Regular Meeting  
September 17, 2014 – 7:10 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, Diane Ruscitti, Dorothy Schardt, Victoria Suriano  
Absent: none  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Natalie Williams  
Others: Kelly Von Zee regarding item J1 of Unfinished Business (Trustee Appointment) and Dave Pequet of MPI Investment Management, Inc. regarding item K1 of New Business (arrived at 7:18 p.m.)

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 Pequet of MPI Investment Management addressed the Board regarding item K1 of New Business. Pequet left at 7:38 p.m. Natalie Williams gave her staff report and left at 8:20 p.m. The Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. Ringo to Library re: Thank You and Bequest
2. Foster to Bukovac re: 25<sup>th</sup> Anniversary
3. Foster to Bukovac re: Civil Rights Panel Discussion
4. Institute of Museum and Library Services re: Grant
5. Article from Darien Neighbors about Volunteer Tom Peknik

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 20, 2014
2. Treasurer’s Report
3. Action on Bills/Additional Bills
4. Ordinance 2014-6 Providing for the Budget & Appropriations for FY 2014/15
5. Estimate of Revenues FY 2014/15
6. FY2015 Illinois Public Library Per Capita Grant
7. Request to Dispose of Library Property
8. Resolution 2014-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions
9. Building and Grounds Committee Minutes, 8/25/14

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

With respect to community partnerships, Dunkin Donuts is donating munchkins and coffee for our Thursday afternoon movies. We hope to have the furniture for the mid-kids and teen areas ordered in the next few weeks; we are trying to find the right study chair for the teens. The kids love the cubes that Mike (our building services associate) built. The parking lot seal-coating will be completed on Friday.

H. Staff Report – Natalie Williams, Head of Youth Services, reported on the success of this year’s eight week summer reading challenge, “Make Some Noise”. Summer reading was reinvented as a hands-on learning experience that went on all day. The Makerspace was a huge hit with over 2,223 visitors. Other statistics include 1,269 participants in the reading challenge as well as 5,900 people attending over 175 programs. The Digital Media Lab will now be open to adults as well as kids. Williams is very proud of her department and the way in which they worked as a team during this very busy period. The Board said it was amazing that they accomplished all that they did in just eight weeks. The department is already planning for next year’s summer reading. Once again they will create their own theme which will be centered around the idea of community. This fall they are repeating some of their successes from this year such as the popular clubs and various technologies as well as developing new ideas such as a storyteller studio for younger kids. Other projects they are working on include the packaging of book bundles which will address an early learning concept (this is being funded through a grant from Target) and creating their own logo and mascot for “1000 Books Before Kindergarten”. This fall they will be offering additional storytimes including afternoon and Saturday sessions. Lacayo was very pleased with the correspondence that went out to all of the schools in our district.

I. Reports

1. WB/BR Chamber of Commerce – (no report)
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – Krupicka reviewed the minutes from the August 25<sup>th</sup> meeting. The minutes were approved tonight under the Omnibus Consent Agenda.
5. Finance Committee – (no report)
6. Plan/Annexation Committee - (no report)
7. Policy Committee – (no report)

J. Unfinished Business

1. Trustee Appointment – Damon moved, Ruscitti seconded to appoint Kelly Von Zee to the Board. Motion carried unanimously. Von Zee accepted the appointment. She will take the oath of office at the November Board meeting and will participate at that meeting.

K. New Business

1. Dave Pequet, MPI Investment Management – Pequet reintroduced himself 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 the future with respect to interest rates.
2. Cleaning Service – Birmingham reviewed the recommendation that she prepared for the board packet. Complete Cleaning Company comes highly recommended and can begin work on October 1. Schardt moved, Lacayo seconded to hire Complete Cleaning Company effective October 1<sup>st</sup> at an annual cost of \$33,060.00. Motion carried unanimously.
3. Hold Pick Up Anywhere – The Board discussed this new service that the new SWAN software is offering. Discussion included the potential impact it could have on staff time. The Board agreed that they would prefer not offering the service at this time but instead waiting to see how the process evolves. They don't want to offer a service and then have to stop it. Bukovac noted that there will be various sign-up periods offered to libraries so it will be possible to sign-up at a later time.
4. Strategic Plan Update – There were no comments or questions from the Board. Bukovac noted that there will be a final update at the end of the year.
5. 2015 Trustee Election – There were no questions regarding the backup in the packet.
6. Darien Chamber Use of Parking Lot for Darien Fest- Bukovac spoke to the Board about the Darien Chamber's decision to charge \$5.00 for VIP parking in the library's lot. It turns out this did not occur due to a lack of volunteers. However, the Trustees directed Bukovac to send a letter to the Chamber that we are happy to provide parking for Darien Fest but the parking must be free because library property is supported by tax dollars and it could set a precedent. Also, library policy doesn't allow fundraising by other groups.
7. Resolution 2014-A Honoring Dorothy Schardt – Suriano read the resolution and thanked Schardt for her service. Schardt said it was an honor and pleasure to have been part of the Board. Krupicka moved, Deshmukh seconded to approve Resolution #2014-A Honoring Dorothy Schardt. Motion carried unanimously.

- L. Scheduled Meetings- A Plan Committee meeting was scheduled for October 6 at 7 p.m.

M. Community Events

Darien Town Meeting Sept. 25, 7:00

Visit by Burr Ridge Board Monday, Sept 29, 7:00

N. Library Events

O. Adjournment

At 9:17 p.m. Schardt moved, Ruscitti seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2014

Balance on hand as of August, 2014.....	2,785,425.55
Cash Receipts for September.....	1,274,819.13
Cash Disbursements for September.....	272,004.37
Cash on hand as September 30, 2014.....	3,788,240.31

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.013%

General.....	1,162,830.70
Special Reserve.....	20,952.02
Working Cash.....	315.06
Bond.....	7,451.25
Children's Endowment.....	2,886.16
Endowment.....	11,171.90
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking

General.....	46,517.27
Hinsdale Bank & Trust - Checking.....	4,462.49
JP Morgan Chase - Savings - Rate .03%	
General.....	967,338.74
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2014.....	3,788,240.31

FUND BALANCES AS OF 09/30/2014

Corporate Fund.....	3,036,229.62
Building & Maintenance Fund.....	129,895.10
I.M.R.F. Fund.....	14,148.46
Liability Fund.....	4,713.16
Social Security Fund.....	17,217.63
Special Reserve Fund.....	22,075.92
Working Cash Fund.....	397,122.25
Bond Fund.....	84,817.24
Current Liabilities.....	82,020.93
Grand Total All Funds.....	3,788,240.31

Indian Prairie Public Library District  
Consolidated Revenue Report for September 2014

Percent of Year: 25.00

	RECEIVED September 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 - Property Taxes	1,254,820.93	3,073,828.46	92.86%	3,310,248.00	236,419.54
41150 - Non-current Property Taxes	183.14	183.14	18.31%	1,000.00	816.86
43100 - Interest-Tax Levy	0.91	29.67	0.00%	0.00	-29.67
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1,255,004.98</b>	<b>3,074,041.27</b>	<b>92.84%</b>	<b>3,311,248.00</b>	<b>237,206.73</b>
<b>INTERGOVERNMENTAL</b>					
42100 - Book Bundles Grant	2,000.00	2,000.00	0.00%	0.00	-2,000.00
42200 - Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>4.60%</b>	<b>43,500.00</b>	<b>41,500.00</b>
<b>INTEREST</b>					
43500 - Interest - Investment	34.70	80.81	16.16%	500.00	419.19
<b>TOTAL INTEREST</b>	<b>34.70</b>	<b>80.81</b>	<b>16.16%</b>	<b>500.00</b>	<b>419.19</b>
<b>DESK MONIES</b>					
45100 - Copier	379.86	1,166.56	24.30%	4,800.00	3,633.44
45120 - Computer Copies	961.08	2,885.21	24.04%	12,000.00	9,114.79
45200 - Fines/Fees	4,098.01	13,662.81	25.30%	54,000.00	40,337.19
45250 - Gifts/Donations	1,030.00	1,530.00	76.50%	2,000.00	470.00
45300 - Lost Materials	1,004.33	4,431.12	36.93%	12,000.00	7,568.88
45350 - Non-Resident Fees	8,374.00	25,127.50	33.50%	75,000.00	49,872.50
45400 - DVD Fines	599.00	2,535.00	25.35%	10,000.00	7,465.00
45450 - Book Rental	124.89	529.04	24.05%	2,200.00	1,670.96
45550 - Meeting Room Rental	0.00	25.00	12.50%	200.00	175.00
45600 - ILL Fees	840.00	930.00	232.50%	400.00	-530.00
45650 - 3D Printing	32.53	32.53	0.00%	0.00	-32.53
<b>TOTAL DESK MONIES</b>	<b>17,443.70</b>	<b>52,854.77</b>	<b>30.62%</b>	<b>172,600.00</b>	<b>119,745.23</b>
<b>OTHER INCOME</b>					
46700 - Miscellaneous	4.50	168.33	16.83%	1,000.00	831.67
46800 - Collection Agency Fee	20.00	90.00	30.00%	300.00	210.00
<b>TOTAL OTHER INCOME</b>	<b>24.50</b>	<b>258.33</b>	<b>0.00%</b>	<b>1,300.00</b>	<b>1,041.67</b>
<b>GRAND TOTAL</b>	<b>1,274,507.88</b>	<b>3,129,235.18</b>	<b>88.67%</b>	<b>3,529,148.00</b>	<b>399,912.82</b>

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

Percent of Year: 25.00

	September 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	151,433.70	445,153.99	21.74%	2,048,067.00	1,602,913.01	2,109,500.00	21.10%
61310 · Benefits - Medical / Life Ins.	6,814.98	20,657.36	19.31%	107,000.00	86,342.64	132,000.00	15.65%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	14,674.40	43,997.81	23.84%	184,577.00	140,579.19	188,200.00	23.38%
61340 · Benefits - FICA	11,429.90	34,737.45	22.63%	153,484.00	118,746.55	158,200.00	22.24%
61400 · Staff Development	1,181.03	3,563.72	17.82%	20,000.00	16,436.28	25,000.00	14.25%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	0.00	0.00%	1,500.00	1,500.00	3,000.00	0.00%
61710 · Workers Compensation	0.00	11,220.00	99.29%	11,300.00	80.00	15,000.00	74.80%
61720 · Unemployment Insurance	192.73	784.48	17.43%	4,500.00	3,715.52	7,000.00	11.21%
<b>TOTAL PERSONNEL</b>	<b>185,726.74</b>	<b>560,114.81</b>	<b>22.11%</b>	<b>2,532,928.00</b>	<b>1,972,813.19</b>	<b>2,639,500.00</b>	<b>21.22%</b>
<b>MATERIALS</b>							
62100 · Books	18,524.97	40,766.71	16.66%	244,675.00	203,908.29	250,000.00	16.31%
62200 · Periodicals	448.08	9,832.59	30.68%	32,050.00	22,217.41	35,000.00	28.09%
62300 · Audio	3,935.72	7,530.35	15.14%	49,750.00	42,219.65	52,000.00	14.46%
62400 · Video	2,601.58	7,000.18	12.13%	57,700.00	50,699.82	60,000.00	11.67%
62500 · Multi-Media	0.00	479.59	13.70%	3,500.00	3,020.41	4,000.00	11.99%
62600 · Electronic Reference Resources	1,500.00	46,218.87	65.10%	71,000.00	24,781.13	75,000.00	61.63%
62800 · Processing Supplies	2,516.26	6,621.22	26.49%	25,000.00	18,378.78	30,000.00	22.07%
<b>TOTAL MATERIALS</b>	<b>29,526.59</b>	<b>118,449.51</b>	<b>24.49%</b>	<b>483,675.00</b>	<b>365,225.49</b>	<b>508,000.00</b>	<b>23.41%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	2,915.30	6,305.75	9.14%	69,000.00	62,694.25	75,000.00	8.41%
63300 · Utilities (1-8-11 · Gas)	1,323.39	3,237.83	24.91%	13,000.00	9,762.17	30,000.00	10.79%
63300 · Utilities (1-8-12 · Electric)	5,266.92	15,925.95	29.49%	54,000.00	38,074.05	98,000.00	16.25%
63300 · Utilities (1-8-13 · Telephone)	2,173.67	2,976.24	33.07%	9,000.00	6,023.76	30,000.00	9.92%
63300 · Utilities (1-8-14 · Water/Sewer)	969.18	1,939.13	29.38%	6,600.00	4,660.87	25,000.00	7.76%
63300 · Utilities (1-8-15 · Garbage Disposal)	236.27	710.83	23.69%	3,000.00	2,289.17	13,000.00	5.47%
63400 · Maintenance Supplies	2,361.18	5,689.15	35.56%	16,000.00	10,310.85	20,000.00	28.45%
63500 · Security System Monitoring	50.00	299.00	19.93%	1,500.00	1,201.00	4,000.00	7.48%
63600 · Property Maintenance	8,567.00	19,048.96	86.59%	22,000.00	2,951.04	30,000.00	63.50%
63800 · Building Maintenance/Repairs	5,121.80	9,569.06	22.25%	43,000.00	33,430.94	55,000.00	17.40%
<b>TOTAL BUILDING</b>	<b>28,984.71</b>	<b>65,701.90</b>	<b>27.71%</b>	<b>237,100.00</b>	<b>171,398.10</b>	<b>360,000.00</b>	<b>17.29%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,345.43	4,142.07	30.23%	13,700.00	9,557.93	18,000.00	25.89%
64300 · Photocopy Supplies	435.60	1,090.56	21.81%	5,000.00	3,909.44	6,000.00	18.18%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	229.58	424.83	6.07%	7,000.00	6,575.17	15,000.00	2.83%
64600 · Non-Payment Reimbursement	0.00	461.49	13.19%	3,500.00	3,038.51	6,000.00	7.69%
64700 · Travel	127.76	221.84	34.13%	650.00	428.16	1,000.00	22.18%
64800 · Organizational Memberships	0.00	9.00	0.50%	1,800.00	1,791.00	2,200.00	0.41%
64900 · Bank Fees	213.23	673.12	26.93%	2,500.00	1,826.88	3,000.00	22.44%
<b>TOTAL OPERATION</b>	<b>2,351.60</b>	<b>7,022.91</b>	<b>19.98%</b>	<b>35,150.00</b>	<b>28,127.09</b>	<b>50,700.00</b>	<b>13.85%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	813.83	2,308.16	38.47%	6,000.00	3,691.84	8,000.00	28.85%
65150 · Supplies-Staff Toner	597.59	2,485.31	37.09%	6,700.00	6,700.00	8,000.00	31.07%
65200 · Automation-Prof Services	2,612.50	2,612.50	52.25%	5,000.00	2,387.50	10,000.00	26.13%
65300 · Purchase of Equipment	10,499.14	12,263.92	55.49%	22,100.00	9,836.08	26,000.00	47.17%
65400 · Automation Equip Mnt/Repair	617.46	841.75	42.09%	2,000.00	1,158.25	4,000.00	21.04%
65500 · Software	1,148.00	1,920.47	8.26%	23,250.00	21,329.53	27,000.00	7.11%
65600 · SWAN	0.00	13,248.00	25.28%	52,400.00	39,152.00	55,000.00	24.09%
65700 · Telecommunications	530.97	1,586.91	24.99%	6,350.00	4,763.09	8,000.00	19.84%
<b>TOTAL AUTOMATION</b>	<b>16,819.49</b>	<b>37,267.02</b>	<b>30.10%</b>	<b>123,800.00</b>	<b>89,018.29</b>	<b>146,000.00</b>	<b>25.53%</b>



17

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

Percent of Year: 25.00

	September 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	59.00	168.00	1.16%	14,500.00	14,332.00	36,000.00	0.47%
66200 · Credit Bureau	89.50	297.65	19.84%	1,500.00	1,202.35	2,000.00	14.88%
66300 · Equipment-Maintenance Repair	0.00	1,005.50	14.36%	7,000.00	5,994.50	9,500.00	10.58%
66900 · Fees - Bond Registrar	42.00	42.00	42.00%	100.00	58.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>190.50</b>	<b>1,513.15</b>	<b>6.55%</b>	<b>23,100.00</b>	<b>21,586.85</b>	<b>47,500.00</b>	<b>3.19%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 · Bonding	0.00	0.00	0.00%	1,350.00	1,350.00	1,500.00	0.00%
67300 · Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>14,541.00</b>	<b>89.77%</b>	<b>16,199.00</b>	<b>1,658.00</b>	<b>19,500.00</b>	<b>74.57%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	3,934.33	6,260.88	27.60%	22,685.00	16,424.12	25,800.00	24.27%
68111 · eNewsletter	0.00	0.00	0.00%	1,500.00	1,500.00	2,000.00	0.00%
68210 · Marketing Advertising	0.00	45.00	1.50%	3,000.00	2,955.00	5,000.00	0.90%
68310 · Marketing Supplies	475.94	1,078.44	43.14%	2,500.00	1,421.56	4,000.00	26.96%
68410 · Marketing-Information Printing	53.00	505.31	10.11%	5,000.00	4,494.69	10,000.00	5.05%
68500 · Legal Notices	20.00	161.60	13.47%	1,200.00	1,038.40	2,000.00	8.08%
68600 · Special Events	963.60	6,550.25	25.99%	25,200.00	18,649.75	40,000.00	16.38%
<b>TOTAL PUBLIC INFORMATION</b>	<b>5,446.87</b>	<b>14,601.48</b>	<b>23.90%</b>	<b>61,085.00</b>	<b>46,483.52</b>	<b>88,800.00</b>	<b>16.44%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	2,383.18	2,318.32	14.39%	16,111.00	13,792.68	50,000.00	4.64%
69920 · 3D Printer	0.00	240.36	0.00%	0.00	-240.36	0.00	0.00%
<b>GRAND TOTAL</b>	<b>271,429.68</b>	<b>821,770.46</b>	<b>23.29%</b>	<b>3,529,148.00</b>	<b>2,709,862.85</b>	<b>4,028,000.00</b>	<b>20.40%</b>

## ACTION ON BILLS September 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46007 thru 46126	\$ 98,245.10
Chase Bank-Salaries for September	35901 thru 35932	\$ 8,926.20
Hinsdale Bank-Direct Deposits	& 18393 thru 18558	\$ 99,610.85
MONTH'S TOTAL:		\$ 206,782.15

Indian Prairie Public Library District  
 Account QuickReport

Type	Date	As of September 30, 2014		Amount
		Num	Name	
Bill Pmt Check	09/08/2014	46007	Interact Business Products, LLC	768.00
Bill Pmt Check	09/10/2014	46008	DuPage County Clerk	2.00
Liability Check	09/11/2014	46009	Adler & Associates	35.22
Liability Check	09/11/2014	46010	Nationwide Retirement	660.00
Liability Check	09/11/2014	46011	Vantagepoint	1,081.39
Bill Pmt Check	09/11/2014	46012	ALLDATA	1,500.00
Bill Pmt Check	09/11/2014	46013	Art Excursions, Inc.	280.00
Bill Pmt Check	09/11/2014	46014	Aurico	50.00
Bill Pmt Check	09/11/2014	46015	Baker & Taylor	254.40
Bill Pmt Check	09/11/2014	46016	Case Lots Inc.	413.60
Bill Pmt Check	09/11/2014	46017	Colonial Life	47.32
Bill Pmt Check	09/11/2014	46018	Constellation	5,266.92
Bill Pmt Check	09/11/2014	46019	CoolerSmart	238.95
Bill Pmt Check	09/11/2014	46020	Current Technologies	1,148.00
Bill Pmt Check	09/11/2014	46021	DAC	129.50
Bill Pmt Check	09/11/2014	46022	Darien Police Department	50.00
Bill Pmt Check	09/11/2014	46023	Digicomm, Inc.	1,774.74
Bill Pmt Check	09/11/2014	46024	Dow Theory Forecasts	159.00
Bill Pmt Check	09/11/2014	46025	DuPage Pavement	3,999.00
Bill Pmt Check	09/11/2014	46026	Edmonds Incorporated	277.96
Bill Pmt Check	09/11/2014	46027	Groot Industries, Inc.	236.27
Bill Pmt Check	09/11/2014	46028	Heritage House Florist	60.00
Bill Pmt Check	09/11/2014	46029	Kroeschell Service	1,509.00
Bill Pmt Check	09/11/2014	46030	McCully, Nancy	205.00
Bill Pmt Check	09/11/2014	46031	Midwest Laser Specialists, Inc.	617.46
Bill Pmt Check	09/11/2014	46032	Midwest Tape	2,920.73
Bill Pmt Check	09/11/2014	46033	NCPERS Group Life	64.00
Bill Pmt Check	09/11/2014	46034	Near West Youth Services	25.00
Bill Pmt Check	09/11/2014	46035	Otto Building Co.	485.00
Bill Pmt Check	09/11/2014	46036	OverDrive	1,602.08
Bill Pmt Check	09/11/2014	46037	Quill	291.57
Bill Pmt Check	09/11/2014	46038	Rivistas Subscription Services	81.32
Bill Pmt Check	09/11/2014	46039	Rogers Vending	75.00
Bill Pmt Check	09/11/2014	46040	Roy, Nancy	112.60
Bill Pmt Check	09/11/2014	46041	Runco	24.43
Bill Pmt Check	09/11/2014	46042	ScotPress Printing	53.00
Bill Pmt Check	09/11/2014	46043	Sebert Landscaping	4,568.00
Bill Pmt Check	09/11/2014	46044	Speciality Mat Service	90.30
Bill Pmt Check	09/11/2014	46045	SunTimes Media	20.00
Bill Pmt Check	09/11/2014	46046	Team One Repair, Inc.	121.00
Bill Pmt Check	09/11/2014	46047	ThyssenKrupp Elevator	760.96
Bill Pmt Check	09/11/2014	46048	Unique Management	89.50
Bill Pmt Check	09/11/2014	46049	University of Illinois Extension	75.00
Bill Pmt Check	09/11/2014	46050	VISOgraphic	3,610.93
Bill Pmt Check	09/11/2014	46051	Westmont Paint & Decorating	87.98

8:39 AM  
07/15/14  
Accrual Basis

## Indian Prairie Public Library District Account QuickReport

Type	Date	As of September 30, 2014		Amount
		Num	Name	
Bill Pmt Check	09/17/2014	46052	A.M. Best Company	1,254.25
Bill Pmt Check	09/17/2014	46053	Alternative Energy Solutions, Ltd.	359.00
Bill Pmt Check	09/17/2014	46054	Baker & Taylor	7,627.50
Bill Pmt Check	09/17/2014	46055	Blackstone Audio, Inc.	518.62
Bill Pmt Check	09/17/2014	46056	Call One	398.93
Bill Pmt Check	09/17/2014	46057	DuPage County Public Works	730.23
Bill Pmt Check	09/17/2014	46058	Gale/CENGAGE Learning	526.19
Bill Pmt Check	09/17/2014	46059	Inkwell	232.49
Bill Pmt Check	09/17/2014	46060	JavaSmart USA LLC	128.09
Bill Pmt Check	09/17/2014	46061	Kroeschell Service	1,960.04
Bill Pmt Check	09/17/2014	46062	Lincoln National Life	102.60
Bill Pmt Check	09/17/2014	46063	Midwest Tape	29.97
Bill Pmt Check	09/17/2014	46064	OverDrive	427.27
Bill Pmt Check	09/17/2014	46065	Quill	704.81
Bill Pmt Check	09/17/2014	46066	Random House	518.25
Bill Pmt Check	09/17/2014	46067	Recorded Books, LLC	740.34
Bill Pmt Check	09/17/2014	46068	Regent Book Company	15.47
Bill Pmt Check	09/17/2014	46069	Rogers Vending	75.30
Bill Pmt Check	09/17/2014	46070	Runco	298.45
Bill Pmt Check	09/17/2014	46071	Unique Books, Inc.	2,470.60
Bill Pmt Check	09/24/2014	46072	Bank of America	4,483.05
Bill Pmt Check	09/24/2014	46073	Basecamp Web Solutions	2,612.50
Bill Pmt Check	09/24/2014	46074	BCBS	8,343.15
Bill Pmt Check	09/24/2014	46075	Case Lots Inc.	362.50
Bill Pmt Check	09/24/2014	46076	CDW Government	6,963.20
Bill Pmt Check	09/24/2014	46077	Chicago Tribune	207.74
Bill Pmt Check	09/24/2014	46078	City of Darien	50.00
Bill Pmt Check	09/24/2014	46079	Comcast	232.85
Bill Pmt Check	09/24/2014	46080	Cosmopolitan Building Services	2,825.00
Bill Pmt Check	09/24/2014	46081	Dell Marketing L.P.	3,016.47
Bill Pmt Check	09/24/2014	46082	Garvey's Office Products	28.92
Bill Pmt Check	09/24/2014	46083	Inkwell	60.24
Bill Pmt Check	09/24/2014	46084	Kroeschell Service	482.80
Bill Pmt Check	09/24/2014	46085	OverDrive	1,420.51
Bill Pmt Check	09/24/2014	46086	Palmisano, Stacy.	20.16
Bill Pmt Check	09/24/2014	46087	PCM	86.90
Bill Pmt Check	09/24/2014	46088	PitneyBowes	165.00
Bill Pmt Check	09/24/2014	46089	Roy, Nancy	33.20
Bill Pmt Check	09/24/2014	46090	Ryan, Marianne	19.60
Bill Pmt Check	09/24/2014	46091	Team One Repair, Inc.	600.00
Bill Pmt Check	09/24/2014	46092	Titan Image Group, Inc.	216.79
Bill Pmt Check	09/24/2014	46093	Wlosinski, Maria	14.00
Liability Check	09/25/2014	46094	Adler & Associates	35.22
Liability Check	09/25/2014	46095	Nationwide Retirement	660.00
Liability Check	09/25/2014	46096	Vantagepoint	1,081.39

8:39 AM  
07/15/14  
Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of September 30, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	09/30/2014	46097	A.M. Best Company	1,254.25
Bill Pmt Check	09/30/2014	46098	Asimakopoulos, Jennifer	32.54
Bill Pmt Check	09/30/2014	46099	Blackstone Audio, Inc.	197.99
Bill Pmt Check	09/30/2014	46100	Case Lots Inc.	139.70
Bill Pmt Check	09/30/2014	46101	Cavendish Square	431.10
Bill Pmt Check	09/30/2014	46102	Center Point Large Print	240.27
Bill Pmt Check	09/30/2014	46103	Colonial Life	47.32
Bill Pmt Check	09/30/2014	46104	DEMCO	447.75
Bill Pmt Check	09/30/2014	46105	Dzierzbicki, Monica	135.26
Bill Pmt Check	09/30/2014	46106	Findaway World, LLC	61.78
Bill Pmt Check	09/30/2014	46107	Gale/CENGAGE Learning	794.90
Bill Pmt Check	09/30/2014	46108	Guardian	502.42
Bill Pmt Check	09/30/2014	46109	Home Depot	215.64
Bill Pmt Check	09/30/2014	46110	ID Label	449.00
Bill Pmt Check	09/30/2014	46111	Illinois Secretary of State	10.00
Bill Pmt Check	09/30/2014	46112	Kamm Insurance Group	30.00
Bill Pmt Check	09/30/2014	46113	M.E. Sharpe Inc.	748.00
Bill Pmt Check	09/30/2014	46114	NCPERS Group Life	64.00
Bill Pmt Check	09/30/2014	46115	OverDrive	975.50
Bill Pmt Check	09/30/2014	46116	Petty Cash	180.83
Bill Pmt Check	09/30/2014	46117	Quill	436.76
Bill Pmt Check	09/30/2014	46118	Rubberdisc	759.50
Bill Pmt Check	09/30/2014	46119	Sage Publications, Inc.	185.21
Bill Pmt Check	09/30/2014	46120	Showcases	197.41
Bill Pmt Check	09/30/2014	46121	Target	59.45
Bill Pmt Check	09/30/2014	46122	The Mailbox Yearbook	39.95
Bill Pmt Check	09/30/2014	46123	Thomson Reuters West	110.18
Bill Pmt Check	09/30/2014	46124	Uline	235.34
Bill Pmt Check	09/30/2014	46125	Vernon Library Supplies, Inc.	108.48
Bill Pmt Check	09/30/2014	46126	VSP Vision	92.85

Total 10121 - Checking JP Morgan Chase

98,245.10

**TOTAL**

**98,245.10**

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

**September 2014**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	09/12/2014	18,094.64
ILDOR-State	Payroll taxes	09/12/2014	3,181.65
EFTPS-Federal	Payroll taxes	09/25/2014	19,293.54
ILDOR-State	Payroll taxes	09/25/2014	3,426.47
IMRF	Payroll Pension	09/29/2014	19,391.18
AT&T	Telecommunications	09/11/2014	298.12
Nicor	Gas	09/17/2014	1,323.39
US Bank	Credit Card Fee	09/03/2014	193.23
Hinsdale Bank	Fee-Direct Deposit	09/02/2014	20.00

Indian Prairie Public Library  
Plan/Annexation Committee  
October 6, 2014 – 7 p.m.

Time: 7:03 p.m.

Present: Diane Ruscitti, Marian Krupicka, Beena Deshmukh

Absent: none

Also Present: Jamie Bukovac

The committee reviewed the survey questions and details of the survey process. The survey will be available for the public around October 27 and run for 2 weeks until November 9, maybe 3 weeks, November 16.

The meeting with the Village of Burr Ridge went well. The Board members, manager and village administrator see how IPPL can serve their community. Taxes for a new library in Burr Ridge would be quite high.

Farmingdale marketing on hold for now.

The committee decided to change the committee name to Planning/Outreach Committee.

Adjourned 8:26 p.m.

**Director's Report  
October 2014**

**Agenda**

**Staff Report:**

Debbie Wordinger prepared an annual report for the Adult Services Department which is attached to her monthly report. She will present highlights at the meeting. Joe Popowitch is developing a new program called StoryShare which will debut in November and he'll explain just what that is at the meeting. The reports for the Youth Services Department and the Technology and Technical Services Department will be handed out at the board meeting.

**Unfinished Business:**

A trustee had a question about the 2015 election and I thought it would be useful to talk about the election and selection of terms.

**New Business:**

The auditor will be here to review the audit. You should have received a copy of the audit.

I'll review the plans for transforming the copier room into another conference room.

The Draft of the Levy for FY 2014-2015 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 FY 2014-2015 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.

**Strategic Plan**

The community survey has been reviewed by the board committee and currently staff are reviewing it. I'm looking at putting the survey out around 10/27 and running it for 3 weeks. We will send postcards to 2,500 random residents, it will be available on our website and it will be available in the library. Remember the board focus group session will be held at the November 19 board meeting. Three staff focus groups will also be held that day. Approximately 30 staff will participate.



## Burr Ridge

Vicki, Beena, Marianne and I met with the Burr Ridge mayor, three board members and their marketing person. I feel that they learned a lot about how the district was first established, why it's difficult for Burr Ridge to set up their own library, a sense of what it would cost to run their own library, the great deal offered by IPPL as well as our wonderful services. One of the board members purchased a card that night. Marianne will be working with their marketing person to create a focused plan of promotion to Burr Ridge residents with the theme that IPPL is their home library regardless of whether they pay taxes or purchase a card.

## Teen and Mid-Kids Furniture

After looking at numerous study chairs we have found one that looks "cool" but also will hold up well. (It's used by a number of other libraries.) The chair was the final piece needed to move forward. We will be getting new tables and chairs, stools for the counter and four lounge chairs in the teen area and stools for the counter plus a "coffee table" in the mid-kids area.

## SWAN

I attended a workshop sponsored by SWAN about Leading Change. This was to provide information and tools to help in guiding staff through the transition to the new SWAN software. I'll use the information to run a mini-workshop with the department heads. We're starting to plan how we're going to manage staff training. Debbie Sheehan has already started training as she will be a SWAN trainer doing training workshops for SWAN members. The week of October 13 Ann will be attending training relative to Technical Services.

There was a question about SWAN fees at the last meeting. Here are the fees for the last five years

2014 – 2015	\$52,400
2013 – 2014	\$50,918
2012 – 2013	\$62,095
2011 – 2012	\$58,928
2010- 2011	\$54,213

## Library Trends

I've attached several articles to the back of the packet regarding services offered by public libraries. This is for us to start examining the various trends occurring in public libraries as we talk about planning for the future.

## Staff

Technical Services Supervisor Suzy Rodela-Sulik is resigning to take a position at another library. Her last day will be October 16. Christine Maleno has been hired as a substitute Computer Associate effective September 22 at a salary of \$12.76/hour.

Jamie Bukovac, Director

**Assistant Director's Report**  
**October 2014**

**Building and Grounds:**

Rick from HEC Technologies stopped by with his crew to look at our discolored ceilings. After some investigation, it was determined that last season's frigid winter temperatures caused moisture (caused by condensation) to leech out through the drywall. They were able to take pictures above the ceiling and there are water stains on the steel beams. The moisture is caused by cold air in the roof deck meeting the warm building air. Rick said he has seen this in other places since last winter. The good news is that we believe the stains are only on the surface. To "fix" the appearance of the stains, the stain can be scraped off or repainted. However, since winter is approaching, we agreed to not do any type of repair at this time and see what happens this winter. (I would hate to fix it and have more stains come back next year.) HEC said they will come out on a very cold day and take a look to see if they can see moisture above the ceilings to verify this is the problem.

The additional security cameras have been installed in the Digital Media Lab and outside facing the bike rack.

Complete Cleaning started nightly cleaning service on Wednesday, October 1<sup>st</sup>. As with any new service, there have been some bumps along the way, but the supervisors have been very responsive to problems.

The parking lot work is complete. You will notice two additional arrows on the pavement near the "exit only" exit of the small parking lot to Clarendon Hills Road. We hope this will help people realize they should not turn in to the exit.

Mike, our wonderful Building Services Associate, has singlehandedly removed all the spare shelving from the basement to the metal recycling bin! Instead of hiring outside help, Mike offered to do it himself. He saved the library money and did a fantastic (and very careful) job.

**Volunteers:**

With Patti Naisbit's departure, I have taken the Tech Tutor program back. I will be working closely with Ann to make sure qualified volunteers are on hand for one-on-one training and hands-on computer classes.

**2014 Recycling Extravaganza:**

Don't forget – it's Saturday, October 25<sup>th</sup> from 9am to 12pm in the Hinsdale South stadium lot. This year, there is no electronics recycling and shredding is limited to two banker boxes per car.

**Marketing Report:**

Marianne Ryan's monthly report is attached.

*Laura*

Submitted by:

Laura Birmingham

**Marketing Department Report – September 2014**

**Promotional Support**

The Marketing Department supported and promoted several library events and programs, including the Myfavbook promotion, Cool Compositions Contest, Zinio e-magazine service, Home Automation program, Digital Video Production class, 3D Printing (using a Halloween theme), Library Card Sign Up Month, Teen Services Survey, Parking Lot Seal Coating, the databases of the month (LerningExpressLibrary and Brainfuse HelpNow), as well as continued promotional support of The Junction.

**E-news**

The library’s weekly e-news mailing list has grown to 14,230 contacts. The link generating the most clicks in September was the link to the e-magazines page from the “Read E-magazines for FREE with Zinio” article the in the Sept. 16 e-news (230).

**Newsletter**

Production of the winter newsletter will begin in late October, and it will be delivered to resident mailboxes by Saturday, Nov 22.

**Center Cass Community Day**

IPPL had a table at the inaugural Center Cass Community Day at the Lakeview/Prairieview campus on Sept. 13. The event was hosted by the new Center Cass School District 66 TEAM 66 Education Foundation as a way to bring the community together. Local non-profit organizations were invited to showcase their programs and services to foster public awareness and participation. In addition to providing informational materials and promotional items, the library displayed the 3D printer in action, a TV monitor playing the Junction promotional video, and provided Makerspace activities for kids.

**Darien Town Hall Meeting and Panel Discussion**

IPPL participated in the Sept. 25 Darien Town Hall Meeting and Panel Discussion at Chuck’s Southern Comfort Café, hosted by the City of Darien and the Darien Chamber of Commerce. The Marketing Department provided all display materials and informational resources for the IPPL table.

**Burr Ridge Board Visit**

Members of the Burr Ridge village board, as well as the mayor, village administrator, and events coordinator, visited IPPL on Sept. 29 to discuss how to serve the un-served areas of Burr Ridge and promote our nonresident membership card to Burr Ridge residents with the goal of becoming Burr Ridge’s hometown library. The Marketing Department provided information packets for the meeting. The group also toured the library, and one of the trustees purchased her card on the spot. Janet Kowal, the events coordinator, and I will work together to create a marketing plan and begin promotion of our nonresident membership card this fall and winter.

**My New Neighbor**

IPPL is now participating in the Darien My New Neighbor program, in which a representative personally visits new homeowners to welcome them to the area. IPPL items in the package include our recent seasonal newsletter and an IPPL stylus pen. The cost is \$1.25 per home visit, and they visit 10-15 homes in Darien per month.

**Neighbors of Darien**

For the November/December issue, the Marketing Department submitted calendar events and Around the Block articles.

Marianne Ryan, Marketing Coordinator  
Oct. 9, 2014

Circulation ServicesSeptember 2014

Due to my vacation, I was unable to obtain SWAN Circulation Statistics before I left. I will, however, provide you with them at the board meeting on October 15. I apologize for the inconvenience.

September is National Library Card Month. We decided to try something new this year. Every patron who either got a new card or renewed their card had a chance to "Spin the Wheel". We had all kinds of prizes from IPPL Bucks, to IPPL Ornaments, Chip Clips, Lighted Book Marks, and more! Patrons really enjoyed spinning the wheel. We didn't want our current patrons to feel left out so every time an IPPL patron checked out, they were given the opportunity to fill out a raffle ticket for a chance to win a Kindle Fire. We had a huge box full of entries! The winner was a ten year old boy! I feel that both of these events were very well received by our patrons and staff also enjoyed them. We issued 239 new resident cards and 76 non-resident cards. Last year we introduced our new Kids Card in September and that was wildly successful with 570 cards issued (and 247 of them were to kids)! Unfortunately, since we input most of our renewals directly into the computer, I have no way of knowing how many patrons actually renewed their 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 2 days for 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. Everyone pitched in and we called in our subs and we finally caught up during the second week of September.

We seem to have had a lot of staff changes in the past few months. Jeanette Hahn, a long time Circulation Page, resigned to take care of her grandson. We were lucky enough to rehire Greg Meronek, who had worked for us as an ILL page in the past. Katie Fearnley, our newest Assistant Supervisor, started on September 5.

Circulation Staff attended the following YOLO classes in September

Computer Services Computers 101	8 staff attended
Administration Pinning, Poking & Tweeting	3 staff attended
Adult Services Subscription Databases	3 staff attended
Computer Services 3D Printer	6 staff attended
K&T STEAM: 21st Cent. Learning Tools	4 staff
Dept. Head IPPL Budget	1 attended

Debbie Sheehan  
Head of Circulation Services

Adult Services Monthly Report  
September 2014

Our big program in September was a concert by Andrew Salgado. This was to have been outside, but the weather did not cooperate. We had seventy people at the concert in the meeting room. Jennifer gave a program, "Tips for the Savvy Traveler" with 47 in attendance. A program on opera appreciation drew 37 and the Lyric Opera lecture on Don Giovanni had 24 in attendance, which I think must be a record for the opera lectures. Suzy gave a class on LinkedIn 101 with eight in attendance. This was part of our goal of assisting people with their employment needs.

In recognition of the hundredth anniversary of the start of WWI we held a program on art of the era with 39 in attendance. The three book discussions discussed books related to the war or its aftermath. We had fifteen people at both crime readers (*Tug of War* by Barbara Cleverly) and Novel Idea (*The Cartographer of No Man's Land*). However, only six people showed up for GenLit's discussion of Hemingway. The movie discussion group is also doing a series of movies about WWI. We had ten for *Paths of Glory* and 13 for *Sergeant York* with very good discussions afterwards, probably especially because these were not movies many people had seen before.

We brought back Thursday afternoon movies. We had 37 people for *Heaven is for Real* while only three for *The Muppets Most Wanted*. By showing a variety of movies we get a chance to see what our audience really wants.

We also brought back the play reading group. They have met twice this fall with an average of six in attendance.

Since it is no longer based on one book, The Big Read program has been renamed ReDiscover. It will run mid-March through April with a theme of "Celebrating Home."

Marianne began a Zinio (our downloadable magazines) marketing blitz and said that her e-news link received more clicks than any since she has been here. Within a couple of days, we added 50 new subscribers.

We have been progressing adding additional assistive technology and marketing it. We now have a link to the assistive technology page on the Seniors page of our website.

Staff had training from a representative from the new database we have, Brainfuse. When Jez and Jennifer do their readers advisory YOLO class Jez demonstrates ways to use the book social networking site Good Reads. Since this is not a YOLO class the adult Ask Us desk is attending, one staff person asked if Jez could demonstrate all the ways to use Good Reads at the desk. She did that at the September staff meeting. Joe gave a YOLO class on oral history. I gave one on subscription databases and department staff attended these classes plus ones on troubleshooting computers, social media, and STEAM.

We have finished shifting the music CDs. This has allowed more room in some areas that were tight. We are also starting an Oversized CD collection for multi CD sets that are released. These will be shelved near the other CDs.

A former employee who had been subbing for us for the last couple of years, Gail Graziani, has resigned from subbing. In her place we hired Christine Maleno, a relatively recent MLS graduate who has not yet found a position in a library. She will be subbing at both the Adult Ask Us Desk and the Computer Help Desk.

Debbie Wordinger

**Adult Services  
Annual Report FY 2013/2014**

**Introduction**

Last year the Adult Department annual report had 34 goals for the upcoming fiscal year. We were able to accomplish 29 of those goals.

We have continued to make readers (and viewers) advisory a priority. We have more bibliographies (online and in hard copy) available, an updated book request form on the web, and a new movie request form. We took the opportunity when we had the public here for a book discussion group get-together to show them our readers advisory databases, and we made attendance at our YOLO class on readers advisory mandatory to emphasize to the entire staff the importance we place in this service.

We have changed the name of the readers advisors to adult services associates to emphasize that they do more than readers advisory, freeing up the librarians' time for other duties such as expanding local history, oral history, online resources, and collections.

We have worked on being not just approachable at the desk, but approaching patrons before they reach the desk or even know they might need us. In all of our endeavors, from the materials we select, to the services we choose to promote, to the handouts we create, and to the programs we hold, we strive to be a responsive, patron-driven team.

## Collections

Unless otherwise noted, comments about the circulation of our collection are based on the 2013 calendar year. As in every year, we reviewed 1/3 of the collection for weeding purposes. This past year that included Mysteries, Music CDs, Self Help, Fitness, and the 700s. The more detailed Collection Development report was done in January and will be done again in January 2015, covering 2014 circulation. To summarize a few general use patterns, overall circulation of adult materials of all formats was down by 3%, although the circulation of e-materials (books, audio, and magazines) was up by 57%. However, the circulation of e-materials only accounted for seven percent of adult circulation. The highest circulating area was audiovisual, accounting for 54% of the adult circulation. The total collection size increased by two percent. However, both the number of audiovisual and e-materials increased by nine percent.

**Nonfiction:** A quite aggressive weeding of the nonfiction collection allowed us to shift this collection to make more room for the Large Print collection. We pulled the language materials from the audio, DVD, and book collections and interfiled them into a new Language area we were able to create by adding some shelving and moving some pullout collections. We have also created a Citizenship area, prompted by an LSTA grant, "Another Opportunity for Back 2 Books." We re-cataloged the books for small business into a simplified Dewey scheme. Focus on providing easy access to high demand items.

**Local History:** We added photos to Historypin, which is a website that allows users to pin historical photos to a map. We have 23 images on Historypin with a total of 728 views. We had additional volumes of the *DuPage Progress* microfilmed and added more than 77 microfilm rolls of the newspaper to our collection. We now have coverage from 1971 to 2000. We also added additional Flickr sets and Local History Blog articles, including one on Native Americans.

**Fiction:** Additional shelving allowed us to give more room to both the GenLit and Graphic Novel collections.

**Large Print:** As mentioned above, we were able to allow more room for this collection. I had been weeding bestsellers down to only one copy of a title. We should now be able to keep more copies of popular authors, and patrons will be able to see more easily what we have because the shelves aren't jammed end to end.

**Audiovisual:** We weeded the music collection. We are shifting the collection to make more room in areas where the shelving is tight. We would like to find some thinner cases in which to put CDs, but so far have found nothing we like. Nonfiction DVDs as well as Foreign Films, Musicals, and Westerns have been put in thinner, non-locking cases to make more room.

**Downloadable (e-books, audio, and magazines) and Streaming (Music and Movies):** Circulation of eMediaLibrary e-books has increased by 25% in the past fiscal year, and 880 new patrons started using eMediaLibrary. We added an additional e-book platform,

Axis 360 through eReadIllinois. This program is funded partially through a state grant that aims to provide a statewide e-book platform. So far, we have had only 187 checkouts on this platform since it began in February as compared to several thousand for eMediaLibrary. There are about 15,000 e-book titles in eMediaLibrary and about 10,000 in Axis 360. eMediaLibrary also includes downloadable audiobooks. Circulation of these went up by 33% in the last fiscal year.

After researching several streaming music and movie services, we decided that Hoopla would be the best fit for us. It is a pay per use system that allows users to check out movies and music albums. We started with a limit of three checkouts a month per cardholder but later increased this to five. This service launched on January 2, 2014. Between then and the end of the fiscal year, 273 patrons registered, and 620 items were streamed. Movies on Hoopla are not the most recent releases, although the music releases are the most recently released albums. Ann Stovall had the idea of using the digital licensing that comes with many of our DVD purchases to link to a Roku device to circulate to the public. We now have six Roku devices circulating with access to over 100 different recent movies. New movies are added to the Roku regularly.

Zinio, our e-magazine platform, is popular for downloading the newest issue of many popular magazines. However, not all popular titles are licensed through Zinio. *People Magazine*, for instance, is not available. In these cases we try to supplement with a similar title. Other magazine platforms are being developed, and Zinio will have to compete with them for rights to some popular magazines. Stay current with new formats and ways to access content. Provide a Virtual Library.

**Reference Collection:** We continue to weed this collection as volumes become outdated. We replace or add a minimum number of titles each year. We have been able to shift the collection enough to provide an additional ten shelves for the Craft section.

**Databases:** We supplemented our *NoveList Plus* subscription with the addition of *NoveList Select* to SWAN. *Select* allows patrons scoped to Indian Prairie in the SWAN catalog to browse series lists, readalikes, and reviews.

Other new databases and database changes include the addition of *S&P NetAdvantage* investment resource, and, in November, we started offering remote access to *Chicago Consumers' Checkbook* after the vendor made it available to libraries. In April, we added Gale's *Legal Forms Library* to allow patrons to download Illinois-specific legal forms. *Mango Languages* increased available content, including videos for language learning. After comparing searching functionality and results, we decided to switch back to *ReferenceUSA* from *AtoZdatabases*. Both databases are business and white page directories. Through a special pricing deal, we were able to subscribe to *Brainfuse* products *JobNow* and *HelpNow*. Access started July 1. These resources provide online live tutoring and critiques of written papers and resumes.

We continue to supplement our reference e-book collection via *Gale Virtual Reference Library (GVRL)* to reduce the size of our physical reference collection plus allow greater user access. We added volumes of *Novels for Students* and *Poetry for Students*. We added



new editions of *The Gale Encyclopedia of Surgery and Medical Tests*, *The Gale Encyclopedia of Alternative Medicine*, and *The Gale Encyclopedia of Science*.

We worked on promoting the databases. We updated business cards and shelf talkers in July 2013. *NoveList Select* was promoted in the print newsletter, eNews, and on the OPACs. Dave and Jennifer created an eTutor video on *NoveList Select*, which we posted on YouTube, Twitter, and Facebook. *NoveList* usage was **up 17%** from 2012/2013 to 2013/2014 (following a 71% increase the previous year). *BookBrowse*, our other readers advisory resource, was **up 59%**.

We made a special effort to market the investment resources. Jennifer planned programs to coincide with the marketing campaign: an investment database drop-in session in October and *S&P Net Advantage* public training sessions in January. We promoted the resources in the print newsletters and eNews, plus spotlighted resources in the rotating graphic on the home page of the website. In addition, Jennifer created an investment resources brochure.

Since *S&P* is a new resource, we cannot provide comparison statistics. However, all of the other investment resources showed increases: *Financial Ratings Series* (FRS) **up 9%**; *Morningstar* **up 162%**; and *Value Line* **up 20%** (after a 67% increase the previous year). The cost per use of *FRS* and *S&P* is high (\$12.33 and \$14.80, respectively), although both of these replaced print resources of comparable cost. The cost per use for *Morningstar* and *Value Line* is more in line with the rest of the databases (\$1.12 and \$1.23, respectively).

From 2012/2013 to 2013/2014, there was an **overall increase of 11%** for total usage of all of the databases (following last year's increase of 9%). Our marketing campaigns continue to impact usage.

Name	2013/2014 total	2012/2013 total	% Change	Cost Per Use
AllDATA	207	286	-28%	\$7.25
Ancestry Library Edition	4388	5810	-24%	\$0.33
AtoZdatabases	1909	2673	-29%	\$2.07
BookBrowse	660	416	<b>59%</b>	\$0.95
Chicago Consumers' Checkbook*	151	57	<b>165%</b>	\$2.98
Consumer Reports	1481	1438	<b>3%</b>	\$1.13
Financial Ratings Series	324	298	<b>9%</b>	\$12.33
Gale Subscriptions (MLS package)	6382	5603	<b>14%</b>	\$1.85
Heritage Quest Online	188	202	-7%	\$3.11
Joh & Career Accelerator	148	413	-64%	\$15.28
LearningExpress Library	1915	819	<b>134%</b>	\$1.04
Mango Languages	519	1028	-50%	\$6.41

<b>Morningstar Mutual Funds</b>	3515	1343	<b>162%</b>	\$1.12
<b>Newsbank</b>	1337	1146	<b>17%</b>	\$4.00
<b>NoveList Plus &amp; Select</b>	2982	2552	<b>17%</b>	\$1.41
<b>Public Records Database</b>	5017	4775	<b>5%</b>	\$0.15
<b>S&amp;P NetAdvantage</b>	641	n/a	n/a	\$14.80
<b>Value Line Investment Survey</b>	2579	2153	<b>20%</b>	\$1.23

\*remote access as of 11/13

Below are a few examples of significant statistical changes for specific resources:

*Chicago Consumers' Checkbook* usage **increased 165%** from 2012/2013 to 2013/2014 largely due to the fact that we started remote access in November.. We announced this change in the eNews and print newsletter. We will be adding it to the *Consumer Reports* business card.

*LearningExpress Library* usage **increased 134%** after a 29% decrease the previous year (following a massive 347% increase the year before that). We announced the new interface in the eNews and highlighted it occasionally, but did not do a focused marketing campaign. *Job & Career Accelerator* usage plummeted, decreasing by 64%. Usage was also down the previous year. With the addition of *Brainfuse*, we will determine the best career resource for our patrons.

To access newspapers, we switched from *NewsBank* to *ProQuest*. Usage was **up 17%** over the previous year (following 29% and 38% drops the previous years).

*Mango Languages* usage decreased significantly, dropping 50% from 2012/2013 to 2013/2014. However, mobile sessions continue to account for a significant percentage of total usage (39% after last year's 57%). We will be promoting this resource in the eNews.

*Ancestry* usage dropped 24% after a 5% decrease last year; however, with 4,388 sessions, the cost per use is \$0.33 and it is the second most used database.

**Periodicals:** We decided to pursue researching a new vendor for our magazines. Anna in Technical Services did this with some advice from Shirley, who has always done this in the past. We decided to try a new vendor for a portion of the subscriptions as they came due for renewal. This way we can, over time, compare responsiveness and access for both the new vendor Rivistas and Wolper, or current vendor. Magazines are in a time of transition with many going out of business, at least as a paper copy. *Newsweek*, for example, ceased publishing a paper version, but recently started again.

#### **Plans and Recommendations:**

1. Update the Collection Development Plan and re-catalog subject areas as necessary, especially in the areas of 100s and Self Help and any area we have added simplified Dewey or made other changes. (all selectors)
2. Investigate other areas of the collection in which to apply simplified Dewey. (selectors, Ann, Debbie, Technical Services)

3. Pursue database vendor demonstrations for the public, including investment resources during Money Smart Week. (Jennifer)
4. Track usage statistics of databases as part of the assessment of individual targeted marketing campaigns. (Jennifer)
5. Continue to add stickers to copies of books for which we have e-books beyond the GenLit collection. (Jennifer)
6. January 2015 we will have had hoopla and Axis 360 for a year. Analyze usage and consider changes such as adding television shows or audiobooks or changing the limit on the number of items checked out in a month. (Debbie and Suzy)
7. Work with Marketing to plan a marketing campaign for e-books, especially the new collections. (Suzy and Marianne)
8. Re-catalog the Life Skills Collection as ESL and switch its location to put it nearer the Citizenship materials. This will be after a weeding of the collection and after discussion with Technical Services as to when the project can fit into their schedule. (Joe, Ann, Technical Services)
9. Investigate other providers of e-books, streaming, and e-magazines. (Suzy)

### Services and Service Desks

**Adult Services Statistics:** Since the two desks have been combined in 2010, our statistics have trended in the following ways. The percentage of questions asked in person has dropped from 81% to 77% with more people asking questions by phone and email, although the last is still only 3% of the total questions asked. In the past four years, people are asking for a specific item about 83% of the time and asking a reference question about 14% of the time. The number of people asking readers (or AV) advisory questions has grown from 2% of all questions asked to 4%.

The number of questions answered by the paraprofessional at the first station facing the lobby desk has grown from 42% of questions asked to 50%. The number of times the patrons walks out the door with the item or information they wanted has ranged from 51% to 57% in the last four years. The majority of questions not answered that day were requests for items that were checked out or owned at another library, so reserves were placed.

We assist someone with a prolonged technology training request, most often with e-readers, on the average, ten times a week. When we instigate a question with a patron away from the desk, we refer to this as "roaming." Only about one percent of our questions were generated this way. We ask far more people if they need assistance than those who actually take us up on the offer, at least at that moment. This would suggest to me that we need to be more cognizant of people in the aisles of the department and approach them. It also indicates to me that our desk is in a location that patrons see immediately and approach readily as they enter the department. This underscores to me the importance of having a desk where patrons know they can go to ask questions.

For 2013/2014, patron visits to the library were down by less than two percent while the number of questions asked at the Adult Ask Us Desk was down by 15%. We need to make sure that we continue to greet people and offer assistance. However, the staff has put a tremendous amount of effort into arranging and cataloging collections to make browsing easier (creating displays, bibliographies, and e-book instructional handouts) and has used the website to make staff recommendations and direct patrons to the best online sources. All of these efforts done well are meant to result in more patrons able to find what they want on their own within the library.

**Computer Desk Statistics:** The staff increased its assistance to the public on use of the laptops, scanner, and printer, but assisted fewer patrons with general computer questions and magazine assistance. They also assisted patrons with the use of the microfilm reader/printer. Use of the microfilm reader/printer increased from 31 interactions in 2012/2013 to 50 in 2013/2014, due most probably to the library becoming a Family Search affiliate two years ago. Overall, the staff interacted with seven percent fewer people in 2013/2014.

**Adult Ask Us Desk:** We have been staffing the desk with a combination of professional and paraprofessional staff since we reopened in 2010. For the past year, during the day,

we have been having the second reference librarian act as a backup for the desk. We changed the title of the paraprofessional staff from readers advisor to adult services associate. Having our desk toward the front of the department, I believe, attracts questions from the public. We are looking at ways to open up some sight lines and to arrange the desk for maximum patron impact. The staff is instructed to look up frequently, greet patrons and be proactive in asking if someone needs assistance, both away from and at the desk.

**Readers Advisory:** Jennifer and I re-vamped the online readers advisory form and added a movie advisory form. We also added, online profiles of all of our adult department reviewers, for both books and movies. These give a short paragraph of the type of book or movie the reviewer is drawn to and then pulls up their latest public blog entry. See below for information about bibliographies the staff creates. The staff also keeps lists of recent movie additions and foreign movies by language, a poster of forthcoming movies and emailed lists of forthcoming book and movie titles through Bookletters. Offer expert assistance to residents to aid them in finding book and movies they will enjoy.

**Computer Desk:** The desk changed both its booking system and printing system. Staff was trained on both. Staff assists the public with many different issues and we are always open to additional training that would help us assist the public. Two iPads are now available for in-house checkout, which is done through this desk. These are loaded with ESL apps and Zinio magazines, but can be used for any tablet application.

**Homebound:** The Homebound service delivers to both individuals and institutions. Over the years some institutions have closed, and some have opened. This past year, Carmelite Carefree Village, a major retirement home in our area, closed. The number of individual patrons goes up and down by one or two as people need temporary service, die, or move. Our two volunteers, who make deliveries each week, delivered over 1700 items, down 6.6% from the previous year. Homebound is an area which is difficult to publicize because the target audience is not coming into the library. We have an article about the service annually in the newsletter. Hopefully regular library users will remember we have this service when they need it.

**Job Searching:** Suzy and Shirley plan and carry out programs and activities to assist job hunters in the area. They coordinated with two local legislators to provide a job fair at the Sportsplex in August 2014. Roughly 600 people came to the event. The jobs brochure was updated as was information on our website. Shirley had arranged for some small group sessions on the Illinois Department of Employment Services, but these fell through when the volunteer who was to conduct the program fell ill. Through contacts made at the job fair, Shirley hopes to provide programs for job searchers in the forthcoming year. Provide collections and programs that support life goals and interests.

**Special Needs Population:** Through a Lion's Club donation, we purchased a keyboard for use on the public computers that assists with vision and dexterity issues and a PocketTalker which is a device for assistance with hearing issues in a one-on-one conversation. Shirley did training with the staff and updated the information on our website. Shirley, as the assistive needs librarian, looks for other opportunities to

purchase equipment and make these services available to the public. The hardest effort is to let the public know we have these items at the library for their use.

**Genealogy:** We remain a FamilySearch affiliate library and processed 54 rolls of film for eight patrons.

**Literacy:** Joe maintains the LEARN (Libraries' English and Reading Network) website, which links to The National Literacy Directory, a website for finding organizations pertinent to ESL learners. We have added two iPads with ESL apps for use by ESL tutors and learners. We have tried for the past two years to host literacy tutor training through Literacy DuPage, but both years we have had to cancel for lack of students.

**Miscellaneous:** Shirley continues to proctor tests for people with Indian Prairie Library cards. Usually a student is going through a series of tests, so Shirley will have the same patron for several tests until they complete the course or receive their certification. This past year she proctored 24 tests compared to 33 the year before.

We tried a tech bar in the area in front of the Ask Us Desk. Although some patrons found it useful, it seemed to mostly draw teens, tweens, and even younger children who played on the devices while their parents looked for books or movies. We no longer have the tech bar, but we do have a need to have access to a variety of consumer electronic devices as we research, plan training, and write instructions for use of our electronic services. Offer opportunities for residents to experiment with new technology.

**Plans and Recommendations:**

1. Replace the old microfilm reader/printer with a new digital machine, as funds are available. (Mary K., Shirley)
2. Consider reconfiguring the Adult Ask Us desk to allow best service to the patron and easy access onto the floor. (Debbie)
3. Market the several different assistive technology devices we have for patrons with special physical needs. (Shirley, Marketing)
4. Participate again in the jobs fair. (Shirley, Suzy)
5. Investigate a tech bar not to highlight the devices but our services. This would allow patrons to see what a Zinio magazine or hoopla movie is like and hopefully encourage them to try the service. It would also make devices available for staff training and decision making needs. (Debbie, Suzy, Ann)
6. Investigate an Assistive Technology area. (Shirley)

## Programs and Promotions

**Adult Programs:** The average number of people attending an adult program was 37, compared to 41 the previous year. We held 52 adult programs in 2013/2014. We had an increased variety of programs which tend to attract smaller audiences and a higher number of hands-on classes for which the number of participants is limited. Music programs were, as always, popular, attracting upwards of 80 people. Other highly attended programs include a program on hummingbirds, which was cosponsored with the Darien Garden Club, which had 82 in attendance, and the program Chicago Haunts with 79. An Affordable Care Act information night had 105 people in attendance.

People who come to programs are overwhelmingly women (78%), although we do schedule programs of interest to men. They are also age 55 or older (81%), and they prefer programs in the evening (51%) or afternoon (29%). They hear about programs through the newsletter (55%), inside signage (9%), or the e-news (7%). This is not to discount the other methods we use to promote programs: social media, the outside sign, or the website. Being reminded of a program you saw in the newsletter as you drive by the library or open an email might be what prompts you to register for it.

We had some special series of programs in 2013/2014 including our regular 4<sup>th</sup> Wednesday programs, which are oriented toward seniors, and the Big Read programs. We also held programs in conjunction with the Muslim Journeys grant, which included an art program, a comparative religion program, and a cooking program. We had programs to celebrate the library's 25<sup>th</sup> anniversary. These included, among other topics, programs on cooking and music of 1988. We had programs to recognize significant anniversaries such as the Emancipation Proclamation, the Beatles arrival in America, and the movies of 1939.

Cindy plans programs on a variety of topics for a variety of audiences. We had programs on crafts, fantasy football, art lectures, and cooking. Because of Cindy's limited hours and the opportunities that present themselves to other staff members, our programs are supplemented by programs organized by other Adult Services personnel. Jennifer arranged for a visit by author Brigid Pasulka. Suzy arranged for the program "Behind the Headphones: A Dialogue with Audiobook Professionals." Joe arranged for programs on citizenship preparation.

In the winter, we had Thursday afternoon showings of recently released movies. These proved quite popular with an average attendance of 58 at each movie. We are running a Thursday afternoon series in the fall of 2014.

We had drop-in programs in the lobby for College of DuPage, Organ Tissue Donations, the Affordable Care Act, Literacy DuPage, and Ask the Master Gardener.

For the second year during Family History Month, Mary and Jennifer, with assistance from the genealogy group, had a Saturday after-hours genealogy lock-in. Patrons used the computers and library resources while the library was closed and received assistance

and advice from staff and volunteers. We had 26 people attend. We have the event scheduled again for this October. Provide collections and programs that support life goals and interests.

**Junction:** Beginning in summer 2014 adult programs became part of Junction programming. Although we still offer many types of programs, we are placing an emphasis on hands-on programs that teach participants new skills. Any Indian Prairie cardholder attending a Junction program has the opportunity to enter his or her name in a monthly drawing for a gift card from a local business and a grand prize drawing in spring 2015 for a tablet. This program is funded by the Friends of the Indian Prairie Public Library.

As part of the Junction we have also asked patrons to share with us. In the summer we asked patrons to complete the sentence, "I have always wanted to learn how to..." These slips were posted up the stairwell wall. This fall we will ask patrons to send us a picture of themselves with a favorite book. These will be displayed online and used in tweets and Facebook postings. Some of them will be posted in the library.

**Programming and the Community:** I gave a program about the library to the senior group at Lord of Life Lutheran Church. Mary Paxson led a book discussion for one of the local book clubs at the library. Area book discussion groups were invited to the book discussion get-together mentioned below. Suzy and Monica from Kids and Teens trained from Anne M. Jeans elementary school on downloading e-books to school issued iPads.

For the second year we participated in World Book Night. Volunteers handed out 350 books at ten different businesses within the district. The books were stuffed with information about the library, and volunteers were wearing Indian Prairie Public Library t-shirts. Unfortunately, World Book Night was not able to find funding, and the program has been canceled.

**Seniors:** We tried Senior Friday Fun Days, but without a consistent focus, the group died out. We had not had the afternoon Play Reading Group this last year, but starting in fall Lucille Piotrowski will be volunteering to lead it again. This was always popular with seniors. Lucille also still writes a very nice Senior blog for the 55 Plus page. Joe continues to be a liaison for many of the activities of this age group.

**Staff Led Discussion Groups:** The three book discussions continue to be popular and well appreciated by their participants. I would like to see Crime Readers and GenLit average attendance grow to match that of Novel Idea. For the first time we had a get-together for all of our discussion groups plus any of our neighborhood groups that wanted to come. We had at least a handful of people from each of our groups plus representatives from two of our neighborhood groups. Feedback was very positive and one group was in the next day ordering copies of a book mentioned the night before for their own next discussion. We will plan for this again next year but make more of an effort to personally contact each neighborhood group that orders its books through us.



Mary Krekelberg, who leads Great Decisions, invited guest speakers for four of the discussions. This was very popular with the group, and the speakers were all impressed by the interest of the group.

Jennifer leads the GenLit book discussion. In December, when they don't normally meet, they have been having a book swap. The group has also had game nights at the library and the occasional movie outing when a book they have read has been made into a movie.

Mary tried another B.Y.O.B. (Bring Your Own Book) Party in February. Attendance was lower than it had been in the past. We decided instead to try the format with a book discussion group angle to it as mentioned above. We can continue to look at ways to provide a forum for people to talk about the books they have read. Provide opportunities for people to build relationships.

**Library Sponsored Groups:** The chess, genealogy, current events, and ESL Discussion Group continued in 2013/2014. We tried a new group, The Needlers, an informal gathering of people to meet up and work on their needlework projects, and had the second year of Friday Fun Days, as described above. Neither group took off. Unless a staff member devotes time to a group, attending the meetings and making contacts, or a person in the community has the drive to keep a group going until it really takes off, it is hard to get these groups going. Provide opportunities for people to build relationships.

**Historical Average Attendance for Indian Prairie Groups**

Group	FY 13/14	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09	FY 07/08	FY 06/07
*Crime Readers Book Discussion	11	10	12	9				
*Play Reading	N/A	7	8	9	9	5		
*Novel Idea Book Discussion	16	15	15	11	12	10	8	8
*GenLit Book Discussion	10	12	11	9	8			
*Movies and More	13	34	27	18	23	17	18	21
Genealogy	32	40	36	35	38	34	23	35
Chess	11	11	10	9	11	12	11	9
ESL Discussion Group	12	13	14	9	11	13	8	8

Current Events Discussion Group	17	13	12	11	10	10	13	13
*Great Decisions Discussion Group	18	16	17	15	16	16	13	18

\*Staff led.

**The Big Read:** Jennifer and Cindy were the two staff members on The Big Read Committee for 2014. The book chosen was *The Longest Road* by Philip Caputo. Attendance at programs was in keeping with past years. Unfortunately, the Big Read wrap up with the author had to be canceled because of the illness of the author. Even more changes have been made for 2015's Big Read. Instead of focusing on one book, the program will focus on a theme with programs, including book discussions, spinning off the topic. For 2015 the theme is Home. Suzy and Cindy are on the committee.

**AARP:** We continued with AARP tax assistance this year. Approximately 300 people were given assistance. There were four or five volunteers here twice a week from early February until mid April.

**Specialty Computer Classes:** Adult Services staff led classes in LinkedIn, Facebook, e-books, and genealogy. Drop-ins for e-book users were held throughout the year. Staff is leaning toward more drop-ins for e-books rather than classes because these one-on-one classes allow for more personalized assistance. We can focus on the patron's specific device and the content they prefer be it books, audiobooks, streaming movies, or magazines. Instruct and assist residents in using technology.

**Veterans History Project:** This past year, we only conducted two interviews. In the twelve years since we started this project, we have conducted 118 interviews. After many years of wanting to upload these audio interviews, Joe contacted Niles Public Library who has their interviews online, and Ann thinks she can duplicate what they are doing. We would like to interview more recent veterans. We also have a high school group who would like to help with the interviews.

**Local History Oral Project:** We have so far conducted six interviews with more people waiting to be interviewed. Unfortunately, our interviewer was without her voice for some time. It is a very special talent to be able to conduct the interviews, and so we waited for our interviewer to regain her voice. Related to local history, the library plans to start a StoryCorps type project called StoryShare in which we will train volunteers to assist family members as they reminisce. These audio recordings will be posted on our website and shared with the community. We can also do short targeted interviews on a certain topic which could include video. For example, near Halloween we might ask adults to share a Halloween memory. These can be compiled into an audiovisual mosaic. We experimented with this with staff members when we recorded them reminiscing

about watching *The Wizard of Oz* when they were kids. This was used as a promotion for a joint Kids and Teens and Adult program for the movie's 75<sup>th</sup> anniversary.

**Displays:** After much searching and looking at samples, we were finally able to find acrylic book display holders we liked for the slat wall. We were able to add many more book holders to the ends of the shelves. We regularly put up displays with the passing of notable people, particularly authors, actors, and directors. The A-frame in the lobby usually has displays of materials tying into a program or library wide theme, as with the 25<sup>th</sup> anniversary displays on history and pop culture from 1988. The A-frames within the department are always "Staff Recommendations" labeled with staff member name on one side. The other side is usually a more general display of books or movies, although occasionally we display titles on a certain topic as in displays of books and movies about WWI at the time of the hundredth anniversary of the start of the war.

**Website and Social Media:** Shirley and Jez regularly tweet information about the library or fun apps, etc. Jez tweeted and put on Facebook many of the entries from our request for the public to tell us what they have always wanted to learn how to do, and during our 25<sup>th</sup> anniversary celebration, she tweeted fun facts about 1988.

Website information about the library needs to be kept up to date. This includes, in part, our lists of magazine subscriptions to (because magazines go in and out of print so often), local places for green initiatives, and the Affordable Care Act. This requires regular vigilance and upkeep.

Besides the online form for readers and movie advisory mentioned above, staff continues to add weekly movie and book suggestions to the blogs which appear on the library homepage.

On Facebook, in Tweets, and in Hot Topics, the staff recognizes important or fun anniversaries and current events and links entries back to our collection.

**Bibliographies:** During the course of the year, the staff creates bibliographies of books, movies, and television shows. These are available online in both a printer friendly format and a format using Bookletters, which shows cover art and provides a description. During the year, we make hard copies of selected bibliographies and display them near the collections. For example, during Halloween we put out paper copies of scary movies or scary books. A few of the new bibliographies that were done this past year included fantasy movies, caper movies, international crime dramas, books for those who like *Game of Thrones*, True Crime: Chicago Style, and nonfiction that reads like fiction. Offer expert assistance to residents to aid them in finding books and movies they will enjoy.

**Other Handouts:** Staff is regularly updating handouts on using e-materials, job hunting, or local history.

**Signage:** Because we added some shelving we needed to add endcaps and some shelf top signage for lower pullout shelving. We also added clip-on shelf labels in the pullout areas for the new Language area we added, and in Crafts, which seemed to be overlooked

before. We have discussed adding some of the clip-on shelf labels in some Dewey areas as a trial. We are going to start with labels in the pets area. We also replaced rigid shelf talkers in the stacks with ones on hinges that allow patrons and staff to pull out and replace books more easily.

**Plans and Recommendations:**

1. Have the late spring Book Discussion Group party again with more effort made to invite neighborhood groups. (Mary P., Jennifer, Debbie)
2. Schedule the Play Reading Group again. (Joe)
3. Contact the neighborhood book discussion groups in the fall with an invitation to hold a discussion at the library where we can show them some of our online readers sources. (Mary P., Marketing)
4. Promote the library discussion groups with the goal of building to an average attendance of 16. (Debbie, Marketing)
5. Market the Veterans History Project to veterans of more recent wars and incorporate using high school age volunteers in the project. (Joe, Marketing)
6. Find and train a backup interviewer for the oral history projects. (Joe)
7. Add shelf labels in the pets area. (Mary, Marketing)
8. With the demise of World Book Night, we would like to try a "Library in the Community" night. Different teams would go to places in the community, similar to World Book Night, and show people how to use e-books, do a kids craft or story, possibly record StoryShare sessions. (library staff)
9. Put up audio of the Veterans and Local History interviews on library website. (Joe, computer Services)

### Staffing

**Staffing:** Staffing at the Adult Ask Us Desk remained stable for the year. We had one substitute quit and hired two new substitutes. We replaced one person at the Computer Help Desk. We had three shelvers leave and have replaced one as of this time. We added two shelving substitutes. We changed the name of the readers advisors to adult services associates to reflect their additional responsibilities.

**Continuing Education:** Last fall we put an emphasis on training all staff members on readers advisory. Each desk staff member wrote a profile describing his or her reading taste. We then exchanged profiles and recommended books to one another. This culminated in December with Joyce Saricks, a nationally known speaker on readers advisory in libraries, making a presentation to the staff. I have had several staff members increase their interest in readers advisory and look differently at the way they think about books when talking to patrons or writing blog reviews.

In the fall we started training readers advisory staff on more general reference assistance. Bonnie Reid of Downers Grove Public Library presented on the reference interview. We have also had presentations by our own staff on travel, consumer information, tax assistance, local history, and investment sources. We do general training on reference and readers advisory with every staff member. More specialized training within each topic is scheduled for either the librarians or the associates with the option to attend any of the training. For example, Jennifer arranges training for more in-depth knowledge of a specific database. The entire reference staff is required to attend, and associates are welcome to attend, as long as the desk is kept fully staffed.

The staff has begun to take the YOLO classes on required and elective subjects. I have heard very good feedback about how much the staff enjoys this opportunity. Each of the Adult Services librarians is teaching a YOLO class, sometimes with the assistance of a computer desk assistant or adult services associate.

Computer Help Desk staff was trained on Picasa for photo editing in order to better assist patrons.

The librarians attended training off-site, at conferences (ILA and PLA), and through webinars on many topics including several facets of social media, websites, databases, programming, and marketing. Joe attended a PLA pre-conference called "StoryCorps at Your Library." Mary Krekelberg attended workshops on genealogy and local history collections. Jennifer and several of the associates attended an Adult Reading Round Table "unconference" on readers advisory.

In house, the staff was trained on the devices we had on the tech bar, the new MyPC and PaperCut for booking and printing at the public computers, Trello, Roku, and hoopla. Staff attended training on CPR, project management, and working with people of different generations. All the selectors were trained on ordering procedures that coordinated with MilAcquisitions.

**Professional Organizations and Other Support Organizations:** Joe has continued to be active in LEARN for whom he maintains their website and coordinates the meetings. This is a group of librarians interested in providing English as a Second Language services to patrons. Jennifer attends the Electronic Subscription Managers (ELSUM) bimonthly meetings. This has provided invaluable help when dealing with vendors and selection choices on databases. She is also on the RAILS LLSAP Resource Sharing Committee which makes recommendations to RAILS on group purchases. Shirley served on the ILA conference programming committee. Suzy is the chair of the eMediaLibrary consortium and a selector for the consortium. She is also on the LACONI-RASS and is the president of this division as of June 2014. Staff serve on the library website and social media committees.

**Community:** Mary serves on the board of the Darien Historical Society. This has provided her, and the library, with more opportunities for local involvement. She arranged for both the Darien Historical Society and Flagg Creek Heritage Society to sit in our lobby and answer questions for the patrons. Form partnerships to further develop community services.

**Volunteers:**

We continue to use volunteers to assist at programs, do some updating on the website, help with the oral history projects, and to make reminder calls. Court ordered and peer jury volunteers work cleaning shelves, the front windows, and putting recently returned materials in order. In the past year 39 court ordered and peer jury volunteers worked 1,340 hours.

**Plans and Recommendations:**

1. The adult services associates, and any librarian who would like to participate, will start a Fantasy Genre Study in the fall. Jez is putting together the plan under my direction. (Jez and associates, Debbie)
2. Organize training for the new SWAN software. (Debbie, Shirley)
3. For every staff member to complete the required YOLO classes and any other YOLO classes that are particularly meaningful for their understanding of the library. (All staff)
4. Review and update department job descriptions. (Debbie)

**Willowbrook/Burr Ridge Chamber of Commerce and Industry Report:**

Marianne Ryan attended the Oct. 1 Willowbrook/Burr Ridge Chamber of Commerce general meeting at the Holiday Inn - Countryside. The presentation portion of the meeting was a committee overview provided by the chairs of each committee. Marianne was seated next to the development coordinator of Soaring Eagle Academy, a Burr Ridge school for students with special needs. Marianne was one of several people who won a car wash from Turtle Wax, Inc., the meeting's spotlight table business, during a "Price is Right" game during their presentation.

**Darien Chamber of Commerce Report:**

IPPL participated in the Sept. 25 Darien Town Hall Meeting and Panel Discussion at Chuck's Southern Comfort Café, hosted by the City of Darien and the Darien Chamber of Commerce. In addition, the library is helping the Darien Chamber of Commerce Women in Business to "Paint the Town Pink" during the month of October by decorating service desks in pink and tying pink ribbons around trees on our property, encouraging all residents and businesses to decorate their home or business in pink to support Breast Cancer Awareness Month.

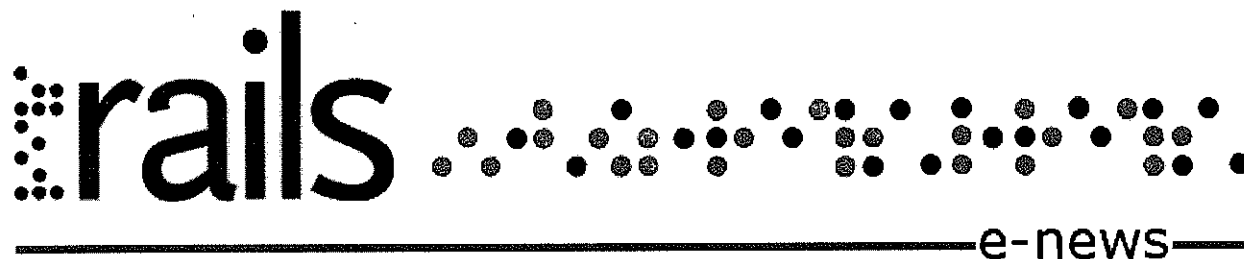
Unfortunately, the weekly HR series that the Chamber had scheduled for October was cancelled.

Laura Birmingham attended the ribbon cutting at "The Dog District" (located at 1100 N. Frontage Road in Darien) on Tuesday, September 16<sup>th</sup>. The Dog District is a full-service doggy day care, boarding, and training center. At the event, Laura gave the owners some information about the library and how to get a business card. Since the ribbon cutting, Laura's dogs have been to their doggy day care and they give the Dog District "four paws up"!

48

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News from the Reaching Across Illinois Library System.



### RAILS Open House in East Peoria September 26

Join the RAILS Board, staff, and colleagues from other libraries for an open house at the RAILS service center in East Peoria on Friday, September 26, from 10 a.m. – noon. RAILS staff at East Peoria are busy putting the finishing touches on their new work area and will be on hand to tell you more about the services provided from this location. Refreshments will be served. The RAILS Board meeting will follow the open house at 1 p.m. and guests are welcome to stay for this meeting. **If you plan to attend the open house, please register so we know how many people to expect.** Register on L2 at: [www.librarylearning.info/events/?eventID=18114](http://www.librarylearning.info/events/?eventID=18114).

### Next RAILS Board Meeting

The RAILS Board will meet on Friday, September 26, at 1 p.m., in-person at the RAILS East Peoria service center and at other videoconference locations listed in L2. The meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and supporting documents, see: [www.railslibraries.info/board/meeting/2014-09-26-0](http://www.railslibraries.info/board/meeting/2014-09-26-0).

### RAILS Meeting Recordings Available on YouTube

Recordings of RAILS meetings (board meetings, member updates, etc.) can now be found on YouTube at: [www.youtube.com/railslibraries](http://www.youtube.com/railslibraries). Previously, these recordings were posted to the RAILS server and some users were unable to easily view the videos. RAILS is in the process of uploading past recordings to YouTube as well to make it easier for more members to view recordings of RAILS meetings.

### Volunteers Needed for System Membership Standards Committee

A new System Membership Standards Committee is being formed to examine current system membership requirements and to make recommendations for changing and strengthening the requirements. The overall goal is to help libraries and library staff provide the best service possible to their communities and for RAILS to help libraries meet new requirements by offering training and other support.

Kathy Parker, RAILS Board member, will chair the committee. We are currently looking for staff from RAILS member libraries of all types (academic, public, school, and special) and sizes, as well as public library trustees, to join the committee. Since current membership requirements are statewide, we will also invite a representative of the Illinois Heartland Library System and the Illinois State Library to join the committee. This will be a working committee that will likely meet for several months. The committee will gather input from the RAILS membership at large and research membership requirements at library systems or similar organizations in other states, among other tasks.

If you are interested in being appointed to the committee, or if you would like more information,

September 24, 2014

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[September 26 RAILS Board Meeting](#)

[September 26 RAILS Open House in East Peoria](#)

[October 23 RAILS Networking Group Meeting with Dee Brennan](#)

[October 24 RAILS Board Meeting](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[September 24, 25, 26 Archives Preservation](#)

[October 7 Caring for Scanned Originals](#)



49

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630.734.5145.

**RAILS Website Redesign Project**

RAILS will be undertaking a major redesign and redevelopment of our [website](#) this fiscal year. We want to ensure that our site contains the information of greatest value to our members and that you are able to easily find the information you need. We also want to make the site more mobile-friendly. We will be gathering member input throughout the project to help us achieve these goals. For example, RAILS members attending the Illinois Library Association conference in Springfield in October are invited to stop by the RAILS booth (#218) to participate in some quick and easy activities that will help us improve the site's structure and navigation. Watch for more details coming soon. We will keep members informed of the latest developments with our website redesign via *RAILS E-News*. In the meantime, if you have any comments or questions about the redesign, please contact Mary Witt, RAILS Communications Director, at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info).

**Don't Miss These Programs at October ILA Conference!**

If you are attending the October ILA Conference, "Kickstarting Connections, Creativity, Community," in Springfield, you won't want to miss these programs!

- On Wednesday, October 15, from 9:00 – 10:45 a.m., RAILS and Illinois Heartland Library System (IHLS) staff will convene a panel of librarians for "E-Books and Illinois Libraries: The Good, the Bad and the Misunderstood." While e-books have great attributes like portability and 24/7 access, they can also have some issues in terms of publisher pricing, technology, etc. While some of these issues can be overcome through training and exposure, others will continue to be a struggle. This session is geared to staff at libraries with experience with e-books as well as those who are new to e-books or who just want to learn more.
- On Wednesday, October 15, from 2 – 3 p.m., please join RAILS and IHLS for "Resource Sharing Rocks!" This interactive session will discuss opportunities to provide superior customer service to your patrons and will talk about the big picture of resource sharing and what it means for library patrons throughout Illinois.
- On Thursday, October 16, from 9 – 10 a.m., RAILS and IHLS will offer "FaceTime: Networking at ILA," in room B-11D. This is your opportunity to network with colleagues, share expertise, and gather more information on topics of interest. This statewide networking event will feature "talk tables" organized by topic. Participants can choose the table of interest and rotate between tables as desired. Refreshments will be provided. Please register on L2 at [www.librarylearning.info/events/?eventID=18709](http://www.librarylearning.info/events/?eventID=18709) so we know how many people to expect.

Don't forget to stop by the RAILS booth (#218) when the exhibit hall is open. We look forward to greeting members and providing information on RAILS programs and services.

**Latest Direct from Dee: Waiving Library Fines**

In her latest [blog post](#), Executive Director Dee Brennan talks about the bold move by the [Algonquin Public Library](#) to waive library fines. She also shares some other innovative policies on library fines. You can find Dee's blog in the center of the [RAILS website](#). An archive of all Dee's blog posts can be found at: [www.railslibraries.info/director-blog](http://www.railslibraries.info/director-blog).

**Update Your Information in L2 for Accuracy and to Receive Delivery Information**

RAILS has email lists that are used to notify members of any changes to your library's delivery service, including weather-related delays, route changes, cancellations, etc. If you are listed as the System Delivery Contact on L2's Library Positions page (that provides check boxes for all

[October 9 Fair Standards Act](#)[October 29 Customer Service](#)[October 29 Library Security](#)**Archives**[RAILS E-News](#)[Archives](#)**Subscriptions**[Subscribe to RAILS communications](#)[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)

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To receive these delivery route-based email messages, or to update your job title, log into L2 at [www.librarylearning.info](http://www.librarylearning.info). Click on your name in the box on the top right. Then click Edit Profile in the sidebar. Click the Edit link to the right of your library affiliation(s). Click Edit again to update your title and position at your library. **To be included in the email list for your delivery route, at least one of these positions needs to be checked: Director, Co-Director, Branch Librarian, Head of Circulation, Interlibrary Loan Contact, or System Delivery Contact. Colleagues with any of these positions checked in the Library Positions page in L2 will automatically receive delivery route-based messages.** (Note that library directors can also edit their employees' L2 profiles to add staff members to L2 and to the delivery route email lists.)

To update your basic L2 account information, such as your name, phone number, and email address, log into [L2](#). Click your name in the box on the top right. Make sure that the email address and other information in your profile is correct. (If it isn't, or if there is no email address listed, click Edit Profile in the sidebar, and then Edit Profile again to edit/add your address.) For help with L2, contact [L2help@railslibraries.info](mailto:L2help@railslibraries.info).

#### Program on the Fair Labor Standards Act October 9

The Director of Compensation at the [Management Association](#) will discuss pay policies and compensation in-person at the RAILS Coal Valley service center on Thursday, October 9, from 1:00 - 2:30 p.m. The program will also be available via one-way streaming. There will be a discussion on how to correctly classify positions as exempt or non-exempt, a review of other pay administration issues, and a discussion of common employer pitfalls. RAILS staff will also be available to talk about the benefits of discounted and fully-subsidized Management Association membership. You must be logged into L2 to view the information and to register at: [www.librarylearning.info/events/?eventID=18714](http://www.librarylearning.info/events/?eventID=18714).

#### Warren Graham to Present Free Workshops at Northwestern University

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#### Next RAILS Networking Meeting

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#### CollectionHQ Group Purchase

RAILS is considering a group purchase for RAILS public libraries of [collectionHQ](#), a collection performance improvement tool that is revolutionizing the way many public libraries select, manage, and promote their collections. It works with print collections as well as e-book collections. More information on collectionHQ can be found at [www.collectionhq.com/slides](http://www.collectionhq.com/slides).

If your public library is interested in participating in a possible RAILS group purchase for collectionHQ, please email Amanda Musacchio, RAILS Resource Sharing Specialist, at [amanda.musacchio@railslibraries.info](mailto:amanda.musacchio@railslibraries.info) by **Friday, September 26**. Please include your library's total population served (as reported on your last IPLAR report) and what library consortium, if

51

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integrated library system, which can affect implementation in a consortial environment.)

No commitment is required at this time. RAILS will gauge the level of interest, obtain a cost estimate, and determine whether a group purchase is feasible. Please feel free to contact Amanda with suggestions for other potential RAILS group purchases as well.

#### **2015 Public Library Per Capita and Equalization Grant Application**

The 2015 Public Library Per Capita and Equalization Grant application is available at [www.cyberdriveillinois.com/departments/library/grants/plpc\\_equalization.html](http://www.cyberdriveillinois.com/departments/library/grants/plpc_equalization.html). **Grant applications are due by October 15.**

#### **Digitization Support for Libraries**

There are several ways RAILS can assist libraries with their digitization efforts. RAILS and [LYRISIS](#) are partnering to provide Illinois libraries with support relating to the Illinois State Library's Digital Imaging Grants (see below). Consulting will be available for libraries looking to outsource their digitization projects or for libraries choosing to purchase equipment. For more information, please see: [www.cyberdriveillinois.com/departments/library/grants/digital-imaging-app-instruct.html](http://www.cyberdriveillinois.com/departments/library/grants/digital-imaging-app-instruct.html) or contact Joe Filapek at [joseph.filapek@railslibraries.info](mailto:joseph.filapek@railslibraries.info).

#### **ISL Grants for Digitization Projects**

The Illinois State Library (ISL) is offering grants for digitization projects. For the grant application and more information, see: [www.cyberdriveillinois.com/departments/library/grants/il-history-digital-imaging.html](http://www.cyberdriveillinois.com/departments/library/grants/il-history-digital-imaging.html). (If you need help to complete a "fillable" PDF form, see [these instructions](#).) **Applications are due October 1, 2014.**

#### **Webinar on Caring for Scanned Originals October 7**

A "Caring for Originals during Scanning Projects" webinar will be held Tuesday, October 7, from 1 - 3 p.m. You will learn how to select the appropriate scanning equipment, how to develop proper handling procedures for scanned items, and how to design your scanning stations to ensure the safety of your paper-based collection. Log into L2 to register for this Fuze webinar at: [www.librarylearning.info/events/?eventID=18419](http://www.librarylearning.info/events/?eventID=18419).

#### **Workshop on Open Meetings Act October 8**

"The Open Meetings Act: Keeping it Real," will be presented Wednesday, October 8, from 9:30 - 11:00 a.m., at the RAILS Burr Ridge service center and broadcast via [one-way streaming via Ustream](#). The workshop will provide an overview of the Open Meetings Act and what you need to know about how it impacts library officials and library boards. Log into L2 to register and view more information at: [www.librarylearning.info/events/?eventID=18629](http://www.librarylearning.info/events/?eventID=18629).

#### **Webinar on FY2015 Live & Learn Construction Grant October 9**

The Illinois State Library is offering a webinar on the FY2015 Live & Learn Construction Grant on Thursday, October 9, 2014, from 2:00 - 3:30 p.m. Illinois State Library staff will provide an overview of the program, eligibility requirements, grant categories, rules and regulations, application procedures, and more. For more information and registration, see: [www.librarylearning.info/events/?eventID=18660](http://www.librarylearning.info/events/?eventID=18660).

#### **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.

#### **Member News**

52

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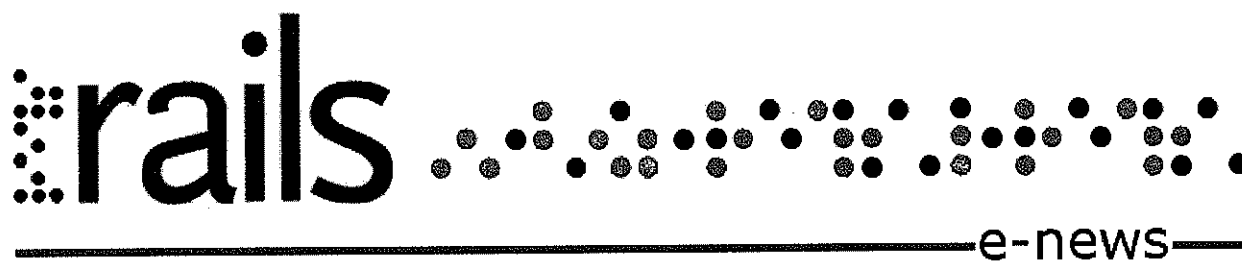
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News from the Reaching Across Illinois Library System.



### Last Chance to Volunteer for System Membership Standards Committee

As previously mentioned, a System Membership Standards Committee is being formed to examine current [system membership requirements](#) and to make recommendations for changing and strengthening the requirements. We are currently looking for staff from RAILS member libraries of all types (academic, public, school, and special) and sizes, as well as public library trustees, to join the committee. For more information see: [www.railslibraries.info/news/20141001/volunteers-needed-system-membership-standards-committee](http://www.railslibraries.info/news/20141001/volunteers-needed-system-membership-standards-committee). If you are interested in being appointed to the committee, **please contact Emily Fister by Friday, October 3, at [emily.fister@railslibraries.info](mailto:emily.fister@railslibraries.info), or 630.734.5145.**

### ILA Reporter Article on eRead Illinois' New Scoping Feature

The October *ILA Reporter* features [this article](#) on the new scoping feature on the Axis 360 platform of eRead Illinois. Scoping allows member libraries to customize the shared e-book collection to limit access to adult content. This is particularly important to school libraries. eRead Illinois libraries are the first in the country to be able to customize their digital collections by using this new feature. For more information on joining eRead Illinois, see: [www.ereadillinois.com/become-member-library](http://www.ereadillinois.com/become-member-library).

### Map of RAILS State of Resource Sharing

RAILS has developed a map showing the "State of Resource Sharing" within our system. The map shows member-library participation in RAILS' four shared catalogs, other RAILS consortia, and public library "standalone" catalogs, as well as unserved areas within the RAILS region. You can find the map on our website on the [Catalog page](#) by clicking on Resource Sharing Map in the sidebar or at: [www.railslibraries.info/catalogs/map](http://www.railslibraries.info/catalogs/map).

### Don't Miss These Programs at the October ILA Conference!

If you are attending the October ILA Conference, "Kickstarting Connections, Creativity, Community," in Springfield, you won't want to miss these programs:

- On Wednesday, October 15, from 9 – 10 a.m., room B-11D, RAILS and the Illinois Heartland Library System (IHLS), will convene a panel of librarians for "E-Books and Illinois Libraries: The Good, the Bad and the Misunderstood." While e-books have great attributes like portability and 24/7 access, they can also have some issues in terms of publisher pricing, technology, etc. This session is geared to staff at libraries with experience with e-books as well as those who are new to e-books or who just want to learn more.
- On Wednesday, October 15, from 2 – 3 p.m., room B-10, join RAILS and IHLS for "Resource Sharing Rocks!" Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing, and Ellen Popit, IHLS Membership and Grants Director, will talk about how to provide superior customer service to your patrons and the

October 1, 2014

#### RAILS Links

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

#### Member Resources

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

#### Upcoming Meetings

[October 23 RAILS Networking Group Meeting with Dee Brennan](#)  
[October 24 RAILS Board Meeting](#)  
[October 27 RAILS Member Advisory Group](#)  
[November 21 RAILS Board Meeting](#)

[All board and committee meetings](#)

#### Upcoming RAILS CE

[October 7 Caring for Scanned Originals](#)  
[October 8 Open Meetings Act](#)  
[October 9 Fair Standards Act](#)

53

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- On Thursday, October 16, from 9 – 10 a.m., room B-11D, RAILS and IHLS will offer "FaceTime: Networking at ILA," in room B-11D. This is your opportunity to network with colleagues, share expertise, and gather more information on topics of interest. This statewide networking event will feature "talk tables" organized by topic. Participants can choose the table of interest and rotate between tables as desired. A continental breakfast will be served. Please register on L2 at [www.librarylearning.info/events/?eventID=18709](http://www.librarylearning.info/events/?eventID=18709) so we know how many people to expect. A list of talk table topics is also available on L2.

Stop by the RAILS booth (#218) when the exhibit hall is open and we'll answer your questions about "everything RAILS." This [flyer](#) on the above programs is available for you to print and take with you to the conference.

#### Webinar on Top Employment Issues October 23

Stay informed about Illinois employment laws and changes to existing regulations by viewing this webinar on Thursday, October 23, from 9:30 -11:00 a.m. Learn how changes to the law can affect decisions that HR professionals make. This Fuze webinar can be viewed from your computer or mobile device. For more information and registration, log into L2 and see: [www.librarylearning.info/events/default.aspx?eventID=18723](http://www.librarylearning.info/events/default.aspx?eventID=18723).

#### RAILS Group Purchase for Public Web Browser

RAILS is providing access to Public Web Browser at no cost to all RAILS members. Public Web Browser allows your library to "lock down" the browser at a workstation of your choice. For example, a work station could be locked down to the Online Public Access Catalog (OPAC) to create catalog-only computers, or to configure Internet Explorer to clear the cache automatically after patron use. Public Web Browser is highly customizable and available to libraries of all types. Read more about Public Web Browser at: [www.teamsoftwaresolutions.com/projects.html](http://www.teamsoftwaresolutions.com/projects.html).

If your library is interested in participating in the RAILS Public Web Browser program, you can find the RAILS registration information at: [www.railslibraries.info/discounts](http://www.railslibraries.info/discounts). (Please note you must log into the RAILS website with the email address and password used for L2 in order to access the product registration information.) Watch *RAILS E-News* for information, when available, on the 2015 offer for Public Web Browser. For more information or to offer suggestions for other potential group purchases, contact Amanda Musacchio, RAILS Resource Sharing Specialist, at [amanda.musacchio@railslibraries](mailto:amanda.musacchio@railslibraries).

#### Dawn Mushiil Customer Service Workshops

Motivational speaker Dawn Mushiil will present insightful tips on improving customer service that will benefit all staff members and will positively impact your library! Two identical sessions are being offered on November 5 and 6 at the Kankakee Public Library. The cost of the program is \$10 per person and includes either breakfast or dinner. This program is partially funded by a RAILS [networking/continuing education group grant](#). This [flyer](#) contains more information. Register on L2 to attend one of the following:

- [Wednesday, November 5, 5 - 8 p.m.](#) (dinner at 5 p.m.; program at 5:30 p.m.)
- [Thursday, November 6th, 9 a.m. - noon](#) (breakfast at 9 a.m.; program at 9:30 a.m.)

#### Serving Our Public 3.0 Available at Discounted Price

RAILS has copies of the updated edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries* available at a discounted price of \$22.50 each (includes shipping). The book includes a CD and valuable information to assist RAILS public libraries in completing applications for state grant programs. These resources are also important guides for trustees and library boards. To order your copy/copies, log into the [RAILS website](#) with the email address and password you use for L2. Complete the form at: [www.railslibraries.info/members/special-order](http://www.railslibraries.info/members/special-order) and follow the

[October 23 Top Employment Issues](#)

[October 29 Customer Service](#)

[October 29 Library Security](#)

#### Archives

[RAILS E-News](#)

[Archives](#)

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shipped when payment is received. If you have any questions, contact Trisha Novosel at [trisha.novosel@railslibraries.info](mailto:trisha.novosel@railslibraries.info).

#### **Subsidized Conference Calling Service Available to Member Networking Groups**

RAILS offers subsidized conference calling services of up to \$500 per fiscal year to member networking groups. To be eligible for RAILS-subsidized conference calling services, your group must be an established networking, continuing education, or cooperative group that meets at least twice yearly. At least 75% of the group's members should be RAILS member libraries or employees of RAILS member libraries. Although not required, RAILS encourages networking groups to be listed in the [Directory of Member Networking and Special Interest Groups](#) on the RAILS website. To apply for subsidized conference calling services, log into the RAILS website (with the email address and password used for L2) and complete the form at:

[www.railslibraries.info/community/conference-call-application](http://www.railslibraries.info/community/conference-call-application). If you have any questions about this new service, contact Anne Slaughter at [anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info).

#### **RAILS Meeting Recordings Available on YouTube**

A recording of the September RAILS Board meeting is among the meeting recordings that can now be found on YouTube at: [www.youtube.com/railslibraries](http://www.youtube.com/railslibraries). Previously, these recordings were posted to the RAILS server and some users were unable to easily view the videos. RAILS is in the process of uploading past recordings to YouTube as well to make it easier for more members to view recordings of RAILS meetings.

#### **Visit RAILS CE Archives Page for a Variety Learning Opportunities**

RAILS now has more than 15 recorded webinars on the RAILS [CE Archives page](#) for you to watch at your convenience. You'll need to log into the RAILS website (with the email address and password you use for L2) in order to view the full content. Webinars include: "Raising the Bar on Performance Management," "Licensing Electronic Content," the "Illinois EDGE Initiative and Per Capita Application," Diane Decker on "Customer Service," Aaron Schmidt's "Building a User-Friendly Website," and more! To access the CE Archives page, click on Members at the top of the [RAILS website](#), then CE Archives.

#### **RAILS Offers Lower Fees to Join Management Association**

Any RAILS public library with an annual operating budget under \$500,000 is now eligible to join the Management Association at greatly reduced fees through a RAILS pilot program. A limited number of subsidies to cover full membership costs are also available for libraries where even the reduced membership fee would be burdensome. Submit your application before December 1 to qualify for the discount. For more information, see: [www.railslibraries.info/consulting/mai](http://www.railslibraries.info/consulting/mai) or contact Joe Filapek, RAILS Consulting and Continuing Education Manager, at [joseph.filapek@railslibraries.info](mailto:joseph.filapek@railslibraries.info).

#### **ATLAS Presents Technology Competencies**

Anne Slaughter, RAILS Director of Technology Services, will be among the presenters at the ATLAS (Area Training for Librarians and Staff) program on "Technology Competencies: What They Are, Why You Need Them, and How to Create Them." The program will be held on Thursday, October 23, 9:30 a.m. - noon, at the Glenwood-Lynwood Public Library District. Anne will talk about the importance of technology competencies and how this ties into the Edge Initiative. She will be joined by Kate Hall, Director of New Lenox Public Library District and RAILS Board member, and Lynn Hoffman, Deputy Director of Naperville Public Library. Please register by Friday, October 17. The registration form is available at: [www.atlaslibraries.org](http://www.atlaslibraries.org). For more information, see: [www.railslibraries.info/members/announce/20140916/76655](http://www.railslibraries.info/members/announce/20140916/76655).

#### **Program on the Fair Labor Standards Act October 9**

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#### **Try-It! Illinois Returns October 1 - November 30 - Great Opportunity for School and Other Libraries**

The Illinois State Library is offering Try-It! Illinois, the popular free annual statewide electronic database trial program that offers ILLINET member libraries an opportunity to evaluate a variety of electronic resources. (All RAILS member libraries are ILLINET libraries.) Thanks to a collaboration between the State Library and participating electronic resource vendors, accessing these databases during Try-It! Illinois is free of charge. To obtain the login and password, visit [Try-It! Illinois](#). For more information contact Gwen Harrison at [gharrison@ilsos.net](mailto:gharrison@ilsos.net) or 217.785.7334.

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## Consolidated Election – April 7, 2015

All seven trustee terms expire in April 2015.

Four positions are four-year terms that expire in 2019.

Three positions are two-year terms that expire in 2017.

Trustees can choose to run for either a four-year or two-year term but must declare which term they are running for on their statement of candidacy.

### Key Dates

- Tuesday, September 23, 2014 – first day to circulate nomination papers (requires at least 50 signatures of voters residing in the district)
- Monday, December 15, 2014 - first day to file for office
- Monday, December 22, 2014 - last day to file for office

### Filings Require:

- Nomination papers with at least 50 signatures.
- Statement of Economic Interest filing receipt for 2014 (the library has the receipts from trustees who turned them in to Maria).

<b>Name</b>	<b>Information</b>	<b>Result for 2015 Election</b>
Krupicka		4-year term
Suriano		4-year term
Lacayo	Appointed after 2013 election to fill 1 of 2 openings (unexpired 2yr term)	4-year term
Damon	Appointed after 2013 election to fill 1 of 2 openings (4yr term)	2-year term; unexpired
Deshmukh	Appointed to fill vacancy left by Oggerino resignation; Oggerino term expires in 2017	2-year term; unexpired
Schardt	Appointed to fill vacancy left by Schusterich resignation; Schusterich term expires in 2015	4-year term
Ruscitti	Appointed to fill vacancy left by Spiros resignation; Spiros term expires in 2017	2-year term; unexpired



ORDINANCE #2014-

ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015

BE IT ORDAINED by the Board of Trustees of the Indian Prairie Public Library District as follows: Section 1: That the sum Three Million, Five Hundred Twenty-One Thousand, Four Hundred Sixty 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 2014. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2014 and ending June 30, 2015 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 17, 2014 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

Table with 3 columns: Category, Amount Appropriated, Amount to Be Raised by Tax Levy. Rows include Personnel (Salaries, Medical/Life Insurance, Staff Development, Recruitment, Board Development, Employee Assistance Program, Workers Compensation, Unemployment Compensation, IMRF, FICA), Materials (Books, Periodicals, Audio, Video, Electronic Reference Resources, Processing Supplies, Software/Games, Life Skills/ESL), and Building (Cleaning Service, Water/Sewer, Maintenance Supplies, Telephone, Gas, Electric, Security System Monitoring, Garbage Disposal).

Building Maintenance Repairs	55,000	43,400
Property Maintenance	30,000	22,200
<b>D. AUTOMATION</b>		
Supplies - Public Toner	8,000	6,600
Supplies - Staff Toner	8,000	7,000
Automation-Professional Services	10,000	5,500
Purchase of Equipment	26,000	23,000
Automation-Equipment Repairs	4,000	2,200
Software	27,000	25,000
System Wide Automated Network (SWAN)	55,000	53,000
Telecommunications	8,000	7,000
<b>E. OPERATIONS</b>		
Office Supplies	16,000	14,000
Photocopy Supplies	6,000	5,500
Patron Cards	1,500	1,000
Non-Payment Reciprocal Reimbursement	6,000	3,500
Postage	15,000	7,700
Travel	1,000	700
Organizational Memberships	2,200	2,000
Bank Fees	3,000	2,600
<b>F. CONTRACTUAL SERVICES</b>		
Professional Services	22,000	8,800
Legal Services	10,000	4,000
Audit	4,000	3,300
Credit Bureau	2,000	1,500
Equipment Maintenance/Repairs	2,500	1,500
Equipment Maintenance Contracts	2,000	2,000
Photocopier Maintenance Contracts	5,000	3,700
<b>G. INSURANCE</b>		
Insurance	0	0
Bond	1,500	100
<b>H. PUBLIC INFORMATION</b>		
Marketing Supplies	4,000	2,700
Legal Notices	2,000	1,300
Marketing Newsletter	25,800	23,000
Enewsletter	2,000	1,500
Advertising	5,000	3,300
Informational Printing	10,000	5,500
Special Events	40,000	25,500
<b>I. CAPITAL OUTLAY</b>		
Equipment/Furnishings		0
<b>J. CONTINGENCY</b>		
	50,000	17,000
<b>TOAL CORPORATE FUND EXPENDITURES</b>	<b>3,585,000</b>	<b>3,297,660</b>

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	200,000	92,000
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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	65,000	60,600
------------------------------------	--------	--------

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	18,000	17,200
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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	60,000	54,000
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Levied for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes levied by the District.

**PART VII**

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

**PART VIII**

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

**PART IX**

**WORKING CASH FUND**

0

0

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2014/2015 fiscal year, of \$389,847.70. 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.

<b>SUMMARY:</b>		
CORPORATE FUND EXPENDITURES	3,585,000	3,297,660
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	200,000	92,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	60,600
LIABILITY INSURANCE	18,000	17,200
SOCIAL SECURITY	60,000	54,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
<b>GRAND TOTAL</b>	<b>4,028,000</b>	<b>3,521,460</b>

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 19th day of November, 2014, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 19th day of November, 2014.

ATTEST:

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

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

RESOLUTION #2014-C

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED  
FOR 2014-2015 FISCAL YEAR

WHEREAS, the Indian Prairie Public Library District must file on or before December 30, 2014 its Levy Ordinance for the 2014-2015 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 2014-2015 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 2014-2015 fiscal year upon the taxable property in said Library District is \$3,521,460 comprised of corporate and special purpose property taxes of \$3,521,460 and a bond retirement tax of \$0.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2013 were \$3,267,669 and the proposed corporate and special purpose property taxes to be levied for 2014 are \$3,521,460 representing a 7.76% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2013 were \$244,459 and the proposed debt service levy for 2014 is \$0 representing a decrease of 100%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2014 are \$3,521,460 which represents a .026% increase over the total of \$3,512,128 which was extended in 2013.

ADOPTED this 15th day of October, 2014.

\_\_\_\_\_  
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 2014 (2014-15 fiscal year) will be held on November 19, 2014 at 6:50 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 2013 were \$3,267,669.

The proposed corporate and special purpose property taxes to be levied for 2014 are \$3,521,460. This represents a 7.76% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2013 were \$244,459.

The estimated property taxes to be levied for debt service and public building commission leases for 2014 are \$0. This represents a 100% decrease over the previous year.

4. The total property taxes extended or abated for 2013 were \$3,512,128.

The estimated total property taxes to be levied for 2014 are \$3,521,460. This represents a .026% increase over the previous year.

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**This notice is to be published in The Doings newspaper on November 6, 2014.**

**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.

Kids & Teens

“We love the cubes in the kid’s department! Monica did a GREAT job! We want some in our home.” :)

Circulation

Regarding our notary service a Woodridge patron said, “That’s a really nice service you have here. I really appreciate it.”

“Just wanted to let you know that Sally went above and beyond the call of duty for me to find the book I was looking for.”

Patron said, “You have so many great things here. I love being able to use the databases at the library”.

Patron took an iPad class here at the library; she said “That Dave is such a great teacher. I really learned a lot”.

A non-resident said to me while I was issuing him a card, “Your reputation precedes you as the premier library for programs and services.”

“This is the best library in the world, including the people. I’ve lived around here for 38 years and it’s the best.”

A Chicago patron complimented us on our graphic novel collection, “So much more than CPS!”

Westmont patron said, “I LOVE your travel DVD’s. You have such a great selection- much bigger than my library.

Adult & Computer Help Desk

“Hardware shows and libraries are my two favorite places.”

Man furious he had to leave a card a desk for WSJ – so walked away without it.

A gentleman came to Ask Us Desk to get the WSJ. When I asked him to leave an id, he got upset and said he would not leave it. He then said that he thought that was bogus for a place like this. He said he’ll just go buy his own paper.

Westchester Public Library patron loves IPPL – says it’s worth the drive to come in.

Person very upset that we are holding and id for WSJ.

## September 2014 Listening Posts

64

Received a few complaints that the limit for the hands-on cooking classes is too low. The classes and their waiting lists filled almost immediately and many patrons were upset they could not get in.

A patron said that every movie that he and his wife have picked up from our display of "Staff Picks" has been great.

Gentleman commented that Excel class presenter (Patti) mentioned she was leaving and he's sorry about that because she's such a good instructor who explains things so well. Could we do anything about that?

"I attended Dave's iPad class in Willowbrook. I've been to a lot of computer classes but this one was really good. He was patient and didn't talk down to us and didn't let one struggling person derail his class (though he offered her extra help after class). I learned so much and left feeling like I knew how to do stuff on my iPad."

Regarding Staff Movie Recommendation display, "I think it is great idea. I've gotten so many good movies that way. I don't know whose idea it was, but I really like it."

Mary Paxson was complimented by a patron who witnessed her take such great care and patience with a patron who seemed to be struggling with dementia. Mary you have a kind soul.

Patron complained that someone moves the "sofa" in the "No Talking" area near study rooms and wants to know if we can put a sign on the furniture stating it shouldn't be moved.

### Technology

### Administration



65

# Pew Research Internet Project

JANUARY 16, 2014

## E-Reading Rises as Device Ownership Jumps

*Three in ten adults read an e-book last year; half own a tablet or e-reader*

BY KATHRYN ZICKUHR ([HTTP://WWW.PEWINTERNET.ORG/AUTHOR/KZICKUHR/](http://www.pewinternet.org/author/kzickuhr/)) AND LEE RAINIE ([HTTP://WWW.PEWINTERNET.ORG/AUTHOR/LRAINIE/](http://www.pewinternet.org/author/lrainie/))

**Most American adults read a print book in the past year, even as e-reading continues to grow**

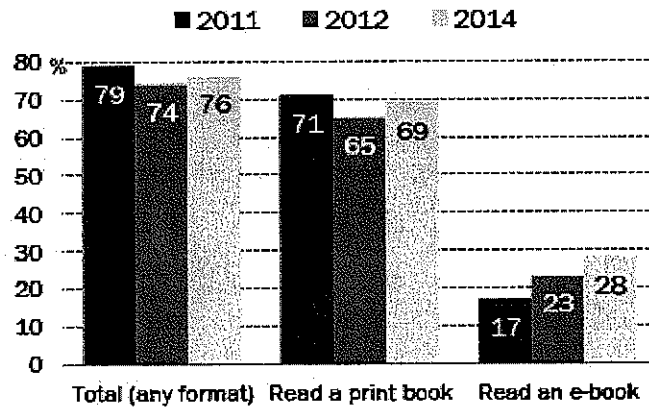
(<http://www.pewinternet.org/2014/01/16/e-reading-rises-as-device-ownership-jumps/e-readers1/>) The proportion of Americans who read e-books is growing, but few have completely replaced print books for electronic versions.

The percentage of adults who read an e-book in the past year has risen to 28%, up from 23% at the end of 2012. At the same time, about seven in ten Americans reported reading a book in print, up four percentage points after a slight dip in 2012, and 14% of adults listened to an audiobook.

Though e-books are rising in popularity, print remains the foundation of Americans' reading habits. Most people who read e-books also read print books, and just 4% of readers are "e-book only." Audiobook listeners have the most diverse reading habits overall, while fewer print readers consume books in other formats.

### Most adults read a book in the past year; print remains most popular, but e-reading is on the rise

*Among American adults 18 and older, the % who read at least one book (in total, in print, or as an e-book) in the past year*



\* "Total" also includes those who listen to audio books (not shown).

Source: Pew Research Center's Internet Project Omnibus Survey, January 2-5, 2014. N= 1005 American adults ages 18 and older. Interviews were conducted on landlines and cell phones, in English and Spanish.

PEW RESEARCH CENTER

66

Overall, 76% of adults read a book in some format over the previous 12 months. The typical American adult read or listened to 5 books in the past year, and the average for all adults was 12 books.<sup>1</sup> Neither the mean nor median number of books read has changed significantly over the past few years.

**More also own dedicated e-reading devices**

(<http://www.pewinternet.org/2014/01/16/e-reading-rises-as-device-ownership-jumps/e-readers2/>) The January 2014 survey, conducted just after the 2013 holiday gift-giving season, produced evidence that e-book reading devices are spreading through the population. Some 42% of adults now own tablet computers, up from 34% in September. And the number of adults who own an e-book reading device like a Kindle or Nook reader jumped from 24% in September to 32% after the holidays.

Overall, 50% of Americans now have a dedicated handheld device—either a tablet computer like an iPad, or an e-reader such as a Kindle or Nook—for reading e-content. That figure has grown from 43% of adults who had either of those devices in September.

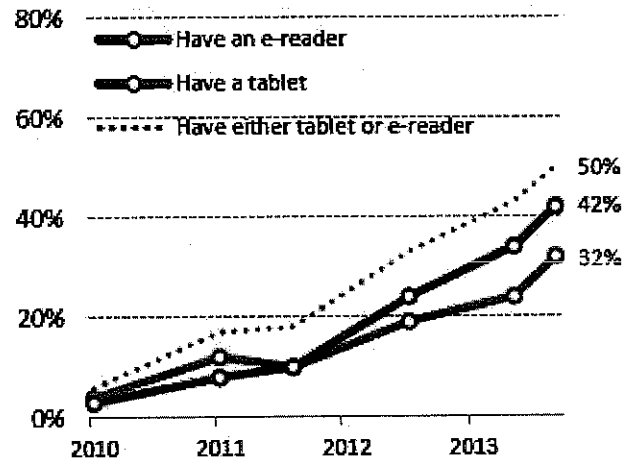
In addition, the survey found that 92% of adults have a cell phone (including the 55% of adults who have a smartphone), and 75% have a laptop or desktop computer – figures that have not changed in significantly from our pre-holiday surveys.

**People read e-books on other devices, too**

(<http://www.pewinternet.org/2014/01/16/e-reading-rises-as-device-ownership-jumps/e-readers3/>) E-book readers who own tablets or e-readers are very likely to read e-books on those devices—but those who own computers or cellphones sometimes turn to those platforms, too. And as tablet and e-reader ownership levels have risen over the past few years, these devices have become more prominent in the e-reading landscape:

**Half of American adults now own either a tablet or an e-reader**

*% of American adults ages 18+ who own each device*

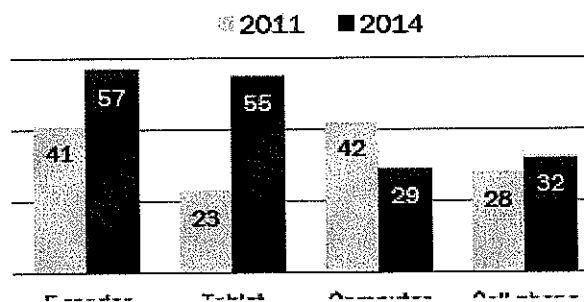


Source: Pew Research Center's Internet Project Omnibus Survey, January 2-5, 2014. N= 1005 American adults ages 18 and older. Interviews were conducted on landlines and cell phones, in English and Spanish.

PEW RESEARCH CENTER

**As tablet ownership grows, more use them for e-books**

*Among all e-book readers ages 18 and older, the % who read e-books on each device*



e-reader tablet Computer Cell phone

67

Source: Pew Research Center surveys, Dec 2011-January 2014. Interviews were conducted on landlines and cell phones, in English and Spanish.

PEW RESEARCH CENTER

About the survey

These findings come from a survey conducted by Princeton Survey Research Associates International between January 2-5, 2014. The survey was conducted among a nationally representative sample of 1,005 adults ages 18 and older living in the continental United States. Interviews were conducted by landline (500) and cell phone (505, including 268 without a landline phone), and were done in English and Spanish. Statistical results are weighted to correct known demographic discrepancies. The margin of error for the full sample is plus or minus 3.4 percentage points.

1. In other words, the mean (average) number of books read or listened to in the past year was 12 and the median (midpoint) number was 5 (meaning that half of adults read more than 5 books and half read fewer.) This mean can be skewed by a relatively small number of very avid readers, which is why the median is a better measure of what the "typical" American's reading habits look like. ←

68

Pew Internet » Libraries

**Released:** May 1, 2013

## Parents, Children, Libraries, and Reading

*By Carolyn Miller, Kathryn Zickuhr, Lee Rainie and Kristen Purcell*

### Summary of Findings

The vast majority of parents of minor children — children younger than 18 — feel libraries are very important for their children. That attachment carries over into parents' own higher-than-average use of a wide range of library services.<sup>1</sup>

The ties between parents and libraries start with the importance parents attach to the role of reading in their children's lives. Half of parents of children under age 12 (50%) read to their child every day and an additional 26% do so a few times a week. Those with children under age 6 are especially keen on daily reading with their child: 58% of these parents read with their child every day and another 26% read multiple times a week with their children.

The importance parents assign to reading and access to knowledge shapes their enthusiasm for libraries and their programs:

- 94% of parents say libraries are important for their children and 79% describe libraries as "very important." That is especially true of parents of young children (those under 6), some 84% of whom describe libraries as very important.
- 84% of these parents who say libraries are important say a major reason they want their children to have access to libraries is that libraries help inculcate their children's love of reading and books.
- 81% say a major reason libraries are important is that libraries provide their children with information and resources not available at home.

69

- 71% also say a major reason libraries are important is that libraries are a safe place for children.

Almost every parent (97%) says it is important for libraries to offer programs and classes for children and teens.

**Library visits by children**

Some 70% of parents report their child visited a public library in the past 12 months and 55% say their child has his/her own library card. Those children who are library visitors did the following:

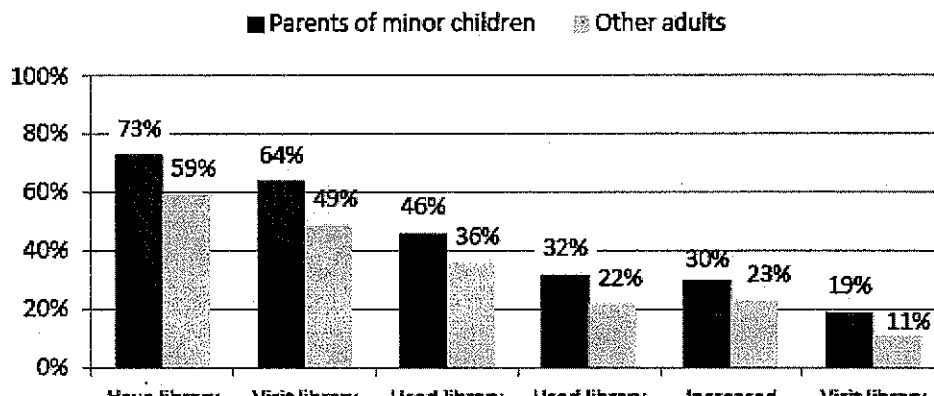
- 87% visited the library to borrow books.
- 55% went to do school work — and 77% of the children ages 12-17 went to the library for this reason.
- 46% went to borrow DVDs or CDs.
- 46% went to attend a library event — and 53% of the children under age 12 went to the library for this reason.
- 37% went to use the internet — and 43% of the children ages 12-17 went to the library for this reason.
- 37% went to socialize with their friends.
- 32% went to a library-sponsored book club or program.

**Parents themselves are considerably more likely than other adults to use library services**

These parental feelings about the importance of libraries for their children are associated with higher levels of library use by the parents themselves. Indeed, the presence of a child or a grandchild in a family is the primary reason cited by the 30% of parents who say their patronage of libraries has increased in the past five years. Compared with other adults who do not have minor children, these parents are more likely to have visited a library in the past 12 months, have a library card, to have visited a library website in the past year, and use a mobile device to connect to a library website.

**Parents are more likely than other adults to use libraries**

*The percentage of parents and other adults who do these library activities*



70

have library card    visit library past year    use library website ever    use library website in last year    increased library use in past 5 years (among library users)    visit library website via mobile device

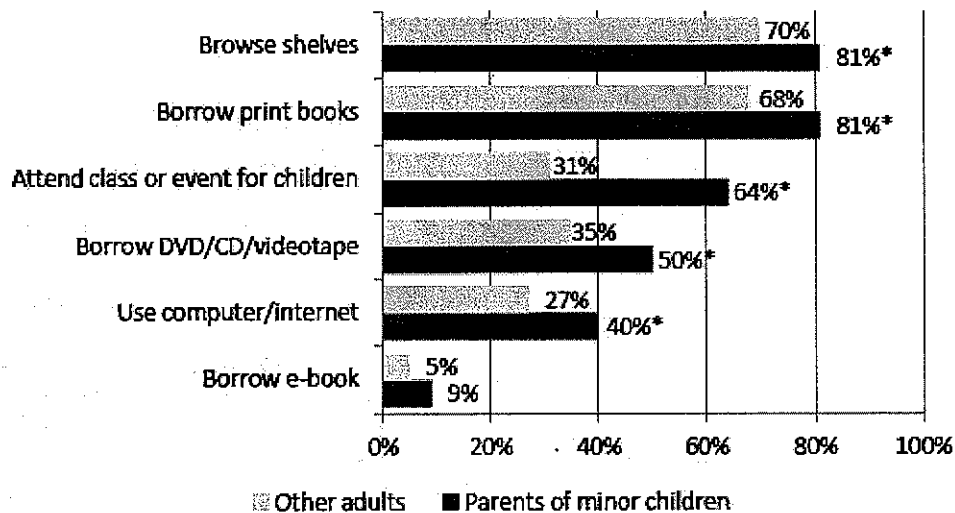
Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15–November 10, 2012. N=2,252 Americans ages 16 and older. Total N for parents=584; other adults=1668. Interviews were conducted in English and Spanish and on landline and cell phones.

Note: All differences are statistically significant

Once at the library or on the library website, parents are more likely than other adults to do a notable number of activities, including browse shelves, borrow printed books, attend classes and events for children, borrow DVDs and CDs, use computers and the internet, and borrow e-books.

**Among library users, parents are more likely than other adults to do library activities**

The percentage of parents and other adults who used the library in the past 12 months who have done these library activities



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15–November 10, 2012. N=2,252 Americans ages 16 and older. Total N for parents=584; parents ever visited library =501; parents visited library past 12 months =375, Form A=201, Form B=174. Total N for other adults=1668; ever visited library=1419; visited library past year=863, Form A=415, Form B=448. Interviews were conducted in English and Spanish and on landline and cell phones.

\*denotes places where the differences are statistically different

Parents' ties to libraries are all the more striking because parents are more likely than other adults to have computers, internet access, smartphones, and tablet computers — tools that might make them less reliant on libraries because they have access to information and media through other convenient platforms.

**Parents are more likely to be interested in expanding library services and adding future tech-related services**

71

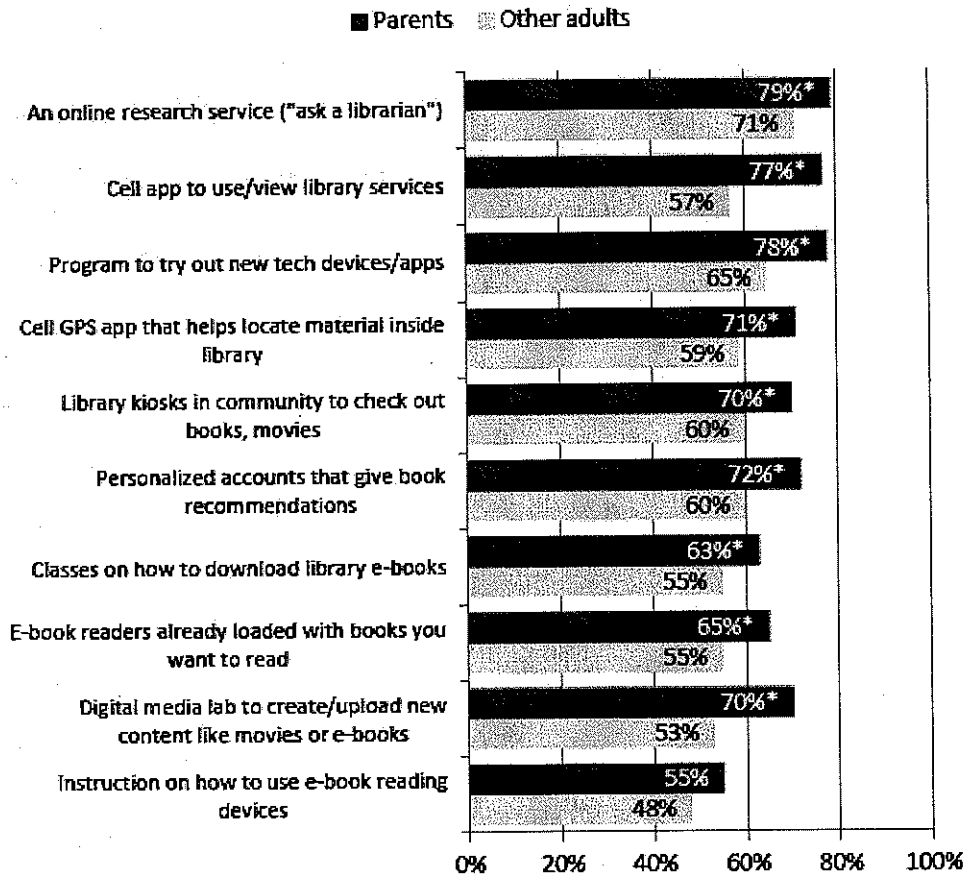
Parents' tighter connections to libraries likely accounts for the fact that they are more aware than other adults about the array of programs and services their local libraries offer. Some 74% of parents say they know about "all" or "most" of the services and programs their library offers, compared with 65% of other adults who feel that way.

And parents are more likely to want libraries to expand their offerings. Compared with other adults, parents are more likely to say that libraries should definitely offer more comfortable spaces (65% vs. 56%). This attitude might stem from the fact that parents visit the library more. Parents are also more likely than other adults to think libraries should definitely offer a broader selection of e-books (62% vs. 49%) and definitely offer more interactive learning experiences (54% vs. 43%). Interestingly, other adults are just as supportive as parents of library services for school children and these activities are supported by eight in 10 or more of both groups.

Parents express more interest than other adults in an array of tech-oriented services that are being discussed and implemented among some American libraries, including online reference services, cell phone apps to connect to library materials, tech "petting zoos" that would allow people to try out new gadgets, and library kiosks or "Redbox"-type offerings in the community to check out books and movies.

**Parents are more likely than other adults to say they would use new library offerings**

*The percentage of parents and other adults who say they would be "very likely" or "somewhat likely" to use each service*



72

Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15- November 10, 2012. N=2,252 Americans ages 16 and older. Total N for parents=584; other adults=1668. N for Form A: parents=302; other adults=817. N for Form B: parents=282; other adults=851. Interviews were conducted in English and Spanish and on landline and cell phones.  
 \*denotes places where differences are statistically different

### Mothers stand out when it comes to reading and libraries

More than fathers, mothers in many respects are attached to their libraries, feel they are important for their children and their communities, and are eager to see libraries expand and add new tech-related services.

- Reading habits: Mothers are more likely than fathers to read to their children every day (55% vs. 45%).

Overall, mothers read books somewhat more often than fathers. In the past 12 months, mothers read an average of 14 books (mean), compared with 10 for fathers. Book-reading mothers are more likely than fathers to have read a printed book in the past year (90% vs. 82%).

Mothers are also more likely than fathers to feel it is very important for their children to read printed books in addition to digital content (86% vs. 74%).

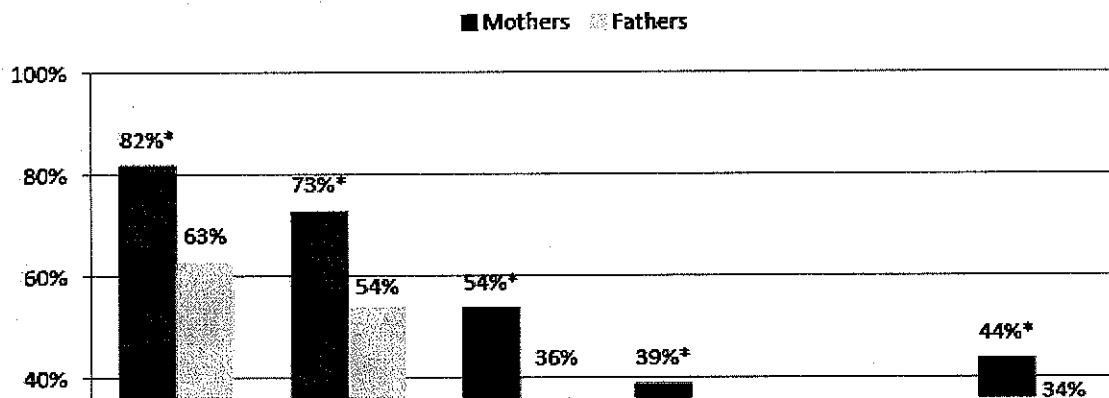
- Family use of library services and activities: Mothers are more likely than fathers to report that their children have visited the library in the past year (74% vs. 64%).

When it comes to parents' use of libraries, mothers are notably more engaged than fathers. They are more likely than fathers to have a library card, to have visited a library in the last 12 months, to have visited a library website in the past year, and to have visited a library website via mobile device.

At the library, mothers are more likely than fathers to have used the computers and internet access at the library and to use those computers to take an online class or certification course (26% vs. 7%). Mothers are also more likely than fathers to have gotten help from librarians in using computers and the internet at the library (46% vs. 30%).

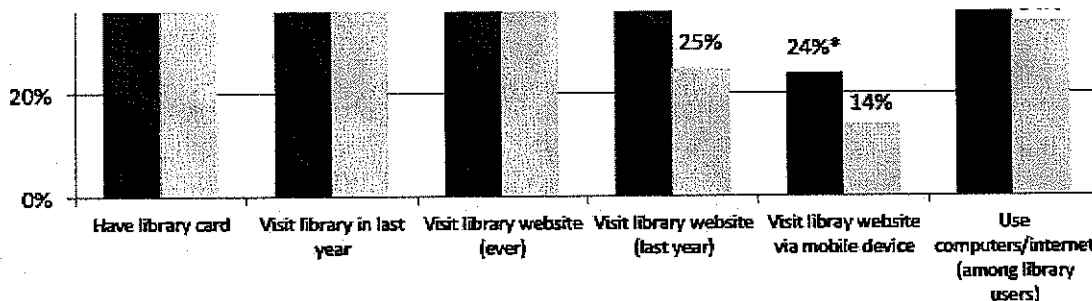
### Mothers are more likely than fathers to engage with libraries

The percentage of parents who do these activities





73



Source: Pew Research Center Internet & American Life Project Library Services Survey, October 15–November 10, 2012. N=2,252 Americans ages 16 and older. Total N for mothers of minors=321; for fathers of minors=263. Interviews were conducted in English and Spanish and on landline and cell phones. \*denotes places where the differences are statistically different

Among library users, mothers visit more frequently than fathers: 21% of library-using mothers visit the library weekly, compared with 10% of library-using fathers who visit that frequently.

- **Importance of libraries:** Mothers are more likely than fathers to say libraries are important to their communities (94% vs. 87%). And they are more likely than fathers to say libraries are important to them and their families (87% vs. 80%).

When it comes to their own children, mothers are more likely than fathers to say a major reason why libraries are important is because libraries help children develop a love of reading and books (90% vs. 77%). Mothers also are more likely to believe libraries offer their children access to information and resources they can't get at home or school (86% vs. 75%).

- **Importance of library services:** Mothers are more likely than fathers to say it is very important for libraries to offer quiet spaces for adults and children (85% vs. 69%). They are also more likely to say it is very important for libraries to offer job, employment, and career resources (74% vs. 61%), for libraries to offer free cultural events and classes (74% vs. 60%) and libraries to offer free public meeting spaces (55% vs. 36%).

Mothers say they are better informed than fathers about what their local library offers: 32% of mothers say they know all or most of the services and programs the library offers, compared with 21% of fathers.

**Lower income parents are more likely to view library services as very important**

When it comes to newer services that libraries might create, parents living in households earning less than \$50,000 are more likely than parents in higher income households to say they would be "very likely" to take advantage of:

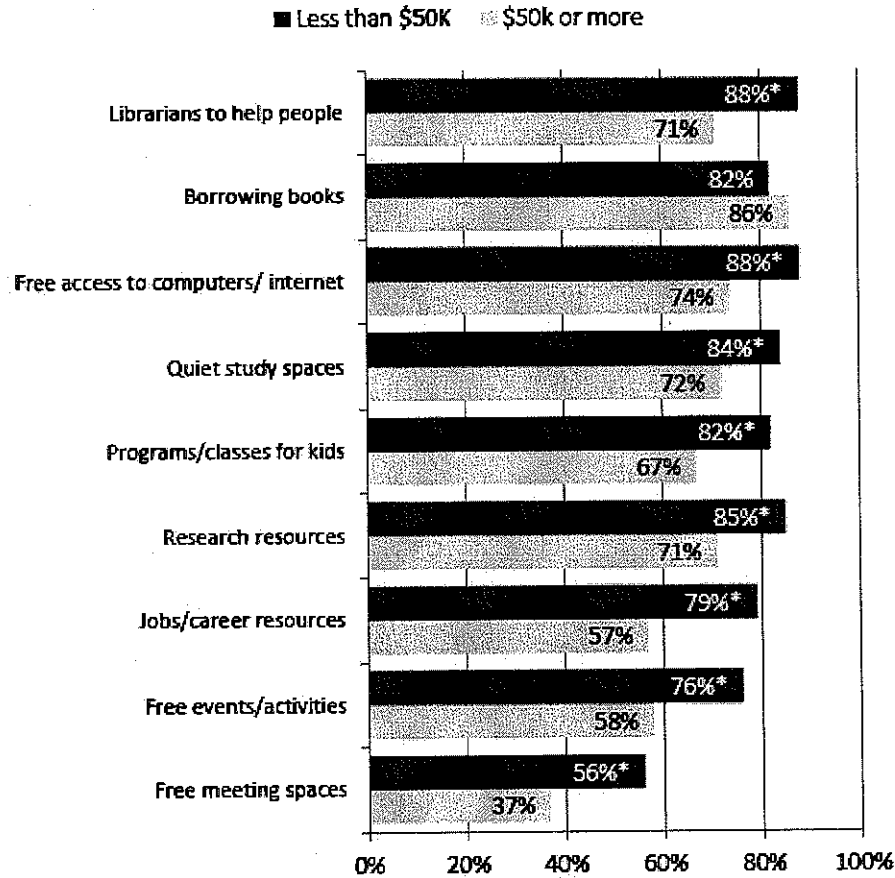
- classes on how to download library e-books (44% vs. 29%)
- e-readers already loaded with library content (40% vs. 22%)
- digital media lab (40% vs. 28%)
- classes on how to use e-readers (34% vs. 16%)

**Lower income parents are more likely to view various library**

74

**services as "very important"**

Among all parents, the percentage of those living in households with income less than \$50,000 and those with \$50,000 or more who say it is "very important" for libraries to offer these services



Source: Pew Research Center Internet & American Life Project Library Services Survey. October 15-November 10, 2012. Total N for parents = 584. Total N for parents with income under \$50,000 =273; total N for parents with income of \$50,000 or more=266. Form A parents total n=302; parents with income under \$50,000=140; parents with income \$50,000+=136. Total Form B parents = 282; Form B under \$50,000=133; Form B \$50,000+=130. Interviews were conducted in English and Spanish and on landline and cell phones. \*denotes places where the differences are statistically different

**About this Research**

This report explores the relationship that parents of minor children have with public libraries. In some ways, parents of minor children are similar to other Americans who do not currently have minor children ("other adults" as we refer to them throughout this report) in how they view and use the library. But there are key differences that will be highlighted and explored in this report.

This report is part of a broader effort by the Pew Research Center's Internet & American Life Project that is exploring the role libraries play in people's lives and in their communities. The research is underwritten by the Bill & Melinda Gates Foundation.

This report contains findings from a survey of 2,252 Americans ages 16 and above between October 15 and November 10, 2012. The surveys were administered half on landline phones and half on cellphones and were conducted in English and Spanish. The margin of error for the full survey is

75

plus or minus 2.3 percentage points. The survey includes 584 interviews with parents of children under 18 years of age. The margin of error for the sample of parents is plus or minus 4.5 percentage points.

There were several long lists of activities and services in the phone survey. To minimize the burden on those taking the survey, we asked half the respondents about one set of activities and the other half of the respondents were asked about a different set of activities. These findings are representative of the population ages 16 and above, but it is important to note that the margin of error is larger when only a portion of respondents is asked a question.

There are also findings in this report that come from a survey of a non-scientific sample of librarians who volunteered to participate in Pew Internet surveys. Some 2,067 library staff members participated in the online survey between December 17 and December 27, 2012. No statistical results from that canvassing are reported here because it is based on non-probability samples of patrons and librarians intended to provide open-ended comments and other qualitative information. We highlight librarians' written answers to open-ended questions that illustrate how they are thinking about and implementing new library services.

In addition, we quote librarians and library patrons who participated in focus groups in-person and online that were devoted to discussions about library services and the future of libraries. One set of in-person focus groups was conducted in Chicago on September 19-20. Other focus groups were conducted in Denver on October 3-4 and in Charlotte, N.C. on December 11-12.

## Acknowledgements

### About Pew Internet

**The Pew Research Center's Internet & American Life Project** is an initiative of the Pew Research Center, a nonprofit "fact tank" that provides information on the issues, attitudes, and trends shaping America and the world. The Pew Internet Project explores the impact of the internet on children, families, communities, the work place, schools, health care and civic/political life. The Project is nonpartisan and takes no position on policy issues. Support for the Project is provided by The Pew Charitable Trusts. More information is available at <http://libraries.pewinternet.org/>.

### Advisors for this research

A number of experts have helped Pew Internet in this research effort:

Daphna Blatt, Office of Strategic Planning, The New York Public Library

Richard Chabran, Adjunct Professor, University of Arizona, e-learning consultant

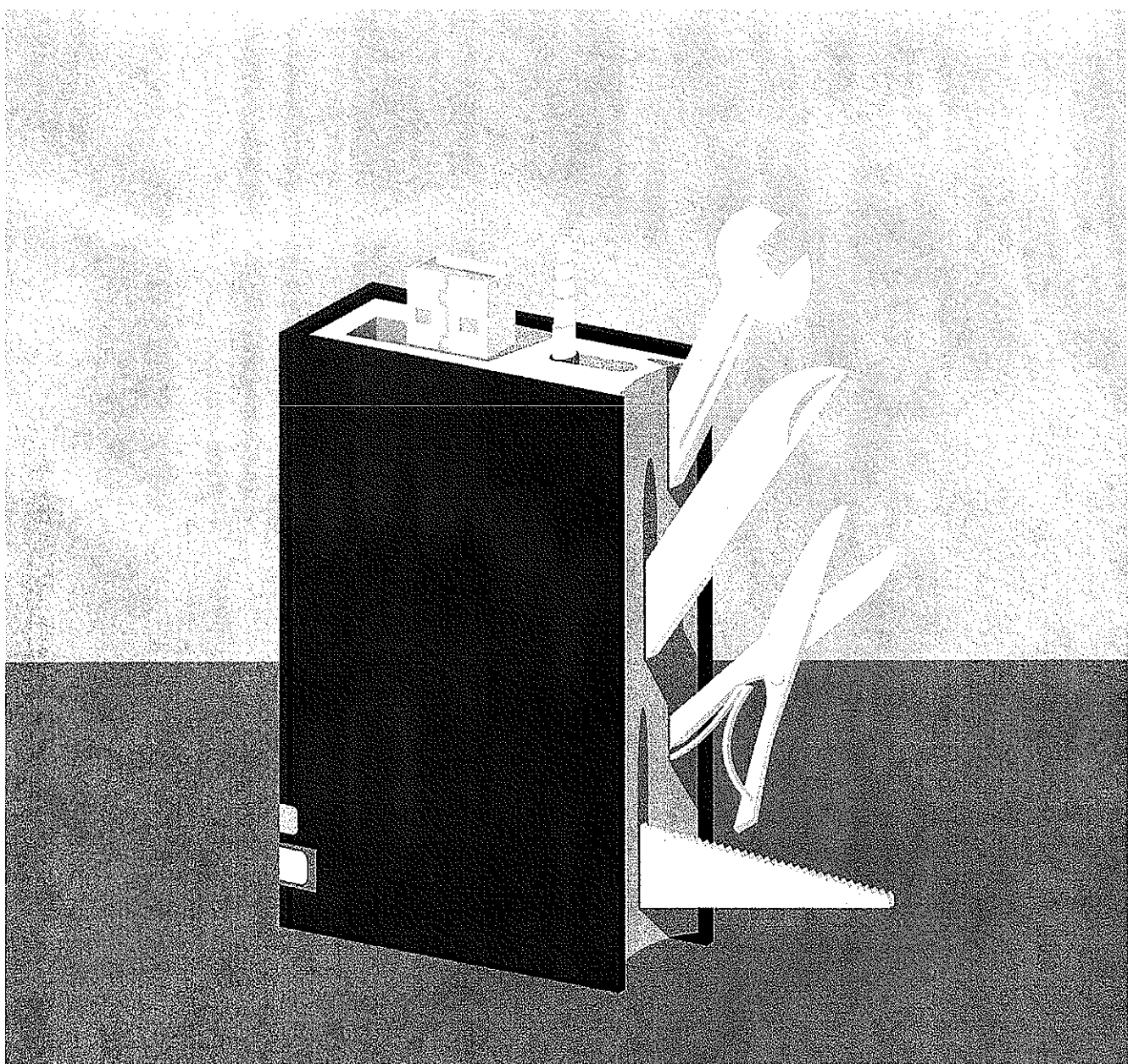
Larra Clark, American Library Association, Office for Information Technology Policy

Mike Crandall, Professor, Information School, University of Washington

Allison Davis, Senior Vice President, GMMB

76

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Ben Wiseman

Visit the downtown branch of the Chattanooga Public Library and you'll find the usual stuff: rows of books, magazines, and computers. But walk up to the fourth floor and there's something unexpected. It's a "makerspace"—complete with a laser cutter, a zine lab for making paper publications, and a 3-D printer. There's even a loom.

When it opened in spring 2013, the maker floor—formerly unused and filled with decrepit equipment—became a massive hit, and up to 1,200 patrons attended events there. "Normally you hold a library event and you get six people," says Meg Backus, the systems administrator and chief maker for Chattanooga. But this new floor gives patrons access to new forms of literacy, ones they hunger after: design, programming, video editing, book writing, and website building. Consider it a glimpse into the future of libraries. They're becoming places to not just imbibe knowledge but create it—physically. Many people don't have access to classic hacker spaces, are intimidated by them, or can't afford them. "But here all you need is a library card," says CJ Lynce, who runs a similarly equipped space at the Cleveland Public Library.

Chattanooga and Cleveland aren't the only cities giving this new kind of library a try. A survey by John Burke at Miami University found that 109 libraries in the US had a makerspace or were close to opening one. Others are hosting events like Wikipedia edit-a-thons, where residents plumb the library's resources to create articles about local history. (One library even has its own farm.) This ferment is attracting patrons; a Pew Internet survey found that these new modes bring in folks who normally shun libraries, typically men and people with limited education.

Ezra Reynolds is an example. As a kid he visited Chattanooga's main branch regularly but eventually stopped. Today he works assisting people with physical disabilities, and a year ago he

77

adopted a son (now 2) whose arms end below the elbow. When Reynolds heard about the 3-D printer, he made his son a bunch of customized prostheses, including utensil- and pencil-holders. "This is what got me back in the door to the library after probably a 15-year hiatus," Reynolds says. When he visits the library now, he often shares his new skills. This is another part of the trend: spaces where people interact. Older folks teach sewing to the younger ones, who in turn teach them laser etching.

But what about books? Public Library Association research shows that people have checked out slightly fewer materials in recent years. And Pew found that about a third of patrons are opposed to makerspaces if they displace books. But while I'm just as sentimental about the primacy of hard copy, the librarians aren't. As they all tell me, their job is helping with access to knowledge—not all of which comes in codex form and much of which is deeply social. Libraries aren't just warehouses for documents; they're places to exchange information. "Getting people in a room, talking and teaching each other, is huge," Backus says. Nor are the makerspaces necessarily expensive. The Chattanooga project cost only \$25,000.

You have to give the librarians credit. Stereotype says they're fusty, but the reality is absolutely the opposite. Over and over they've adapted to new information tools, from microfiche to CD-ROMs to the Internet. Now this—possibly the best example I've seen of how a storied institution embraces change.

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LIBRARY DIRECTOR'S REPORT  
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**Jamie Bukovac**

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**Subject:** FW: Bond Market

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**From:** Dave Pequet [<mailto:dave@mpi-invest.com>]  
**Sent:** Wednesday, October 15, 2014 2:59 PM  
**To:** Jamie Bukovac  
**Cc:** [info@mpi-invest.com](mailto:info@mpi-invest.com); [brad@mpi-invest.com](mailto:brad@mpi-invest.com)  
**Subject:** Bond Market

Hi Jamie:

As we discussed when interest rates move higher bond prices move lower.

That said this is on paper only and if you hold a bond until maturity there is no price impact

The rising interest rate dynamic has very little effect on short maturity bonds (1-5 year maturity bonds) and has a significant impact on intermediate maturities (5-15 years) and a dramatic negative impact on long term bonds (15-30 year maturities)

The Indian Prairie portfolios have an average maturity of approximately 2.7 years

This is a very conservative structure

With interest rates expect to begin gradually moving higher mid 2015 your portfolio is perfectly constructed to take advantage of rising rates.

As bonds mature the proceeds will be reinvested in higher yielding positions

I hope this is helpful

I am happy to have a conference call to discuss further if you like

Best Regards

Dave

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## TECHNOLOGY & TECHNICAL SERVICES MONTHLY REPORT Board Report September/October 2014

### Strategic Plan Goals

- Provide technology classes at two other locations per year. Coordinated with the Willowbrook Park District to teach iPad for Beginners at the Village Hall.
- Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.
  - Developed and taught 3D Printing Design class where patrons learned about our 3D printer and how to select/make jobs that will print correctly. Students also learned the basics of 3D design by using the free software TinkerCAD.
  - Developed and presented program on digital video production where patrons learned about the equipment in our Digital Media Lab and how to use the Mac software iMovie.
  - Offered our first self-paced learning class "Learn It! using Lynda.com. Self-paced online learning is growing in popularity with Youtube and when taking college courses. Lynda.com is an online learning service that helps anyone learn to achieve personal and professional goals. Students in the class learned how to create an account, navigate the interface and watch video courses to learn Ebay and Etsy.

### Sharing

- I presented to other libraries how I developed a service to circulate digital movies on a Roku streaming device at the LACONI "Outside the Box" seminar.

### Improvements for Public Service

- **Kids Internet Stations-** Computers 01, 02, and 04 were replaced. All Internet public kids computers have been upgraded to Dell all-in-one computers. These computers provide a better and faster user experience and larger screens while providing more desk space to work on their homework.
- **Assistive Technology** - A desktop shortcut was added to Internet computer 1 – 12 to provide access to built-in computer assistive features including magnifier, narrator, and on-screen keyboard tools.
- **DVD Movie Station-** A read/write DVD drive and desktop shortcut to Windows Movie Maker was added to database 02 computer to expand access for patrons creating movies and coping data to DVD.
- **Adult Rokus-** We've added more content to two of the Rokus providing foreign films, television shows and non-fiction titles in addition to movies.
- **Kindle Fires for Parents** – Two Kindle Fires are now available for parents to check out with preloaded content including books, magazines and apps specially selected for parents.



## Classes & Training

### **Staff**

- Cataloging - Suzy Rodela attended an all day workshop on cataloging standards for CDS and DVDs.
- **Emergency Procedures** – I reviewed emergency procedures with Technical Services Staff at our September department Meeting.
- **Meeting Room Equipment** – Brett trained staff Adult Services staff member on how to setup the new meeting room equipment.
- **Materials Order Training:** Suzy trained selectors on new ordering procedures.
- **Yolo Training Taught**
  - Brett & I presented two sessions on Computer Troubleshooting 101.
  - Patti and Brett taught two 3D Printer sessions.
- **Yolo Training Attended**
  - Computer troubleshooting 101 (Technology): Suzy, Anna
  - STEAM: 21st Century Learning Tools (Kids/Teens): Anna, Natalya

### **Public Technology Classes & Programs for September**

<u>Date</u>	<u>Class/Program</u>	<u>Trainer</u>	<u>Attendance</u>
9/9	Tech Talk: 3D Printing	Dave/Ann	10
9/15	Computer for Beginners, Part 1	Sandy	10
9/15	Intro to Excel, Part 1	Ron	10
9/15	Intro to Word, Part 1	Ellen	10
9/16	Facebook 101	Dave	10
9/16	Intermediate Excel	Ron	12
9/16	3D Printing: Bring Your Own Design to Life!	Patti/Brett	13
9/19	Learn It! Self-paced Tutorials Ebay or Etsy	Patti/Lynda.com	14
9/22	Computer for Beginners, Part 2	Sandy	10
9/22	Intro to Excel, Part 2	Ron	10
9/22	Intro to Word, Part 2	Ellen	8
9/24	Digital Video Production	Dave	15
9/24	LinkedIn 101	Suzy	8

Tech Tutor Requests (One on One assistance): 7

Ann M. Stovall, Head of Technical & Computer Services, October 14, 2014

Youth Services  
Monthly Report to the Board  
September 2014

### Overview

Although September falls between programming sessions, we hosted thirteen special events, such as the Mid-Kid Spa Night, the Magic Tree House Party, the League of Legends gaming tournament and Hacking Electronics. We also participated in quite a few events out in the community, partnering with our schools at Open Houses and for tours of the library. We are also working on some rather large collection development projects which will continue through the fall and winter.

### Partnerships

#### ELL at District 61

Monica Dzierzbicki and Katie Salo were invited to participate for the annual District 61 ELL Families Open House night. In addition to one-on-one opportunities with parents, teachers and students, Katie and Monica gave a short presentation about adult and youth services and programs available at IPPL. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

#### Kingswood Academy 4<sup>th</sup> Grade Tour

Monica Dzierzbicki provided a tour of the Kids & Teens department to the fourth grade students and teacher from Kingswood Academy. After the tour of the department, the students spent time selecting a book that their teacher checked out using the IPPL school card. The class returns to IPPL every three weeks to return their books and select new titles. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

#### Eisenhower Junior High LADSE Tour

Monica Dzierzbicki presented a short storytelling presentation, using *The Library Dragon* story, with middle grade special needs students (LADSE) from Eisenhower Jr. High and their teachers. The group also had a brief scavenger tour of the department. Prior to their visit, our Graphic Artist, Theresa Papaurelis, assisted by providing a labeled map of the different locations that the student were given to find. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

#### Teens 4 Xcellence

Krista Kountz provided programming for the September Teens4Xcellence book discussion at the Burr Ridge Middle School. Twenty-eight students attended the book discussion. This was the first meeting of the year so they kicked it off with icebreaker games and a discussion about how a book club works. They went over general rules, like "be respectful" and "listen to others." They also had a discussion about this month's book, *Seedfolks* by Paul Fleischman. To fit the community garden theme in the book, the students created mini terrariums. They ended the meeting by discussing possible books to read at future meetings. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

#### Play to Learn

Once again this year we are partnering with the DuPage Children's Museum and working on the Play to Learn grant project. Our staff works with the children to provide a focused story time while museum staff provides families an opportunity to play with portable exhibits. This month, on September 25, we hosted the first of three events at IPPL. We had 53 people in attendance. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

## Programs

### League of Legends – Gaming Tournament

On September 26, Tyler Works hosted a League of Legends tournament with 26 kids. League of Legends is a free PC multi-player online battle arena game. It is one of the most heavily played games on the internet. Participants, in teams of 5, competed against other teams in a multi-round tournament system. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

### DIYT

Tyler Works and Krista Kountz presented two DIYT (Do It Yourself Teens) programs in September. On September 20, they taught 12 teens how to use the iDJay software and on September 30, they worked with 14 teens to create terrariums. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop more programming and activities that provide the opportunity for people to interact. Provide technology for patrons to create digital media.)*

### Hacking Electronics

On September 20, Tyler Works showed patrons how to program Arduino microcontrollers and create circuits using different electrical components to interact with the world around them. Projects included using a temperature sensor to control a DC motor fan and using a keypad to control a servo motor to lock and unlock a cigar box. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop more programming and activities that provide the opportunity for people to interact.)*

### Mid-Kid Spa Night

On September 18, Nicole Pierce and Caitlin Myers hosted the Mid-Kid Spa Night. This program was designed so that children in grades 1-6 could relax with friends, paint their nails with funky colors and decal designs, eat snacks, and be entertained. They watched two episodes of *Victorious*. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

### Magic Tree House Party

Monica presented a Magic Tree House Party for nine mid-kids. Kids shared their favorite Tree House stories and created Jack backpacks, tested themselves with Magic Tree House trivia and made pins of their favorite book covers with our button-maker. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

## Sharing Our Expertise

### Yolo

This month, in addition to all of the classes that Youth Services staff attended, Monica Dzierzbicki presented three YOLO staff trainings on STEM (Science, Technology, Engineering & Math) trends in libraries and schools and how we incorporate STEM into programming and collections at IPPL. *(Supporting Strategic Plan: Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity.)*

### Weeding Workshop

On September 12, Katie Salo and Natalie Williams presented a Weeding Workshop for Youth Services staff members. They prepared materials and trained staff on the basics of collection development and weeding materials. Staff had a hands-on opportunity to practice weeding. Many of the staff member who received the training are now assisting with a major weeding project in the non-fiction section. *(Supporting Strategic Plan: Determine and implement fundamental staff training for each department.)*

### Book-a-Librarian

On September 24, Monica Dzierzbicki provided instruction for two patrons, Mr. and Mrs. Paulsen, who were researching current buying trends for re-building their parochial school library. In addition to sharing several popular series and authors, Monica shared reviewing resources and trained them to use the Novelist Plus database.

#### Arduinos in the Lobby

On September 16, 17, and 18, Tyler Works provided demonstrations on how Arduinos work in the in the lobby to promote the Hacking Electronics programs. They were largely a success. Many people stopped to discuss what they were and how they were being used at the library. Tyler is doing a wonderful job introducing new technologies to our community. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

#### Readers Advisory for Teens

This month Tyler Works introduced a new passive readers' advisory tool in the Teen Lounge. He created bookmarks with readalikes for popular genres. They can be seen by the new teen books. They are already flying off the shelves. *(Supporting Strategic Plan: Offer expert assistance to residents to aid them in finding books and movies they will enjoy.)*

#### Trainings

##### Tinker Meeting

On September 9, we sent Krista Kountz and Caitlin Myer to represent us at the the TinkerGroup meeting. They learned ways to use iPads and Raspberry Pi in libraries. Raspberry Pi is a bare bones computer that can be hooked up to a monitor, keyboard, mouse, etc. to teach children how to do basic programming. For more information about the TinkerGroup visit <http://tinkergroup.wordpress.com/>. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

*Submitted by Natalie Williams 10/6/2014*

STATISTICS FOR	Sep-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	38,632	40,195	128,255	141,281	-9.22%
Teen	3,144	2,831	12,509	11,633	7.53%
Kids	18,666	19,847	65,327	69,375	-5.83%
TOTAL	60,442	62,873	206,091	222,289	-7.29%
Electronic Circulation	3,799	3,000	10,996	8,807	24.86%
GRAND TOTAL CIRC.	64,241	65,873	217,087	231,096	-6.06%
% Reciprocal Borrowing	15%	16%	13%	15%	
Patron Visits	37,684	38,483	124,438	128,049	-2.82%
<b><u>Current Cards</u></b>					
Resident	239	579	22,910	23,098	-0.81%
Non-Resident	76	104	937	1,065	-12.02%
TOTAL	315	683	23,847	24,163	-1.31%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,187	3,042	9,880	10,589	-6.70%
Kids - Reference	1,163	1,539	3,975	4,853	-18.09%
TOTAL REFERENCE	4,350	4,581	13,855	15,442	-10.28%
Adult - Other	2,127	1,806	5,870	4,487	30.82%
Kids - Other	1,477	1,298	5,174	4,476	15.59%
TOTAL OTHER	3,604	3,104	11,044	8,963	23.22%
GRAND TOTAL ASST.	7,954	7,685	24,899	24,405	2.02%
<b><u>ILL/Reserves</u></b>					
Holds	7,321	7,570	24,461	26,129	-6.38%
ILLs Sent	4,535	4,648	13,661	15,555	-12.18%
ILLs Checked Out	4,832	5,169	15,079	17,942	-15.96%
ILLs Received	5,255	5,602	16,523	19,427	-14.95%
<b><u>Programs - Adult</u></b>					
# Programs	10	5	18	13	38.46%
Attendance	320	198	563	455	23.74%
<b><u>Computer Classes</u></b>					
# Programs	14	6	40	18	122.22%
Attendance	175	60	397	207	91.79%
<b><u>Individual Technology</u></b>					
<b><u>Training</u></b>					
# of Patrons	123	96	373	269	38.66%
<b><u>Groups</u></b>					
# Programs	14	15	32	36	-11.11%
Attendance	161	220	370	523	-29.25%
<b><u>Others</u></b>					
#Programs	0	6	0	6	-100.00%
Attendance	0	102	0	102	-100.00%
<b><u>Programs - Teen</u></b>					
# Programs	5	2	24	8	200.00%
Attendance	80	16	461	162	184.57%
<b><u>Programs - Kids</u></b>					
# Programs	7	0	76	48	58.33%
Attendance	150	0	3,043	1,550	96.32%
GRAND TOTAL ATT.	1,009	692	5,207	3,268	59.33%

STATISTICS FOR	Sep-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	2,151	4,020	10,623	13,293	-20.09%
Kids Computers	1,466	1,403	5,593	4,739	18.02%
Teen Laptop	316	163	988	457	116.19%
Adult Laptop	346	168	1,000	557	79.53%
TOTAL PATRON USE	4,279	5,754	18,204	19,046	-4.42%
<b>Hours Used</b>					
Adult Computers	2,689	2,681	8,147	8,825	-7.68%
Kids Computers	848	749	3,225	2,607	23.71%
Teen Laptop	565	224	1,906	697	173.46%
Adult Laptop	768	318	2,313	1,061	118.00%
TOTAL HOURS USED	4,870	3,972	15,591	13,190	18.20%
<b>IPPL Total Web Site Access</b>	27,862	2,189	74,899	6,674	1022.25%
<b>IPPL Total Page Views</b>	56,429	5,308	145,468	16,367	788.79%
<b>Subscription Database Logins</b>	3,252	2,812	7,878	8,088	-2.60%
<b>Outreach-Homebound</b>					
Items Delivered	44	161	307	456	-32.68%
<b>Volunteers</b>					
Number Active	53	52			
Hours Worked	279.25	285.25	1,478.50	1,508.25	-1.97%
<b>Staff Training Hours</b>	133.50	109.50	352.25	258.25	36.40%
<b>Room Use</b>					
Multi-Purpose Room	8	6	45	25	80.00%
Meeting Room					
Library	42	22	122	90	35.56%
Non-Library	25	34	84	79	6.33%
Group Study Room	199	215	599	766	-21.80%
Lobby Programs	6	1	10	4	150.00%
Conference Room	17	20	49	46	6.52%
<b>Clavinova</b>	0	0	1	0	

**MATERIALS COLLECTION STATISTICS- SEPTEMBER 2014**

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1627	7	6	1628	388	226	395	232
Non-Fiction	51441	285	210	51516	5096	7400	5381	7610
Fiction	38779	485	148	39116	6285	5781	6770	5929
<b>TOTAL</b>	<b>91847</b>	<b>777</b>	<b>364</b>	<b>92260</b>	<b>11769</b>	<b>13407</b>	<b>12546</b>	<b>13771</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	275	0	0	275	1	616	1	616
Non-Fiction	18446	31	406	18071	1230	2818	1261	3224
Fiction	27785	130	104	27811	2958	3209	3088	3313
<b>TOTAL</b>	<b>46506</b>	<b>161</b>	<b>510</b>	<b>46157</b>	<b>4189</b>	<b>6643</b>	<b>4350</b>	<b>7153</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	820	0	1	819	129	257	129	258
Fiction	4089	72	9	4152	939	344	1011	353
<b>TOTAL</b>	<b>4909</b>	<b>72</b>	<b>10</b>	<b>4971</b>	<b>1068</b>	<b>601</b>	<b>1140</b>	<b>611</b>
<b>GRAND TOTAL</b>	<b>143262</b>	<b>1010</b>	<b>884</b>	<b>143388</b>	<b>17026</b>	<b>20651</b>	<b>18036</b>	<b>21535</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	5179	65	0	5244	877	323	942	323
Music CD	10089	57	8	10138	864	839	921	847
Playaway	436	0	1	435	64	25	64	26
Video (VHS & DVD)	17030	145	68	17107	2268	488	2413	556
CD-ROMs	154	0	0	154	0	9	0	9
<b>TOTAL</b>	<b>32888</b>	<b>267</b>	<b>77</b>	<b>33078</b>	<b>4073</b>	<b>1684</b>	<b>4340</b>	<b>1761</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	768	0	2	766	101	19	101	21
Childrens Music CD	920	0	0	920	75	15	75	15
Junior Music CD	211	0	16	195	67	11	67	27
Playaway	65	0	0	65	3	0	3	0
Video	4451	64	15	4500	668	315	732	330
<b>TOTAL</b>	<b>6415</b>	<b>64</b>	<b>33</b>	<b>6446</b>	<b>914</b>	<b>360</b>	<b>978</b>	<b>393</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	267	7	0	274	50	18	57	18
Music CD	28	0	0	28	0	291	0	291
Playaway	66	0	0	66	2	3	2	3
Video	617	14	0	631	162	16	176	16
Console Games	451	0	0	451	38	40	38	40
<b>PC-GAMES (formally CD-ROMS)</b>	<b>-28</b>	<b>0</b>	<b>1</b>	<b>-29</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>17</b>
<b>TOTAL</b>	<b>1401</b>	<b>21</b>	<b>1</b>	<b>1421</b>	<b>252</b>	<b>384</b>	<b>273</b>	<b>385</b>
<b>GRAND TOTAL</b>	<b>40704</b>	<b>352</b>	<b>111</b>	<b>40945</b>	<b>5239</b>	<b>2428</b>	<b>5591</b>	<b>2539</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	385	0	385	27		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	14099	70	14169	1142		1212	
eRead Illinois	10273	700	10973	6696		7396	

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NEW BUSINESS  
K2 - CLEANING SERVICE

October 14, 2014

I'm very sorry to say that one of the new cleaning people started his job here by stealing from the library. I'm happy to say that we caught him and the owner has reimbursed the library for the losses.

Monday, Oct. 6 staff discovered that two new laptops were missing from the Technology Services workroom. The remaining laptops were put them into the data room in the basement on Monday.

Wednesday morning we discovered that money was missing from staff donations for breast cancer. The donations were in an envelope that was in the Administrative Assistants' desk underneath something. In addition, money was taken from the Friends bank bag. This has been kept in a canvas bag in Laura's office placed under a number of items in the drawer.

We needed to find out who was stealing. So on Wednesday we set up a "nanny cam" in Laura's office. Wednesday night the camera in Laura's office went gray for a period of time during the night. At the time we didn't realize what happened, but the cleaning person had put something over the camera. Money was taken again that night. Plus someone went into the data room in the basement and took another laptop! We thought the basement would be safe but it obviously wasn't so we put a camera in the data room.

In addition, on Wednesday night, someone stole a Sony Playstation 4 from Tyler's desk and ten console games from Technical Services. We put a camera in Technical Services also.

On Thursday night, he can be seen in Laura's office, bending down where the data plug for the camera went into the wall. Then the camera goes black for the rest of the night. He had pulled the data cord out of the connection. And stole more money.

On Friday we installed a camera in the ceiling right above the money and left the other camera where it was. He covered up the other camera but we have a perfect view of him stealing the donation money and the Friends' money from the camera in the ceiling.

On Saturday he went into the data room and stole another laptop. In fact, he took the laptop out of the box, hiding the box in the room, put all the cords, manual, etc. in his pockets and stuck the laptop down the front of his pants. Again, it's clearly captured on the camera.

Laura had first filed a police report on Thursday. At that time they dusted the data room door for fingerprints and took the donation envelope which would also have fingerprints on it. On Sunday Laura met the police here for 4 hours while they reviewed the cameras and dusted for fingerprints. They also recovered the laptop box which will have his fingerprints.

The feedback from the police was that the video from the camera is very good. They advised that we notify the cleaning service Sunday night that there was a problem and the cleaners would not be allowed in the building, which Laura did.



On Monday morning we met with the cleaning company owner and the operations manager. They were stunned, embarrassed, and very apologetic. By Monday afternoon I had a check from the company reimbursing the library for losses totaling \$4,003.00.

Laura is currently preparing a report for the police with all the details and timelines of the thefts. They want to ensure they prepare the strongest case possible before making an arrest. We are also reviewing our security measures and making a number of changes. The data room, technical services workroom and the technology services workroom will all have new locks that are not on the master key. These rooms will always be locked and Mike will clean them rather than a cleaning company. In the administrative office everything is being locked up.

I want to thank a number of our staff. Laura took the lead in most of this effort and did a great job. Ann, Dave and Brett programmed the cameras and Mike, installed them for use. Ben has been viewing the library security camera tapes to see if anything shows up on those cameras. Ben and Dave had taped sections of recordings for evidence. The entire administrative staff were very supportive of Laura and I as we dealt with this problem. Laura, Nancy, Mike and Ben all took turns to watch the "nanny cam" footage from their homes during the night Wednesday to Saturday! Ben was the one who texted everyone, "We got him!"

With all of this going on last week, Mike is a bit behind in his projects. Plus this week he has been cleaning the library so we ask patience from you if you're waiting for a project from him. As usual, if there is a building problem send in a ticket. Also Dave and Brett spent a lot of time on this last week so that probably delayed some of their projects.

We have just hired someone to clean on a temporary basis. Her name is Rita, she cleans Nancy's church and she will start at 6:00 am on Wednesday, Oct 15. She will be cleaning the public areas, plus the staff lounge and staff bathroom. Mike will dump the trash in the staff areas and take care of any special cleaning needed in those areas.

**Very important, if the public, press or police have any questions, refer them to Jamie or Laura.**