

**Budget and Appropriations Hearing**

**September 17, 2014 – 7 p.m. – Conference Room**

- A. Call to Order and Statement of Purpose: The purpose of the hearing is to provide the opportunity for public comment on the Budget and Appropriations Ordinance. Page 4
- B. Public Questions/Comments
- C. Closing of Hearing

**Board of Trustees Regular Meeting**

**September 17, 2014 – 7:10 p.m. – Conference Room**

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
Julia Lacayo, Diane Ruscitti, Dorothy Schardt, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

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

- C. Public Comment
- D. Communications and Announcement
  - 1. Ringo to Library re: Thank You and Bequest Page 5
  - 2. Foster to Bukovac re: 25<sup>th</sup> Anniversary Page 6
  - 3. Foster to Bukovac re: Civil Rights Panel Discussion Page 7
  - 4. Institute of Museum and Library Services re: Grant Page 8
  - 5. Article from Darien Neighbors about Volunteer Tom Peknik Page 9
- E. Omnibus Consent Agenda
  - 1. Minutes of Regular Board Meeting, August 20, 2014 Page 10
  - 2. Treasurer's Report Page 13
  - 3. Action on Bills/Additional Bills Page 17
  - 4. Ordinance 2014-6 Providing for the Budget & Appropriations for FY 2014/15 Page 22
  - 5. Estimate of Revenues FY 2014/15 Page 27
  - 6. FY2015 Illinois Public Library Per Capita Grant Page 28
  - 7. Request to Dispose of Library Property Page 33
  - 8. Resolution 2014-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions Page 34
  - 9. Building and Grounds Committee Minutes, 8/25/14 Page 35

**Board Meeting – September 17, 2014 – page 2**

F. Items Deleted from Omnibus Consent Agenda

G. Library Director's Report Page 36 Information

H. Staff Report  
Natalie Williams, Head of Youth Services Information

I. Reports

- 1. WB/BR Chamber of Commerce Meeting (none)
- 2. Darien Chamber of Commerce (none)
- 3. RAILS Page 57 Information
- 4. Building and Grounds (Krupicka) Information
- 5. Finance Committee (none)
- 6. Plan/Annexation Committee (none)
- 7. Policy Committee (none)

J. Unfinished Business

- 1. Trustee Appointment Action

K. New Business

- 1. Dave Pequet, MPI Investment Management Report
- 2. Cleaning Service Page 65 Action
- 3. Hold Pick Up Anywhere Page 66 Discussion
- 4. Strategic Plan Update Page 67 Discussion
- 5. 2015 Trustee Election Page 81 Information
- 6. Darien Chamber Use of Parking Lot for Darien Fest Discussion
- 7. Resolution 2014-A Honoring Dorothy Schardt Page 82 Action

L. Scheduled Meetings  
None

M. Community Events

Darien Town Meeting Sept. 25, 7:00  
Visit by Burr Ridge Board Monday, Sept 29, 7:00

N. Library Events

Play Reading Group	9/17/2014	1:00 PM
Ask the Master Gardener	9/17/2014	6:00 PM
European Art at the Time of the Great War	9/17/2014	7:00 PM
Thursday Afternoon Movie: Heaven is for Real	9/18/2014	2:00 PM
Mid-Kid Girls Spa Night	9/18/2014	6:30 PM
Learn It! Self-Paced Tutorials EBay or Etsy	9/19/2014	10:00 AM
Movies and More: Paths of Glory	9/19/2014	7:00 PM
ESL Conversation Group	9/20/2014	10:00 AM
Hacking Electronics	9/20/2014	11:00 AM
Practice ACT	9/20/2014	1:00 PM
Teen Advisory Board (TAB)	9/20/2014	2:30 PM
Little University Fall Session	9/22/2014	All Day
Computers for Beginners: Part 1 & 2	9/22/2014	10:00 AM
Introduction to Excel: Part 1 & 2	9/22/2014	1:00 PM

Introduction to Word: Part 1 & 2	9/22/2014	4:00 PM
Adult Chess Group	9/22/2014	6:00 PM
Current Events Group	9/22/2014	7:00 PM
DIYT's - DJ Software	9/23/2014	4:00 PM
Making Fresh Pasta	9/23/2014	6:30 PM
Autumn in Door County: 4th Wednesdays	9/24/2014	1:00 PM
Play Reading Group	9/24/2014	1:00 PM
Digital Video Production	9/24/2014	4:00 PM
GenLit (for 20-30somethings)	9/24/2014	6:30 PM
LinkedIn 101	9/24/2014	7:00 PM
Genealogy Group	9/25/2014	1:00 PM
eMedia Drop-In	9/25/2014	2:00 PM
Play to Learn	9/25/2014	5:00 PM
League of Legends Tournament	9/26/2014	6:00 PM
Lyric Opera Lecture: Don Giovanni	9/29/2014	7:00 PM
DIYT's - Terrariums	9/30/2014	4:00 PM
Tips for the Savvy Traveler	9/30/2014	7:00 PM
Play Reading Group	10/1/2014	1:00 PM
Cool Composition Contest	10/1/14	All Day
Thursday Afternoon Movie: Muppets Most Wanted	10/2/2014	2:00 PM
Movies and More: Sergeant York	10/3/2014	7:00 PM
ESL Conversation Group	10/4/2014	10:00 AM
Home Automation with Home Depot	10/4/2014	1:00 PM
Discovery! - Parachute	10/6/2014	2:00 PM
Adult Chess Group	10/6/2014	6:00 PM
DIYT's - Arduinos	10/7/2014	4:00 PM
Tech Talk: Data Privacy	10/7/2014	7:00 PM
Play Reading Group	10/8/2014	1:00 PM
The Perfect Pie Crust	10/8/2014	6:30 PM
Novel Idea- The Unlikely Pilgrimage of Harold Fry by Rachel Joyce	10/8/2014	7:00 PM
Introduction to PowerPoint: Part 1 & 2	10/9/2014	1:00 PM
3D Printing: Bring your design to life	10/9/2014	4:00 PM
K-RoT - The One and Only Ivan	10/9/2014	4:00 PM
ADD Just Doesn't Add Up!	10/9/2014	5:00 PM
Kids Club Fridays - Minecraft Club	10/10/2014	4:00 PM
IPPL's 2nd Annual Global Cardboard Challenge	10/11/2014	11:00 AM
Say NO! to Bullying	10/13/2014	1:00 PM
Discovery! - STEM	10/13/2014	2:00 PM
Adult Chess Group	10/13/2014	6:00 PM
Current Events Group	10/13/2014	7:00 PM
DIYT's - Button Making	10/14/2014	4:00 PM
Greening Your Home	10/14/2014	7:00 PM
Lyric Opera Lecture: IL Trovatore	10/15/2014	1:00 PM
Play Reading Group	10/15/2014	1:00 PM
Don't Pay Sticker Price for College	10/15/2014	6:30 PM

O. Adjournment

**LEGAL NOTICE  
NOTICE OF PUBLIC  
HEARING  
INDIAN PRAIRIE PUBLIC  
LIBRARY DISTRICT**

NOTICE IS HEREBY GIVEN that a public hearing will be held in conjunction with a Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage & Cook Counties, Illinois at 7 p.m. Central Daylight Savings Time, September 17, 2014, at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois. Notice is hereby given that a tentative Budget and Appropriations Ordinance is on file and has been on file at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois, since July 18, 2014.

Beena Deshmukh, Secretary  
Board of Trustees

8/7/14

#822733

August 28 2014

10 S 780 Madison St

Burr Ridge IL 60527

Indian Prairie Library

401 Plainfield Rd

Darien IL 60561

Dear Indian Prairie Library:

Please accept the enclosed check for \$1000 from Miriam Ringo, who directed me to send it to you after her death. She valued you, her library, enormously. You helped her in her work and you enriched her life (as you do for her descendant, me.) And this you did every day. Mom loved your patience, your kindness and your interest.

She wanted to thank you and to express every good wish for your future in our community.

I thank you, too,



Susan Ringo.

BILL FOSTER  
MEMBER OF CONGRESS



ILLINOIS  
11TH DISTRICT

DEAR JAMIE,

THANKS SO MUCH FOR INVITING ME  
TO JOIN YOU AT THE INDIAN PRAIRIE  
PUBLIC LIBRARY 25TH ANNIVERSARY AND  
FOR SHOWING ME AROUND.

THIS IS A TRULY WONDERFUL  
ORGANIZATION!

*Bill Foster*



BILL FOSTER  
MEMBER OF CONGRESS



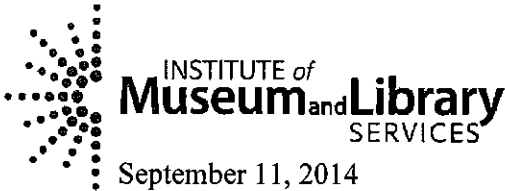
ILLINOIS  
11TH DISTRICT

DEAR JAMIE,

THANK YOU SO MUCH FOR HOSTING  
THE CIVIL RIGHTS PANEL DISCUSSION.  
THE INDIAN PRAIRIE PUBLIC  
LIBRARY WAS THE PERFECT VENUE AND  
YOUR STAFF WAS VERY ATTENTIVE AND  
HELPFUL.

*Bill Foster*





8

*Connecting People to Information and Ideas*

September 11, 2014

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

Grant Application Number: SP-02-14-0036

Dear Jamie Bukovac:

I want to thank you for participating in the 2014 Sparks! Ignition Grants for Libraries. I regret that your application was among the proposals we will not support this year.

This year we received 68 applications requesting more than \$1.4 million. At this time, we have selected 17 projects to receive funding, totaling \$390,680. The funded projects were identified as premier examples of those that would support the deployment, testing, and evaluation of promising and groundbreaking new tools, products, services, or organizational practices. The IMLS press release announcing funded projects will be available on our website at [http://www.imls.gov/news/press\\_releases.aspx](http://www.imls.gov/news/press_releases.aspx).

We are copying the Project Director for this project. We urge the Project Director to consult with IMLS staff when determining whether to revise the proposal and resubmit it to IMLS or another funding agency – or move in other directions.

Guidelines for the 2015 Sparks! Ignition Grants for Libraries program will be available on our website at <http://www.imls.gov>. The application deadline is February 2, 2015.

If you have any questions, please reference your IMLS grant number on all correspondence: **SP-02-14-0036**, and contact one of the senior program officers listed below:

Sandra Toro  
(202) 653-4662  
[storo@imls.gov](mailto:storo@imls.gov)

Tim Carrigan  
(202) 653-4639  
[tcarrigan@imls.gov](mailto:tcarrigan@imls.gov)

Again, thank you for your interest in the Sparks! Ignition Grants for Libraries program.

Sincerely,

Robert Horton  
Associate Deputy Director for Library Services

cc: Natalie Williams, Project Director



# Tom Peknik turns his love of libraries into a volunteer opportunity

by Megan Bennett

Anyone who runs into Tom Peknik at Indian Prairie Public Library is likely to catch him in a good mood.

The former purchasing manager and now retired for 23 years, has volunteered at the local library since 2009. He said it's the "studious and quiet" environment that keeps him upbeat.

"I've always enjoyed libraries ever since I was a little kid," Peknik said. "Indian Prairie is one of my favorites and I thought it would be a great place to volunteer and spend my time."

When he's there, Peknik said he does a little bit of everything, from work on the computers to placing books back on the shelf. However, one his favorite tasks is to make calls to library patrons about their book orders.

"It sounds strange," he explained, "but the phone contact is good because you speak to a lot of people and it's different. It's not repetitive because you're always calling somebody new."

When Peknik is not at the library, he also donates his time to the food pantry and Our Lady of Peace Catholic Parish.

"[Since] I've been retired, I do volunteer work as much as I can," he said.

His involvement in his church includes participating as an usher and being on the board of their Younger than Ever Seniors Club, a monthly social group for



9  
Tom Peknik and his wife Aleta have lived in Darien for over 40 years

When he's not spending time at the library as a patron or a volunteer, Peknik enjoys spending time with his granddaughters.



parishioners ages 55 and over. Peknik said he has served as treasurer of the club and will take over the role of president next year.

Peknik and his wife, retired schoolteacher Aleta, have lived in Darien for the past 40 years. Together, they have two daughters and three granddaughters.

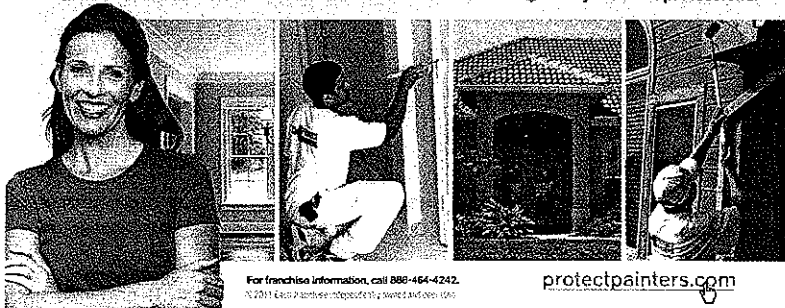
Their home's location near Indian Prairie and the Sports Complex is convenient, Peknik said, but it's the "feeling" he gets about Darien that makes it such a great area to live.

"It's a comfortable place to live and you feel you're in place here," he said. "A lot of people move into a community and for whatever reason they don't like it, but we've always enjoyed it."

To learn more about Indian Prairie Public Library and how to become a volunteer like Tom, visit [ippl.info](http://ippl.info).

**"Now my home looks brand new."**

- ✔ Warranty on all work
- ✔ Detailed FREE estimates
- ✔ Licensed, dependable & insured
- ✔ Always clean & professional



For franchise information, call 888-464-4242.  
©2011 Protect Painters, Inc. All rights reserved.

[protectpainters.com](http://protectpainters.com)

**Call to schedule a FREE estimate**

EXTERIOR • INTERIOR  
RESIDENTIAL • COMMERCIAL

**630-861-2021**



Locally owned by  
Matt & Jacki Dohy

**PROTECT PAINTERS**  
Quality that lasts!

**\$200** off any job of \$2000 or more  
or \$100 off any job between \$1000 and \$2000  
Offer valid one time per household. Available at participating locations only. Not valid with any other offer.

10

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of August 20, 2014

**Board of Trustees Regular Meeting  
August 20, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:03 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, Patti Naisbitt, Ann Stovall

Others: none

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

- B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich 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 Naisbitt and Stovall gave their staff reports. The Board then continued with Communications and Announcement and the rest of the agenda.

D. Communications and Announcements

1. Bongiovanni to Bukovac re: Use of Library Parking Lot for DarienFest

2. Jobs Fair 2014

Bukovac said the jobs fair was a great event with 200 people attending. Staff Shirley Jensen and Suzy Wulf represented the library and they will write a report for next month's meeting.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 16, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Semi-Annual Statement of Receipts and Disbursements
5. Annual Statement of Receipts and Disbursements
6. Approval of FY2013 Illinois Public Library Annual Report
7. Revision to FY 14/15 Operating Budget to Include 3D Printer Revenue and Expenditure  
Schardt moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Schardt moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

11

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that Naisbitt is leaving the library at the end of September to take a full-time position in Woodridge. She has agreed to fulfill her teaching commitments through November.

- H. Staff Report – Patti Naisbitt, Technology Instructor, gave an overview of her position. In addition to organizing and teaching computer classes, she manages the volunteer tech tutors, trains staff and partners with community organizations. Patrons fill out a survey after each class and provide feedback as well as information on what they want us to offer. This information is used when planning future classes and programs. Our new Tech Talk meetings invite technology users to join a discussion about technology trends as well as topics they would like the library to address with classes/programs. Future classes include 3D printing, YouTube, Skyping and on-line learning.

Ann Stovall, Head of Technology Services, leads and manages this area by researching emerging technologies and managing the technology services we offer. She gave an overview of the duties and strengths of our digital services technician and network services technician. The year in review saw the addition of new classes and technology including the 3D printer, digital media equipment, and Roku for checkout. What lies ahead includes 3D printing design classes/instructional videos, adult digital media equipment classes (how to create movies) and a Mac Pro for adults to use as well as programs for Mac users. We are also building on our assistive technology.

I. Reports

1. WB/BR Chamber of Commerce – Birmingham's report is in the packet.
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee - (no report)
7. Policy Committee – (no report)

J. Unfinished Business

1. Revised Strategic Plan Timeline and Activities – The Board reviewed the timeline that Bukovac had adjusted based on the Board's discussion at the August meeting. The Trustees agreed that Marianne Ryan, Head of Marketing and Promotion should be included as part of the strategic plan committee.
3. Schedule Half-Day Planning Retreats – The Board agreed on January 10 and January 24 at 9 a.m. for the two half day retreats.
4. Final Review of Stakeholder Interviews List – The stakeholder interview list was reviewed and finalized.

K. New Business

1. 3D Printer Policy – In writing the policy Bukovac gathered feedback from staff, looked at what other libraries are doing and spoke with our attorney. Stovall explained that when a project is submitted to the library the software tells staff how many grams the project is and how long it will take to print. The patron agrees to pay up to a certain dollar amount at the time of submission. Bukovac said the patron will pay for the item at the check-out desk. If the item is not picked up the charge will go on the patron's library card. We have added an expense and revenue line for this service. Lacayo moved, Schardt seconded to approve the

unanimously. Krupicka moved, Deshmukh seconded to approve the 3D printing policy. Motion carried unanimously.

- 2. Edge Assessment – The Board received a copy of the library’s Edge Technology Assessment at the May Board meeting and again in this month’s packet. Taking the assessment is a State requirement for the Per Capita Grant. Tonight the Board viewed a short Edge overview webinar. The Edge Initiative was developed by a national coalition of library and government organizations and funded by the Bill and Melinda Gates Foundation. This management and leadership tool helps libraries identify improvement areas, develop an improvement plan and share the information with its stakeholders. The Edge Benchmarks are divided into three areas: community value, engaging the community and organizational management. Bukovac said that the assessment is a very useful tool for strategic planning.
- 3. Community Survey Questions – The Board discussed what information they want to know from the community. Bukovac will also get ideas from the department heads. Bukovac will create community survey questions based on the input.
- 4. Review Chapter 7 “Collection Management and Resource Sharing” from *Standards for Illinois Public Libraries* – The Board reviewed the collection management and resource sharing standards.
- 5. Trustee Vacancy – Suriano said that Schardt is moving out of the district and will be leaving the Board at the end of September. When the Trustees interviewed candidates for the open position in March, they interviewed Diane Ruscitti and Kelly Von Zee. Diane was appointed at that time. The Board would like Bukovac to contact Kelly Von Zee to see if she is still interested in the position and to invite her to the September Board meeting.

L. Scheduled Meetings

- 1. Building and Grounds Committee meeting, August 25 at 7 p.m.
- 2. A Plan/Annexation Committee meeting was scheduled for October 2 at 7 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 9:23 p.m. Krupicka moved, Schardt seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/31/2014

Balance on hand as of July 31, 2014.....	2,967,991.00
Cash Receipts for August.....	113,392.85
Cash Disbursements for August.....	321,470.10
Cash on hand as August 31, 2014.....	2,759,913.75

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.012%

General.....	299,980.33
Special Reserve.....	20,951.79
Working Cash.....	315.06
Bond.....	7,451.17
Children's Endowment.....	2,886.13
Endowment.....	11,171.78
MPI Investment (Corporate Fund).....	1,148,753.57
MPI Investment (Working Cash Fund).....	389,445.35

JP Morgan Chase - Checking

General.....	26,946.30
Hinsdale Bank & Trust - Checking.....	4,093.34

JP Morgan Chase - Savings - Rate .03%

General.....	847,314.93
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of August 31, 2014.....	2,759,913.75

FUND BALANCES AS OF 08/31/2014

Corporate Fund.....	2,081,641.22
Building & Maintenance Fund.....	102,410.12
I.M.R.F. Fund.....	8,131.33
Liability Fund.....	(659.20)
Social Security Fund.....	9,956.69
Special Reserve Fund.....	22,075.69
Working Cash Fund.....	389,847.70
Bond Fund.....	84,811.32
Current Liabilites.....	61,698.88
Grand Total All Funds.....	2,759,913.75

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

Percent of Year: 16.67

	RECEIVED August 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	95,849.42	1,819,007.53	54.95%	3,310,248.00	1,491,240.47
41150 · Non-current Property Taxes	0.00	0.00	0.00%	1,000.00	1,000.00
43100 · Interest-Tax Levy	7.17	28.76	0.00%	0.00	-28.76
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>95,856.59</b>	<b>1,819,036.29</b>	<b>54.94%</b>	<b>3,311,248.00</b>	<b>1,492,211.71</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>43,500.00</b>	<b>43,500.00</b>
<b>INTEREST</b>					
43500 · Interest - Investment	23.28	46.11	9.22%	500.00	453.89
<b>TOTAL INTEREST</b>	<b>23.28</b>	<b>46.11</b>	<b>9.22%</b>	<b>500.00</b>	<b>453.89</b>
<b>DESK MONIES</b>					
45100 · Copier	403.95	786.70	16.39%	4,800.00	4,013.30
45120 · Computer Copies	941.21	1,924.13	16.03%	12,000.00	10,075.87
45200 · Fines/Fees	4,718.03	9,564.80	17.71%	54,000.00	44,435.20
45250 · Gifts/Donations	0.00	500.00	25.00%	2,000.00	1,500.00
45300 · Lost Materials	2,136.00	3,426.79	28.56%	12,000.00	8,573.21
45350 · Non-Resident Fees	7,453.50	16,753.50	22.34%	75,000.00	58,246.50
45400 · DVD Fines	1,191.60	1,936.00	19.36%	10,000.00	8,064.00
45450 · Book Rental	206.75	404.15	18.37%	2,200.00	1,795.85
45550 · Meeting Room Rental	0.00	25.00	12.50%	200.00	175.00
45600 · ILL Fees	10.00	90.00	22.50%	400.00	310.00
45650 · 3D Printing	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL DESK MONIES</b>	<b>17,061.04</b>	<b>35,411.07</b>	<b>20.52%</b>	<b>172,600.00</b>	<b>137,188.93</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	0.00	163.83	16.38%	1,000.00	836.17
46800 · Collection Agency Fee	40.00	70.00	23.33%	300.00	230.00
<b>TOTAL OTHER INCOME</b>	<b>40.00</b>	<b>233.83</b>	<b>0.00%</b>	<b>1,300.00</b>	<b>1,066.17</b>
<b>GRAND TOTAL</b>	<b>112,980.91</b>	<b>1,854,727.30</b>	<b>52.56%</b>	<b>3,529,148.00</b>	<b>1,674,420.70</b>

Indian Prairie Public Library District  
Consolidated Expenditures Report for August 2014

Percent of Year: 16.67

	August 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	155,287.98	293,720.29	14.34%	2,048,067.00	1,754,346.71	2,109,500.00	13.92%
61310 · Benefits - Medical / Life Ins.	6,902.19	13,842.38	12.94%	107,000.00	93,157.62	132,000.00	10.49%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	14,726.84	29,323.41	15.89%	184,577.00	155,253.59	188,200.00	15.58%
61340 · Benefits - FICA	11,724.80	23,307.55	15.19%	153,484.00	130,176.45	156,200.00	14.92%
61400 · Staff Development	495.32	2,382.69	11.91%	20,000.00	17,617.31	25,000.00	9.53%
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	11,220.00	11,220.00	99.29%	11,300.00	80.00	15,000.00	74.80%
61720 · Unemployment Insurance	225.19	591.75	13.15%	4,500.00	3,908.25	7,000.00	8.45%
<b>TOTAL PERSONNEL</b>	<b>200,562.32</b>	<b>374,388.07</b>	<b>14.78%</b>	<b>2,532,928.00</b>	<b>2,158,539.93</b>	<b>2,639,500.00</b>	<b>14.18%</b>
<b>MATERIALS</b>							
62100 · Books	6,509.76	22,241.74	9.09%	244,675.00	222,433.26	250,000.00	8.90%
62200 · Periodicals	7,762.59	9,384.53	29.26%	32,050.00	22,665.47	35,000.00	26.81%
62300 · Audio	3,802.14	3,594.63	7.23%	49,750.00	46,155.37	52,000.00	6.91%
62400 · Video	4,210.61	4,398.60	7.62%	57,700.00	53,301.40	60,000.00	7.33%
62500 · Multi-Media	479.59	479.59	13.70%	3,500.00	3,020.41	4,000.00	11.99%
62600 · Electronic Reference Resources	9,787.74	44,718.87	62.98%	71,000.00	26,281.13	75,000.00	59.63%
62800 · Processing Supplies	2,125.98	4,104.96	16.42%	25,000.00	20,895.04	30,000.00	13.66%
<b>TOTAL MATERIALS</b>	<b>36,678.41</b>	<b>86,922.92</b>	<b>18.39%</b>	<b>483,675.00</b>	<b>394,752.08</b>	<b>506,000.00</b>	<b>17.57%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	3,175.45	3,390.45	4.91%	69,000.00	65,609.55	75,000.00	4.52%
63300 · Utilities (1-8-11 · Gas)	662.52	1,914.44	14.73%	13,000.00	11,085.56	30,000.00	6.38%
63300 · Utilities (1-8-12 · Electric)	5,451.32	10,659.03	19.74%	54,000.00	43,340.97	98,000.00	10.88%
63300 · Utilities (1-8-13 · Telephone)	449.92	802.57	8.92%	9,000.00	8,197.43	30,000.00	2.66%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	969.95	14.70%	6,600.00	5,630.05	25,000.00	3.89%
63300 · Utilities (1-8-15 · Garbage Disposal)	237.28	474.56	15.82%	3,000.00	2,525.44	13,000.00	3.65%
63400 · Maintenance Supplies	1,260.27	3,327.97	20.80%	16,000.00	12,672.03	20,000.00	16.64%
63500 · Security System Monitoring	249.00	249.00	16.60%	1,500.00	1,251.00	4,000.00	6.23%
63600 · Property Maintenance	9,419.96	10,481.96	47.65%	22,000.00	11,518.04	30,000.00	34.94%
63800 · Building Maintenance/Repairs	2,802.42	4,447.26	10.34%	43,000.00	38,552.74	55,000.00	8.09%
<b>TOTAL BUILDING</b>	<b>23,708.14</b>	<b>36,717.19</b>	<b>15.49%</b>	<b>237,100.00</b>	<b>200,382.81</b>	<b>380,000.00</b>	<b>9.66%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,435.54	2,796.64	20.41%	13,700.00	10,903.36	16,000.00	17.48%
64300 · Photocopy Supplies	280.77	654.96	13.10%	5,000.00	4,345.04	6,000.00	10.92%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	9.30	195.25	2.79%	7,000.00	6,804.75	15,000.00	1.30%
64600 · Non-Payment Reimbursement	461.49	461.49	13.19%	3,500.00	3,038.51	6,000.00	7.69%
64700 · Travel	82.32	94.08	14.47%	650.00	555.92	1,000.00	9.41%
64800 · Organizational Memberships	0.00	9.00	0.50%	1,800.00	1,791.00	2,200.00	0.41%
64900 · Bank Fees	248.70	459.89	18.40%	2,500.00	2,040.11	3,000.00	15.33%
<b>TOTAL OPERATION</b>	<b>2,518.12</b>	<b>4,671.31</b>	<b>13.29%</b>	<b>35,150.00</b>	<b>30,478.69</b>	<b>50,700.00</b>	<b>9.21%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	350.19	1,494.33	24.91%	6,000.00	4,505.67	8,000.00	18.68%
65150 · Supplies-Staff Toner	1,363.52	1,887.72	28.18%	6,700.00	6,700.00	8,000.00	23.60%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	10,000.00	0.00%
65300 · Purchase of Equipment	1,511.24	1,764.78	7.99%	22,100.00	20,335.22	26,000.00	6.79%
65400 · Automation Equip Mnt/Repair	224.29	224.29	11.22%	2,000.00	1,775.71	4,000.00	5.61%
65500 · Software	203.57	772.47	3.32%	23,250.00	22,477.53	27,000.00	2.86%
65600 · SWAN	13,248.00	13,248.00	25.28%	52,400.00	39,152.00	55,000.00	24.09%
65700 · Telecommunications	527.97	1,055.94	16.63%	6,350.00	5,294.06	8,000.00	13.20%
<b>TOTAL AUTOMATION</b>	<b>17,428.78</b>	<b>20,447.53</b>	<b>16.52%</b>	<b>123,800.00</b>	<b>105,240.19</b>	<b>146,000.00</b>	<b>14.01%</b>

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

Percent of Year: 16.67

	August 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 - General Professional Services	84.00	109.00	0.75%	14,500.00	14,391.00	36,000.00	0.30%
66200 - Credit Bureau	109.70	208.15	13.88%	1,500.00	1,291.85	2,000.00	10.41%
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	0.00	0.00	0.00%	100.00	100.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>193.70</b>	<b>1,322.65</b>	<b>5.73%</b>	<b>23,100.00</b>	<b>21,777.35</b>	<b>47,500.00</b>	<b>2.78%</b>
<b>INSURANCE</b>							
67100 - Multi Peril-Physical Assets	8,416.00	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	3,283.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
<b>TOTAL INSURANCE</b>	<b>11,699.00</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	2,152.55	2,326.55	10.26%	22,685.00	20,358.45	25,800.00	9.02%
68111 - eNewsletter	0.00	0.00	0.00%	1,500.00	1,500.00	2,000.00	0.00%
68210 - Marketing Advertising	45.00	45.00	1.50%	3,000.00	2,955.00	5,000.00	0.90%
68310 - Marketing Supplies	577.50	602.50	24.10%	2,500.00	1,897.50	4,000.00	15.06%
68410 - Marketing-Information Printing	118.92	452.31	9.05%	5,000.00	4,547.69	10,000.00	4.52%
68500 - Legal Notices	121.60	141.60	11.80%	1,200.00	1,058.40	2,000.00	7.08%
68600 - Special Events	2,281.32	5,588.85	22.17%	25,200.00	19,613.35	40,000.00	13.97%
<b>TOTAL PUBLIC INFORMATION</b>	<b>5,296.89</b>	<b>9,154.61</b>	<b>14.99%</b>	<b>61,085.00</b>	<b>51,930.39</b>	<b>88,800.00</b>	<b>10.31%</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	-64.86	-64.86	-0.40%	16,111.00	16,175.86	50,000.00	-0.13%
69920 - 3D Printer	0.00	240.36	0.00%	0.00	-240.36	0.00	0.00%
<b>GRAND TOTAL</b>	<b>298,040.50</b>	<b>550,340.78</b>	<b>15.58%</b>	<b>3,529,148.00</b>	<b>2,980,694.94</b>	<b>4,028,000.00</b>	<b>13.66%</b>



ACTION ON BILLS August 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45898 thru 46006	\$ 121,300.91
Chase Bank-Salaries for August	35869 thru 35900	\$ 10,743.91
Hinsdale Bank-Direct Deposits	& 18228 thru 18392	\$ 100,952.91
MONTH'S TOTAL:		\$ 232,997.73

Indian Prairie Public Library District  
Account QuickReport

Type	Date	As of August 31, 2014		Amount
		Num	Name	
Liability Check	08/07/2014	45898	LIMRICC	955.62
Bill Pmt Check	08/07/2014	45899	Salina's Catering	678.25
Bill Pmt Check	08/12/2014	45900	Petty Cash	182.76
Bill Pmt Check	08/12/2014	45901	Baker & Taylor	1,101.53
Bill Pmt Check	08/12/2014	45902	Baker & Taylor (video)	136.64
Bill Pmt Check	08/12/2014	45903	Blackstone Audio, Inc.	95.98
Bill Pmt Check	08/12/2014	45904	Case Lots Inc.	266.15
Bill Pmt Check	08/12/2014	45905	Center Point Large Print	131.82
Bill Pmt Check	08/12/2014	45906	CheckBook	34.00
Bill Pmt Check	08/12/2014	45907	Constellation	5,451.32
Bill Pmt Check	08/12/2014	45908	Cosmopolitan Building Services	2,825.00
Bill Pmt Check	08/12/2014	45909	DAC	129.50
Bill Pmt Check	08/12/2014	45910	DEMCO	1,665.60
Bill Pmt Check	08/12/2014	45911	Diverse Media, inc.	43.52
Bill Pmt Check	08/12/2014	45912	Gale/CENGAGE Learning	731.75
Bill Pmt Check	08/12/2014	45913	Grainger	9.30
Bill Pmt Check	08/12/2014	45914	Grey House Publishing, Inc.	135.00
Bill Pmt Check	08/12/2014	45915	Ingram Library Services	19.66
Bill Pmt Check	08/12/2014	45916	JanWay Company USA, Inc.	577.50
Bill Pmt Check	08/12/2014	45917	Kamm Insurance Group	22,919.00
Bill Pmt Check	08/12/2014	45918	Midwest Tape	2,490.21
Bill Pmt Check	08/12/2014	45919	OverDrive	508.60
Bill Pmt Check	08/12/2014	45920	Palmisano, Stacy.	15.68
Bill Pmt Check	08/12/2014	45921	Phillip's Interior Plants	215.00
Bill Pmt Check	08/12/2014	45922	Quill	863.49
Bill Pmt Check	08/12/2014	45923	Random House	333.75
Bill Pmt Check	08/12/2014	45924	Recorded Books, LLC	874.20
Bill Pmt Check	08/12/2014	45925	Research Technology International	200.92
Bill Pmt Check	08/12/2014	45926	Rogers Vending	75.00
Bill Pmt Check	08/12/2014	45927	Runco	54.85
Bill Pmt Check	08/12/2014	45928	Sebert Landscaping	697.00
Bill Pmt Check	08/12/2014	45929	Speciality Mat Service	135.45
Bill Pmt Check	08/12/2014	45930	Specialty Store Services	127.65
Bill Pmt Check	08/12/2014	45931	Suburban Door Check & Lock Servi	550.50
Bill Pmt Check	08/12/2014	45932	SunTimes Media	121.60
Bill Pmt Check	08/12/2014	45933	Thomson Reuters West	55.09
Bill Pmt Check	08/12/2014	45934	Unique Books, Inc.	25.50
Bill Pmt Check	08/12/2014	45935	Wolper Information Services	6,835.37
Bill Pmt Check	08/12/2014	45936	Workforce	39.50
Bill Pmt Check	08/12/2014	45937	World Relief	240.00
Liability Check	08/14/2014	45938	Adler & Associates	35.22
Liability Check	08/14/2014	45939	Nationwide Retirement	610.00
Liability Check	08/14/2014	45940	Vantagepoint	1,081.39
Bill Pmt Check	08/14/2014	45941	Baker & Taylor	3,369.84
Bill Pmt Check	08/14/2014	45942	Bukovac, Jamie	28.10

Indian Prairie Public Library District  
Account QuickReport

19

Type	Date	As of August 31, 2014 Num	Name	Amount
Bill Pmt Check	08/14/2014	45943	CDW Government	1,049.27
Bill Pmt Check	08/14/2014	45944	Chicago SunTimes	166.40
Bill Pmt Check	08/14/2014	45945	Gale/CENGAGE Learning	503.81
Bill Pmt Check	08/14/2014	45946	Gaylord Bros., Inc.	29.00
Bill Pmt Check	08/14/2014	45947	Inkwell	66.24
Bill Pmt Check	08/14/2014	45948	JavaSmart USA LLC	133.20
Bill Pmt Check	08/14/2014	45949	Midwest Tape	2,382.96
Bill Pmt Check	08/14/2014	45950	Quill	182.99
Bill Pmt Check	08/14/2014	45951	Rivistas Subscription Services	602.25
Bill Pmt Check	08/14/2014	45952	Runco	221.94
Bill Pmt Check	08/14/2014	45953	Sebert Landscaping	177.00
Bill Pmt Check	08/14/2014	45954	SWAN	13,248.00
Bill Pmt Check	08/14/2014	45955	Unique Management	98.45
Bill Pmt Check	08/14/2014	45956	Works, Tyler	67.46
Bill Pmt Check	08/20/2014	45957	Aurico	75.00
Bill Pmt Check	08/20/2014	45958	Bukovac, Jamie	15.81
Bill Pmt Check	08/20/2014	45959	Case Lots Inc.	187.90
Bill Pmt Check	08/20/2014	45960	Comcast	229.85
Bill Pmt Check	08/20/2014	45961	Groot Industries, Inc.	237.28
Bill Pmt Check	08/20/2014	45962	Hinsdale South High School Stinger	45.00
Bill Pmt Check	08/20/2014	45963	Inkwell	35.10
Bill Pmt Check	08/20/2014	45964	Innovation Experts	275.00
Bill Pmt Check	08/20/2014	45965	Jensen, Shirley P	75.00
Bill Pmt Check	08/20/2014	45966	Lincoln National Life	102.60
Bill Pmt Check	08/20/2014	45967	Michalak, Ellen	201.00
Bill Pmt Check	08/20/2014	45968	OverDrive	576.71
Bill Pmt Check	08/20/2014	45969	Palmisano, Stacy.	13.44
Bill Pmt Check	08/20/2014	45970	PCM	85.90
Bill Pmt Check	08/20/2014	45971	Pfannkuche, Craig	150.00
Bill Pmt Check	08/20/2014	45972	Quill	695.84
Bill Pmt Check	08/20/2014	45973	Ryan, Marianne	42.00
Bill Pmt Check	08/20/2014	45974	ScotPress Printing	53.00
Bill Pmt Check	08/20/2014	45975	Solutions Mechanical	550.00
Bill Pmt Check	08/20/2014	45976	Southern Illinois University Carbond	109.50
Bill Pmt Check	08/20/2014	45977	Standard & Poor's Financial Service	9,485.75
Bill Pmt Check	08/20/2014	45978	Wlosinski, Maria	11.20
Bill Pmt Check	08/26/2014	45979	Art Excursions, Inc.	280.00
Bill Pmt Check	08/26/2014	45980	Baldwin Cooke	156.55
Bill Pmt Check	08/26/2014	45981	Bank of America	5,395.45
Bill Pmt Check	08/26/2014	45982	BCBS	8,343.15
Bill Pmt Check	08/26/2014	45983	Call One	449.92
Bill Pmt Check	08/26/2014	45984	Edmonds Incorporated	182.79
Bill Pmt Check	08/26/2014	45985	Fire & Security Systems	249.00
Bill Pmt Check	08/26/2014	45986	Guardian	502.42
Bill Pmt Check	08/26/2014	45987	Kroeschell Service	492.83

8:39 AM  
07/15/14  
Accrual Basis

Indian Prairie Public Library District  
Account QuickReport

20

Type	Date	As of August 31, 2014 Num	Name	Amount
Bill Pmt Check	08/26/2014	45988	Layman, Jez	17.92
Bill Pmt Check	08/26/2014	45989	Marquee Movie Presentations LLC	225.00
Bill Pmt Check	08/26/2014	45990	OverDrive	551.82
Bill Pmt Check	08/26/2014	45991	Quill	58.46
Bill Pmt Check	08/26/2014	45992	Target	265.96
Bill Pmt Check	08/26/2014	45993	VSP Vision	92.85
Liability Check	08/28/2014	45994	Adler & Associates	35.22
Liability Check	08/28/2014	45995	Nationwide Retirement	610.00
Liability Check	08/28/2014	45996	Vantagepoint	1,081.39
Bill Pmt Check	08/28/2014	45997	Carney, Mark	11.00
Bill Pmt Check	08/28/2014	45998	DuPage Pavement	8,030.00
Bill Pmt Check	08/28/2014	45999	Home Depot	241.11
Bill Pmt Check	08/28/2014	46000	Kroeschell Service	1,209.09
Bill Pmt Check	08/28/2014	46001	Library Display Design Systems	204.87
Bill Pmt Check	08/28/2014	46002	PCM	85.90
Bill Pmt Check	08/28/2014	46003	Schilling, Joel	20.00
Bill Pmt Check	08/28/2014	46004	Sebert Landscaping	250.00
Bill Pmt Check	08/28/2014	46005	Stovall, Ann	250.00
Bill Pmt Check	08/28/2014	46006	VISOgraphic	2,152.55
Total 10121 - Checking JP Morgan Chase				121,300.91
<b>TOTAL</b>				<b>121,300.91</b>

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

## August 2014

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	08/01/2014	19,373.96
ILDOR-State	Payroll taxes	08/01/2014	3,439.99
EFTPS-Federal	Payroll taxes	08/15/2014	19,081.46
ILDOR-State	Payroll taxes	08/15/2014	3,379.53
EFTPS-Federal	Payroll taxes	08/29/2014	19,145.14
ILDOR-State	Payroll taxes	08/29/2014	3,382.48
IMRF	Payroll Pension	08/29/2014	19,460.47
AT&T	Telecommunications	08/13/2014	298.12
Nicor	Gas	08/18/2014	662.52
US Bank	Credit Card Fee	08/04/2014	228.30
Hinsdale Bank	Fee-Direct Deposit	08/04/2014	20.40

ORDINANCE #2014-6 PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015

WHEREAS, the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, has caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to the final action thereon, and

WHEREAS, a public hearing was held as to such Budget on the 17th day of September, 2014, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW THEREFORE, Be it Ordained by the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2014 and end on June 30, 2015.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be, and the same hereby is, adopted as the Budget and Appropriations for this Public Library District for the fiscal year beginning July 1, 2014 and ending June 30, 2015 and the sum of Four Million, Twenty-Eight Thousand and No/100 Dollars or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, as hereinafter specified for the said fiscal year.

**PART I - ESTIMATED REVENUE AVAILABLE**

1. Corporate Fund Balance on hand July 1, 2014	\$809,125
2. Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, interest, rentals, donations, impact fees	217,900
3. Anticipated Tax Collection	3,311,248
4. Special Reserve Fund Balance on hand July 1, 2014	22,075
5. Balance Special Tax Funds on hand July 1, 2014	87,900
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
<b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>	<b>\$4,448,248</b>

**PART II - CORPORATE FUND**

**Appropriation**

**A. PERSONNEL**

Salaries	2,109,500
Medical/Life Insurance	132,000
Staff Development	25,000
Recruitment	1,000
Board Development	3,000
Employee Assistance Program	2,600
Workers Compensation	15,000

Unemployment Insurance	7,000
IMRF	123,200
FICA	96,200
<b>B. MATERIALS</b>	
Books	250,000
Periodicals	35,000
Audio	52,000
Video	60,000
Electronic Reference Resources	67,000
Processing Supplies	30,000
Software-Games	8,000
Life Skills/ESL	4,000
<b>C. BUILDING</b>	
Cleaning Service	75,000
Water/Sewer	0
Maintenance Supplies	20,000
Telephone	0
Gas	0
Electric	0
Security System Monitoring	0
Garbage Disposal	0
Building Maintenance Repairs	55,000
Property Maintenance	30,000
<b>D. AUTOMATION</b>	
Printer Toner	16,000
Automation-Professional Services	10,000
Purchase of Equipment	26,000
Automation-Equipment Repairs	4,000
Software	27,000
System Wide Automated Network (SWAN)	55,000
Telecommunications	8,000
<b>E. OPERATIONS</b>	
Office Supplies	16,000
Photocopy Supplies	6,000
Patron Cards	1,500
Non-Payment Reciprocal Reimbursement	6,000
Postage	15,000
Travel	1,000
Organizational Memberships	2,200
Bank Fees	3,000
<b>F. CONTRACTUAL SERVICES</b>	
Professional Services	22,000
Legal Services	10,000
Audit	4,000
Credit Bureau	2,000
Equipment Maintenance/Repairs	2,500
Equipment Maintenance Contracts	2,000
Photocopier Maintenance Contracts	5,000

**G. INSURANCE**

Insurance	0
Bond	1,500

**H. PUBLIC INFORMATION**

Marketing Supplies	4,000
Legal Notices	2,000
Marketing Newsletter	25,800
Enewsletter	2,000
Advertising	5,000
Informational Printing	10,000
Special Events	40,000

**I. CAPITAL OUTLAY**

Equipment/Furnishings	
-----------------------	--

**J. CONTINGENCY**

50,000

<b>TOTAL CORPORATE FUND EXPENDITURES</b>	<b>3,585,000</b>
--	------------------

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

**PART III**

<b>AUDIT FUND</b>	<b>0</b>
-------------------	----------

Appropriated for the foregoing expense of the Annual Audit from a SPECIAL TAX in addition to all other taxes appropriated by the District.

**PART IV**

<b>BUILDING/MAINTENANCE FUND</b>	<b>200,000</b>
----------------------------------	----------------

Appropriated for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes appropriated by the District.

**PART V**

<b>ILLINOIS MUNICIPAL RETIREMENT FUND</b>	<b>65,000</b>
---	---------------

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

**PART VI**

<b>LIABILITY INSURANCE FUND</b>	<b>18,000</b>
---------------------------------	---------------

Appropriated for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes appropriated by the District.



**PART VII**

SOCIAL SECURITY FUND 60,000

Appropriated for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes appropriated by the District.

**PART VIII**

SPECIAL RESERVE FUND 100,000

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

**PART IX**

BOND RETIREMENT FUND 0

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

**PART X**

WORKING CASH FUND 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.

**PART XI**

ESTIMATED CASH EXPECTED TO BE ON HAND AT THE END OF SUCH FISCAL YEAR.....\$420,248

**SUMMARY**

CORPORATE FUND	\$3,585,000
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	200,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000
LIABILITY INSURANCE FUND	18,000
SOCIAL SECURITY FUND	60,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$4,028,000

Section 3: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, may be made at any meeting of the Board by ordinance enacted by a 2/3 vote of all the trustees present and voting. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate unforeseen emergency.

Section 4: That, the Board of Trustees of the Indian Prairie Public Library District having established by ordinance a Special Reserve Fund and having resolved to adopt a plan or plans as provided by law to provide for the purchase of a library site, construction of a library building, purchase of a library building, purchase and furnishing of equipment for a library building or for other purposes included in the plan. Any unexpended balance of any item of any general appropriation of the corporate fund in this Ordinance may be transferred to said special reserve fund and accumulated by the Library District as provided by law.

Section 5: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or any part thereof.

Section 6: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 7: The Indian Prairie Public Library District Secretary shall publicly post or keep available this ordinance for inspection by any interested party in the main office of the Indian Prairie Public Library District.

ADOPTED this 17th day of September, 2014, pursuant to a roll call vote as follows:

AYES:  
NAYS:  
ABSENT:

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

ATTEST:

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

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

I, Marian Krupicka, do hereby certify that I am the duly qualified and acting Treasurer of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, and as such that I am the chief fiscal officer of said Library District.

I do further certify that the following is an estimate of fund balances on hand as of July 1, 2014 and revenues, by source, anticipated to be received by the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2014 to June 30, 2015.

<u>ESTIMATE OF FUNDS AVAILABLE</u>		<u>SOURCE</u>
1.	809,125	Corporate fund balance on hand 7/1/14
2.	217,900	Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, rentals, donations, and impact fees
3.	3,311,248	Anticipated tax collection
4.	22,075	Special Reserve Fund
5.	87,900	Balance SPECIAL TAX funds on hand 7/1/14
6.	0	Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building
<hr/>		
	4,448,248	Total estimated revenues and fund balances available for the 2014/15 fiscal year

I do further certify that the above estimate of balances on hand as of July 1, 2014 and revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Chapter 35, Act 205, Section 162 of Illinois Compiled Statutes 1992.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marian Krupicka, Treasurer and Chief Fiscal Officer of the  
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANTS APPLICATION

In order to be eligible for either a Public Library Per Capita Grant or an Equalization Aid Grant, the library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. Enter preparer's initials to confirm that the applying library has a current IPLAR on file at the State Library. If initials are not entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

JPB                      09/17/2014  
Initials                      Date

Enter initials to confirm authorization to submit this application, and that you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials are not entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

JPB                      09/17/2014  
Initials                      Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Indian Prairie Public Library District

2. Library's Control Number: 30366                      Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Mrs. Jamie Bukovac  
(Prefix)                      (First Name)                      (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: 630-887-8760

Preparer's E-Mail Address: jamieb@ippl.info

4. Population Served: 42,529

All changes in population must be documented, and that documentation must be attached as a separate document(s) and electronically submitted along with this application. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed by October 15 of the current year with the Office of Secretary of State Index Department.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.

5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 7, "Collection Management and Resource Sharing," of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

The Director and Department Heads reviewed Chapter 7 on May 13, 2014. The Trustees reviewed Chapter 7 at their August 20, 2014 meeting. The library meets all of the standards as stated in Chapter 7. The library spends 13.71% of its operating budget on materials for patrons. The collection management policy was last reviewed in April of 2013. The adult and youth services departments also have collection development procedures which are updated biannually. The library uses the CREW method for weeding and weeds on a regular basis. The staff annually analyze the turnover rate of collections. The library also develops collections based on patron requests and patron surveys. The library purchases one book for every two reserves and one DVD or CD for every five reserves. To serve people with disabilities, the library provides e-books, audio books on CD and downloadable plus close-captioned CDs. The library increased its budget this year for development of the e-book collection and downloadable audio books and subscribes to Hoopla to provide streaming movies and music. The library is a member of SWAN and thus all materials are cataloged according to standard library practices. We are also an active participant in borrowing and receiving interlibrary loan and we follow best practices for these activities.

6. **Education and Training:** At least one member of the library staff must attend one instructional class that includes library continuing education. Sources may include the Illinois State Library, one of the regional library systems, the Illinois Library Association and the American Library Association. Library group meetings, staff development days, video conferences and webinars may also qualify. Provide the date(s) and a short description of the event.

The Library Director and staff attend a wide variety of instructional classes offered by RAILS, ILA, and ALA. In addition we hold in-house workshops for staff. Specifically, the Library Director attended a workshop at RAILS on March 7, 2014 titled "Working Effectively with Your Trustees". Sally Gardner Reed of United for Libraries discussed how to effectively work with Library Trustees, help them understand their role as a Board member and how to handle potential problems with Board members. Also, on April 23, 2014 the Library Director attended a workshop at RAILS titled "Keeping it Fair: Using Rubrics in Hiring and Evaluations". Sian Brannon reviewed best practices for constructions of Rubrics to select new hires and evaluate current employees.

7. **Technology:** At least one member of the library staff and at least one board member must attend an informational webinar or in-person session about The Edge Initiative (<http://www.libraryedge.org>).
- Library staff must claim the library's account at the URL above.
  - Library staff must print and review The Edge Assessment Workbook from: [http://www.libraryedge.org/sites/default/files/Edge\\_Assessment\\_Workbook.pdf](http://www.libraryedge.org/sites/default/files/Edge_Assessment_Workbook.pdf).
  - Although not a requirement for the current year, the library staff and board may complete The Edge Initiative assessment, thus fulfilling a future requirement.

Provide the date(s) of review and a short narrative discussing the outcome.

The library claimed the library's account at The Edge Initiative. Library staff printed The Edge Assessment workbook and completed The Edge Initiative Assessment. We received our Edge Assessment Report and reviewed it with the Trustees and the Department Heads in August. This will be used as we begin our strategic planning process. The Head of Technology Services attended the informational webinar about The Edge Initiative. On August 20, 2014 the Library Director, Assistant Director and Trustees also attended the informational webinar about The Edge Initiative.

8. **Trustees:** All members of the library board must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from that analysis and the results from the library's Environmental Scan, describe the library's fiscal climate and what is needed to better serve the community.

Each year as part of the library's budget process, the Board reviews the revenue for the upcoming fiscal year and determines appropriate expenditures relevant to the revenue. The library's budget is able to meet the varied needs of the community relative to materials, programming, and technology as well as personnel to provide services. As part of this process, the Director prepares a ten year financial forecast which includes anticipated capital expenditures as well as anticipated future TIF revenues. The library Board determined that it has a healthy reserve that will cover future capital expenditures while still maintaining three months of operating reserves. The library does recognize the importance of applying for a variety of types of grants and does so throughout the year, as well as working with the Friends, the Foundation and other local organizations to support special initiatives.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures. **Per Capita funds cannot be used for capital expenditures. By way of definition, capital expenditures include, but are not limited to, the construction or modification of a facility, including anything attached to the building's interior or exterior such as electric signage, HVAC systems, plumbing, electrical work, painting, carpeting and tiling. Other inappropriate expenses include, but are not limited to, appliances such as refrigerators, stoves, microwaves, water coolers and drinking fountains. Vehicles, parking-lot maintenance and landscaping are also excluded from Per Capita funding.**

To support Chapter 7, Collection Management and Resource Sharing, in youth services we are purchasing materials to support STEM and a maker space area that we are developing. In addition, youth services non-fiction was just heavily weeded so we will be using funds to update that collection. We are seeing huge increases in the use of e-books so money will go toward supporting that collection. In addition, we have had many requests to expand our downloadable audio books and money will be spent to increase the size of that collection. We have always had a very small collection of console games for kids and we want to increase this collection so per capita money will support this effort.

To support Chapter 9, Programming, this year we are focusing on themed programming, entitled Junction: Learn, Create, Share which focuses on programming for all ages teaching people something new, how to create from scratch, and sharing their knowledge and interests with their fellow community members. This supports life-long learning skills as well as recreation.

To support Chapter 8, Public Services: Reference and Reader's Advisory Services, #15, the library will use the money to add Brainfuse and Gale Legal Forms to our database collection.

# FY2014 Illinois Public Library Per Capita Grant Expenditures Report

FY2014 Per Capita Grant funds must be obligated by June 30, 2015, and expended by August 15, 2015.

## EXPENDITURE OF FY2014 PER CAPITA GRANT

Total FY2014 Per Capita Grant received: \$ 53,161.25  
(Must be exact amount - do not round up or down)

Total must be equal to the FY2014 Per Capita Grant.

All expenditures listed here must be addressed in the budget explanation below.

### LIST EXPENDITURES BY CATEGORY

### FY2014 AMOUNT

Materials (including electronic resources).....	\$ <u>53,161.25</u>
Programs .....	\$ <u>0.00</u>
Personnel.....	\$ <u>0.00</u>
Continuing Education.....	\$ <u>0.00</u>
Supplies .....	\$ <u>0.00</u>
Equipment.....	\$ <u>0.00</u>
Electronic Access (include computer software and hardware) .....	\$ <u>0.00</u>
Travel .....	\$ <u>0.00</u>
Public Relations .....	\$ <u>0.00</u>
Telecommunications .....	\$ <u>0.00</u>
Contractual Services – Specify .....	\$ <u>0.00</u>
Other – Specify .....	\$ <u>0.00</u>
<b>TOTAL: Must be equal to or greater than the FY2014 Per Capita Grant .....</b>	<b>\$ <u>53,161.25</u></b>

If a Per Capita Grant was received in FY2014, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association's. *Serving Our Public 2.0: Standards for Illinois Public Libraries*. All expenditures addressed here must also be represented above.

The library focused on two age groups - early readers and seniors. For early readers the library branded its storytime classes as "Little U", incorporating principles from Every Child Ready to Read and providing information to parents as to how they could enhance their child's learning. To support this the library spent per capita monies on picture books and beginning readers to support children from babies to those beginning to read.

The library also ramped up its outreach to seniors by providing special senior-focused programming and creating a large print newsletter for this group. In support of this the library spent per capita monies on large print books and audio books.



## DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

Jamie, Mike and Laura reviewed the surplus shelving in the basement with the intention of inventorying it and listing pieces for sale on RAILS. The shelving is all over the basement and there are thousands of pieces between shelves, bases, uprights, nuts and bolts. We were all completely overwhelmed with the idea of trying to inventory the massive stock. Inventorying the shelving would take many, many hours of Mike's time and there was no way we could effectively or efficiently manage selling the shelving in bits and pieces to other libraries.

During our discussion, the idea to get rid of the shelving to a metal recycler came up. Mike did some research and he found a metal recycling company, "Get Green Corporation" who will drop off a "pod" which we can then fill with the metal shelving. They pick up the pod when it is full, weigh it, and the library will get \$250 per gross ton. Mike estimates we have a little more than two gross tons, so we would receive approximately \$500. In order to get the shelving into the pod, we would need to hire temporary help for one day to get the shelving up from the basement and into the pod. The cost of temporary help (2 people, 8 hours each, \$25 per worker) would be approximately \$400.

This will be a faster and more efficient way to get rid of the excess shelving. Once the shelving is gone, we could move forward with the plans to move the records into the basement and open up the Duplicating Room to the public.

This is our recommendation.

The Indian Prairie Library Board of Trustees has determined to dispose of the following property no longer usable by the district:

- Surplus shelving

The shelving will be sold by gross ton to Get Green Corporation in Aurora, Il.

## RESOLUTION #2014-B

## INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION AUTHORIZING DISTRIBUTION OF  
TRUSTEE ELECTION MATERIALS AND ACCEPTANCE OF PETITIONS

BE IT RESOLVED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage County, Illinois, that its Secretary of the Board, as local election official, be empowered to designate the following authorized individuals to distribute trustee election materials and to accept petitions for candidacy: Employees of the Indian Prairie Public Library District.

Materials will be available at the library beginning Tuesday, September 23, 2014 during regular library hours.

Petitions will be accepted for filing in the Library's Administrative Office, 401 Plainfield Road, Darien, IL 60561-4207 Monday through Friday 9 a.m. – 5 p.m. beginning at 9 a.m. on Monday, December 15, 2014 and ending at 5 p.m. on Monday, December 22, 2014.

RESOLVED this 17th day of September, 2014.

---

Victoria Suriano, President

Attest:

---

Beena Deshmukh, Secretary

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
August 25 – 7 p.m.

Present: M. Krupicka, J. Lacayo, V. Suriano, D. Schardt, L. Birmingham, J. Bukovac, Mike Armstrong (Building Services Associate)

Absent: none

1. Roll Call
2. Acoustical ceilings are yellowed; looking into the problem.
3. Fabric for adult study chairs – striped fabric is splitting; \$67 a yard. Birmingham will look into new fabric.
4. Conversion of copy room to meeting room – discussed adding a door to the hallway and to administration and reworking storage.
5. Alternative uses for spaces – walked through the building looking at space usage
6. Cleaning service – recommend Complete Cleaning for \$33,060.
7. Furniture for teen and mid-kids area – discussed counter, stools, tables and lounge furniture for mid-kids and teens.
8. Flat screen TVs – discussed using in teen area and for publicity in circulation area.

Meeting adjourned at 8:45 p.m.

Agenda

Omnibus:

Approval of the Budget and Appropriations for FY2014/15. This was reviewed by the trustees in July and has been available for public review in the library since that time. The public hearing to allow residents to comment on this document is set for 7:00, prior to the board meeting starting at 7:10. All of these processes are required by law

The Estimate of Revenues FY 2013/14 is also required by law. The board has to adopt the Estimate, which is a summary of information contained in the Budget and Appropriations, and the form is sent to the counties.

The State Per Capita Grant is part of the Omnibus. This is the application we fill out to receive the annual per capita grant monies. Last year that amount was over \$53,000 but it does vary each year and I budgeted \$43,500 for this year.

You'll see a new request to dispose of the library shelving. There are literally thousands of pieces stored throughout our very large basement. As we attempted to organize the pieces in order to sell whole shelving units we realized this was a monumental task that is not worth the staff time. So we are requesting that the shelving be sold as scrap instead. We do need to hire temporary help to move the metal out of the basement. The memo is just one quote we've received for this type of help and we will call other temp companies. We're not sure at this point how much of their time will be required.

Staff Report:

Natalie Williams, Head of Youth Services, will share information about this year's Summer Reading Challenge and what staff are currently working on.

Unfinished Business:

Kelly Von Zee, who previously applied to be a trustee, is very excited to be asked to fill Dorothy's position. At this meeting the trustees would take action to appoint Kelly to fill the position starting in October.

New Business:

Brad Smith from MPI Investment Management will be at the meeting to review the library's investments and answer your questions about our investments or the firm.

#2, 3, 4 and 5 under New Business each have a memo relative to the topic.

This year the Darien Chamber advertised that VIP parking could be had at the library's parking lot for \$5.00 during Darien Fest. Marian has asked that this be discussed as to whether a communication should be sent to the Chamber regarding this.

**Burr Ridge**

The Burr Ridge Board, Mayor and Village Manager will be visiting the library Monday, September 29 at 7:00. We'll start with a presentation in the meeting room and then take them on a tour of the building.

**3d printer**

The 3D Printer is now available for patrons with the fee of 10 cents per gram. We'll be offering classes on how patrons can create their own designs.

**Annual Report**

The library's annual report is at the back of the packet. It is available on our website.

**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**

Christine Maleno has been hired as a Substitute Adult Services Librarian September 1 at a salary of \$21.56/hour. Circulation Services Page Jeanette Hahn resigned to care for her grandson but will stay on as a substitute. Greg Meronek had resigned to care for his ailing father but he has been rehired to take Jeanette's position effective Sept 3. Technology Instructor Patti Naisbitt is resigning her 16 hour position September 19 and as an instructor November 25 to take a full-time position at Woodridge Library.

Jamie Bukovac

## Assistant Director's Report September 2014

### Building and Grounds:

The parking lot (weather-permitting) is being resealed and restriped on September 11<sup>th</sup> and 12<sup>th</sup>. Directional arrows will be added to the ground by the exit of the small parking lot exit near Clarendon Hills Road.

Update on the chiller replacement project: Based on the timeframe that we would receive the legal bid documents, the required 30 day notice of bid to contractors and the 6-8 week order time for the chiller, we have postponed the replacement until spring 2015. The new timeline is as follows:

January 18, 2015	Bid Notice in newspaper
February 9, 2015	Bids due
February 18, 2015	Bid awarded at February Board Meeting
February 19, 2015	Order new chiller
Mid -April, 2015	Chiller installation

Two additional security cameras will be added this month. As we have had bicycle thefts over the summer, one has been added over the outdoor bicycle rack. The other camera has been added to the 2<sup>nd</sup> floor Kids & Teens Study Room. Since this is presently the digital media lab and there is expensive equipment in the room, we thought a camera was a good addition.

You will find the new Kids Cubes out in the Mid-Kid area in Kids & Teens. Mike built them from scratch and he did a fantastic job.

### Volunteers:

There was a nice article on one of our library volunteers, Tom Peknik in the Sept/Oct edition of *Neighbors of Darien*. Tom spoke very highly of us and his experience as a volunteer with us.

### 2014 Recycling Extravaganza:

I am happy to report that the City of Darien has agreed to sponsor one shredding truck for the event (\$600). Joe is working with Hinsdale South to obtain volunteers for the event. SCARCE is still working on obtaining an electronics recycling company.

### Marketing Report:

Marianne Ryan's monthly report is attached.

Submitted by:

Laura Birmingham

## **Marketing Department Report – August 2014**

### **Promotional Support**

The Marketing Department supported and promoted several library events and programs, including the Sing-Along *The Wizard of Oz*, the Jobs Fair co-hosted with Senate Minority Leader Christine Radogno and House Minority Leader Jim Durkin, Library Card Sign-Up Month (September), the return of 3D printing, the database of the month (Mango Languages), as well as continued promotional support of The Junction, the Digital Media Lab, and artist Jenn Weinschenker's on-site work.

### **Newsletter**

The fall newsletter was delivered to resident mailboxes on Aug. 29. Production of the winter newsletter will begin in late October, and it will be delivered to resident mailboxes around Thanksgiving.

In addition, our fall newsletter has been posted to the e-library section of our website home page. However, the newsletter is no longer an interactive file with links and animated pages – it is simply a printable .pdf file with scrollable pages. After receiving only 179 clicks on the spring interactive newsletter, we decided to discontinue its use. Not only will this save the library \$250 per season, but it will also save Theresa approximately three days of work each season.

### **Neighbors of Darien**

For the September/October issue, the Marketing Department submitted volunteer Tom Peknik as the Someone You Should Know feature, as well as calendar events and Around the Block articles.

### **E-news**

The Marketing Department continues to send the library's weekly e-news. The mailing list has grown to 14,142 contacts. The link generating the most clicks in August was the link to the e-books page from the "Borrow E-books and Audiobooks Using eMediaLibrary" article the in the Aug. 26 programs e-news (103).

Marianne Ryan, Marketing Coordinator  
Sept. 9, 2014

Adult Services Monthly Report  
August 2014

The only adult program we held in August was a lecture on the monuments men who saved art from destruction and theft during WWII. We had 65 people in attendance. We had shown the movie *Monuments Men* earlier in the year. We also had a drop-in in the lobby for people to ask questions of a College of Dupage representative. Nineteen people stopped by. I worked with Monica and Katie in Kids and Teens to present a 75<sup>th</sup> anniversary showing of *The Wizard of Oz*. This was a sing-along version. In the morning we had families with younger children and older children and adults in the afternoon. At the afternoon "adult" showing we had 27 people. A few young people came in costume and everyone seemed to have a good time. This was our first time using the new screen and sound system and the picture and sound were great.

We had a drop in for e-media users in the lobby with seven people stopping by. All of our training for e-books and e-magazines is done this way now or by people stopping by the desk rather than in more formal classes.

As part of our grant for citizenship materials Joe arranged for free legal aid consultations for immigrants one Saturday morning. Ten people made use of the service.

Most of the staff led discussion groups don't meet in the summer. The chess participation was about normal, but attendance at the other library groups such as genealogy and the ESL discussion group were down.

Several staff went to Readers Advisory Summer Camp in Naperville. This was a one day event sponsored by the Adult Reading Round Table. The representative of Mango languages did an online training and the representative from Brainfuse came in and did training in person. Joe presented a YOLO class on citizenship materials. Other staff attended the required YOLO classes on the library budget and circulation as well as Joe's class on citizenship and the class on arduinos.

We have finished weeding the music CDs and are now in the process of shifting them to make room where shelving is tight.

Through a donation from the Lions Club Shirley purchased iZoom magnifying software and Dragon Speak voice to text software. She also got a special head set with microphone for the Dragon Speak and a Big Track Track Ball, which is a replacement for a mouse for people with dexterity issues.

See Shirley's attached report for the jobs fair held at the Sportsplex.

Debbie



Indian Prairie Library's Participation in the Jobs Fair  
August 8, 2014

As a first time effort, we began planning a "mini" jobs fair that we would hold in the library meeting room in August. We then became aware that Senator Radogno and Representative Durkin's offices had scheduled a large job fair at the Sportsplex during the same month so we decided we should partner with them rather than run our own. We worked with Julie Roseberry, Community Outreach Coordinator for Illinois House/Senate Staffs.

*IPPL handled:*

- getting participation of several resource organizations such as Peoples Resource Center, Career Center, SCORE (helps develop small businesses), College of DuPage Continuing Education and specialized certification programs they offer
- reaching out to some of the local businesses by stopping in Michaels, Whole Foods, Target, The Patio, Home Depot and Brookhaven Marketplace.
- publicizing through our outlets here: library newsletter, e-news, in-house posters, social media, and the Web site (rotating display, Hot Topics)
- providing equipment for workshops presented at the fair
- arranging for a volunteer who assisted with registration

*Logistics of the Fair:*

The Fair took place at the Darien Sportsplex, from 9 – 12:30 on Friday August 8, 2014. Ms. Roseberry's staff arranged the location, mailings to community, tables, breakout sessions, etc. They did a first rate job with publicity.

Organizers situated our booth right at the entrance, probably to highlight us as a partner. We had on display a trifold sign with some of our jobs-related services highlighted, "Job Search Help" brochures, "Need Help" brochures (with information on obtaining help with housing, food, transportation, etc.) and cards promoting databases. Additionally, we showcased some popular books on resumes and job seeking. We greeted the fair attendees who came to our booth and informed them of Indian Prairie's resources for job seekers. We encouraged those who lived outside the district to visit our library's jobs corner—or even consider using their own library's resources, too. Marianne provided pens with the library information as a giveaway.

*Participation:*

Reports as of 8/20/14 describe the fair as very successful and indicate that over 600 people attended. We may receive information later on the number of jobs offered or other statistics. The flyer listing exhibitors is attached.

*Impressions:*

Feedback from job hunters there indicated that they appreciated the variety of exhibitors; larger companies as well as smaller local employers like Brookhaven participated.

Although many people said they were library patrons or come here often and love the library, they also were not familiar with our jobs resources, stating "I didn't know the library had that!" We now plan to work with our marketing staff and do more promotion of these resources. We also recognized a number of "regular" library patrons at the fair.

Many people asked if the library had openings and we referred several who specifically wanted library jobs to the RAILS site.

Jim Snell (fair volunteer who previously worked at IDES, the Department of Employment Security) met several of his former coworkers and made a point of introducing us. They brought up ideas about partnering in some way so that information about jobs gets out into the communities, especially because some IDES offices are closing. Shirley and Suzy also made the rounds and introduced ourselves to many exhibitors.

**Other ideas and takeaways:**

1. Market our booth display in a manner that better describes that we have resources that help people with their job search (and therefore discourage people from thinking we have jobs available).
2. Arrange our own workshop at the fair, such as library jobs databases.
3. Hold a resume workshop at the library sometime prior to the Jobs fair, at which we could also promote the event.
4. We would like a different location. The AstroTurf and chilly air conditioning brought some complaints.
5. Provide a list of positions companies have available if possible.
6. Provide a map of the room layout to job hunters who want to go directly to a specific employer.
7. Some things we began discussing include targeted fairs we can hold here with 6-8 exhibitors such as employers who hire part timers.

Many thanks to all who helped with the fair and preparations: Marianne Ryan, Theresa Papaurelis and volunteer Jim Snell.

Respectfully submitted,  
Shirley Pride Jensen  
Suzy Deucher Wulf

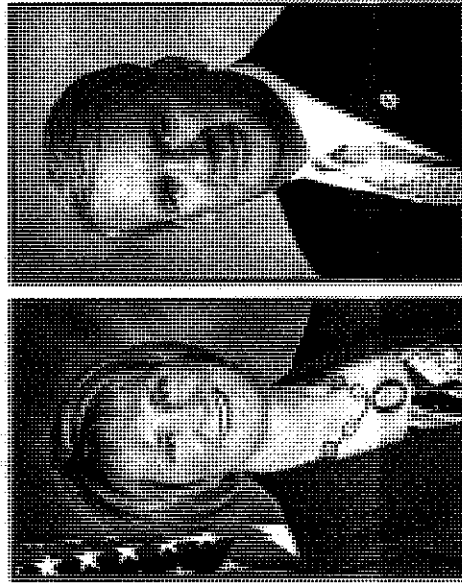
# Senate Minority Leader **Christine Radogno** and House Minority Leader **Jim Durkin** and the Indian Prairie Library District's

## JOB FAIR 2014

Friday, August 8

9:00 a.m. to 12:30 p.m.

Darien Sports Complex  
451 Plainfield Rd., Darien



Senator Christine Radogno

630-243-0800 or [www.senatorradogno.org](http://www.senatorradogno.org)

Representative Jim Durkin

630-325-2028 or [www.ilhousegov.org](http://www.ilhousegov.org)

### WORKSHOPS

9:00 a.m.

Navigating Through the State Employment Process

10:00 a.m.

Stand Out Resumes

10:45 a.m.

Successful Interviewing

11:30 a.m.

Networking Your Way to a New Job

Bring Plenty of Resumes & Dress to Impress!!!

### EMPLOYERS

160 Driving Academy	Community Support Services Inc.	Healthmarkets	Illinois Tollway	Ray Graham Association
5 Linx	Corporate Resource Services	Home Depot	Indian Prairie Library District	Renishaw, Inc.
Adventist Midwest Health	County of DuPage	Home Helpers	KinderCare Chicago	Sepran Bus Company
After School Advantage	DCFS	Human Resources Concierge	Labor Temps	Social Security Administration
Argonne National Lab	Delta Dental of Illinois	Illinois Department of Agriculture	Mary Kay Cosmetics	Speedway
AT&T	DuPage County Veterans Assistance Commission	Illinois Department of Corrections	Micotrain Technologies	Staffing Network
Auto Truck Group	DuPage County Workforce Development Division	Illinois Department of Employment Security	Moraine Valley Community College	Swap.com
Blue Cross Blue Shield	Eich's Sports	Illinois Department of Human Services	TDI Nationwide	The Hire Solution Staffing Agency
Boilermakers Local 1	Environmental Protection Agency	Illinois Department of Juvenile Justice	The Room Place	Two Men And A Truck
Brookhaven Marketplace	Farmers Insurance	Illinois Department of Natural Resources	US Foods	UPS
Central Management Services	FedEx	Illinois Department of Transportation	Velocity Merchant Services	Walgreens
Chemring Energetic Devices	Fifth Third Bank	Illinois State Police	Western & Southern Life	Westway Coach
Cintas	Fox Valley SCORE			
Clarke	Frozen Food Express			
College of DuPage				
Comcast				
ComEd				
Community Care Center				

Visit [www.senatorradogno.org](http://www.senatorradogno.org) or [www.ilhousegov.org](http://www.ilhousegov.org) to further your job search.



# ATTENTION ALL EMPLOYERS!

## Looking for Qualified Local Job-Seekers to Match Your Business' Employment Needs?

Please Join Rep. Jim Durkin,  
Sen. Christine Radogno & the Indian  
Prairie Library District for a...

### FREE JOBS FAIR

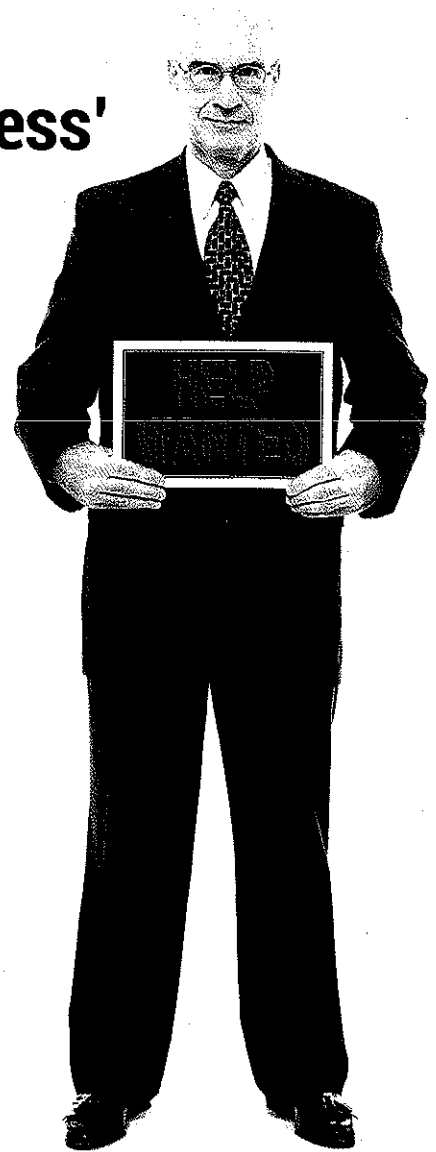
**FRIDAY, AUGUST 8TH**

*9:00 a.m. – 12:30 p.m.*

Darien Sports Complex  
451 Plainfield Road, Darien

All area businesses are invited to participate!  
Space is limited, so call to reserve your spot today!

Call, fax or e-mail your contact information to Julie at  
Phone: 815-464-9908 • E-mail: [jlmceinc@aol.com](mailto:jlmceinc@aol.com) • Fax: 815-464-9607



Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

45

Circulation Services

August 2014

We made it through another busy summer reading program! In August we circulated a total of 72,742 items as compared to last year when we circulated 77,621 items. This is a decrease of 6.3%. Electronic circulation continues to rise with 3,559 check outs in July as compared to 2,729 checkouts last year. This is an increase of 30.4%. Holds placed was also up slightly. This year 8,352 holds were placed in August, while last August 8,218 holds were placed. This is an increase of 2%.

In August, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 43,840 of our check outs and renewals or 60% of our total circulation.

On August 11 and 12, Carol Shackleton and Gail Johnson, along with members of Kids and Teens Department, went to Ann M. Jeans School to participate in their school registration. It is my understanding that the school is now making it a requirement to have a library card. On that Monday, Carol issued 10 cards and on Tuesday, Gail issued 32 cards!

Emails are continuing to be sent out each month to residents whose cards are expiring on the first of the next month. Staff continue to tell me that *they* are often told by patrons that the patron is renewing their card because they received a reminder email from the library.

The Circulation staff is busy attending YOLO classes.

Library Budget	10 staff attended in August
On-Line Readers Advisory	9 staff attended in July
Citizenship	2 staff attended in August
Digital Media	7 staff attended in July
Fun with Arduinos	4 staff attended in August
Events/Room Booking	5 staff attended in July

I am teaching one of the mandatory classes – “Circulation the Heart of the Library”. This explores the processes involved behind the scenes from incoming delivery to check in. To date, this class has been offered 3 times. There are 3 more scheduled in the upcoming months.

Laura Birmingham and I interviewed candidates for the Assistant Supervisor position. We hired Katie Fearnley who will be starting September 5.

Debbie Sheehan  
Head of Circulation Services

Month	Circ Stats											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
July	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	79,959	
Aug.	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,742	
Sept.	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873		
Oct.	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857		
Nov.	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912		
Dec.	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642		
Jan.	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590		
Feb.	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225		
Mar.	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816		
Apr.	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376		
May	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687		
June *	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986		
Renewals through the webpack not included before April					1,284							
					Electronic Circulation		3,852					
Yearly												
Total	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	152,701	
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

## TECHNOLOGY & TECHNICAL SERVICES REPORT

### Board Report August/September 2014

#### Strategic Plan Goals

Annually provide "senior boot camp" computer classes. Senior Boot Camp was held the week of August 11. This is our third annual offering of this popular program. Seniors attend three sessions, learning basic computer, Internet, email and word processing skills. The fourth session they receive one-on-one assistance to work on the skills they have learned the past three days.  
Attendance: 19

#### Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.

Patti, Dave and I developed and offered new programs and hands-on learning opportunities on Pinterest, Google and streaming technology. The "Create a Pinterest Page" gave the opportunity for our members to learn about this social media platform by having them create a Pinterest page. Two different sessions on learning Google Searching, Drive, Maps, Now and Calendar applications were offered. The session that included Google Drive attracted local school district employees to attend. Schools have or are starting to implement Google Drive into their schools as an easier and less expensive way to create documents, presentations and spreadsheets. The Streaming program was developed to educate and share knowledge on this fast growing technology. Various streaming services and devices used to watch movies and television were demonstrated. Attendees were especially interested in how they can use this technology to reduce or eliminate their month cost of cable or satellite television.

#### Completed Projects/Improvements for Public Service

- Kindle Fires for Parents- Two Kindle Fire tablets are now available for parents to checkout with selected preloaded parenting magazines, books and Apps.
- Adult Internet Computers- Improved patrons' experience using these computers by replacing the hard drive so applications load faster and computer restart times between sessions is shorter.

#### Staff Meetings & Training

Patti taught two YOLO sessions on 3D Printer- Total Staff attendance: 16

Yolo Training Attendance:

- Fun with Adriano's (Kids/Teens): Geri Barnett & Natalya Zinoveva
- Library Budget (Mandatory Administration): Dave Bunn, Brett Butcher, Sue Fank, Anna Hinkley, Natalya Zinoveva
- Heart of Library (Mandatory Circulation): Anna Hinkley

**Public Computer Classes**

<u>Date</u>	<u>Class</u>	<u>Trainer</u>	<u>Attendance</u>
8/4	Create a Pinterest Page	Patti	4
8/5	Intro to Excel Part 1	Patti	5
8/5	iPad 101	Dave	9
8/6	Intro to Excel Part 2	Patti	7
8/11-8/14	Two Sessions of Senior Bootcamp	Ellen/Sandi	19
8/12	Google It! Chrome, Now Maps, and More	Dave	4
8/13	Google It! Search, Drive, Calendar and More	Patti	8
8/18	I Stream, You Stream, We all Stream Program	Ann	27
8/20	Create a Pinterest Page	Patti	6
8/20	Facebook 101	Dave	3
9/9	Tech Talk: 3D Printer	Ann/Dave	10

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



49

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

**Overview**

What a change this month has been following the busy, action-packed summer! The Youth Services staff has spent this time evaluating the accomplishments achieved and lessons learned during *Make Some Noise*. We've reached out to welcome all of our schools back from break, to offer our continued support, and to share student's success over the summer. We've delved into planning for upcoming fall programs. And we've started several large collection development projects that will continue into the fall and winter.

**Youth Un-Conference**

On August 7, Natalie Williams, Katie Salo, Monica Dzierzbicki, and Krista Kountz attended the Youth Un-Conference at Dominican University, hosted by the Illinois Library Association. The day was made up of four, group-driven sessions. Our staff was able to connect with other youth services professionals and discuss important issues and services, like passive programming, guerilla storytimes, program statistics and evaluation, Core and STEM changes, technology, and creating library-wide support. *(Supporting Strategic Plan: Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

**Partnerships**

**Working with our schools**

As we begin a new school year, we are welcoming back teachers and students. We've reached out to each of the schools in our district to reintroduce staff and offer tours, training, storytimes, and resources. We've also contacted each of the principals and superintendents to share the successes and statistics from our summer reading challenge, *Make Some Noise*. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

**AMJES Registration Day**

Monica worked with Natalie, Debbie Sheehan, Gail Johnson & Carol Shackelton on a very successful IPPL library card registration and renewal campaign at the Anne M. Jeans Elementary schools' registration two-day event. On August 11, Monica and Carol met with 25 patrons and provided or renewed cards to 10 patrons in just two hours. On August 12, Gail & Natalie met with over 40 patrons and issued 32 cards in three hours.

This cooperative effort between Anne M. Jeans and IPPL is part of the school year long collaboration to train students to access IPPL e-books through the schools tablet for students program. Over the next few months Monica will be working with Suzy Wulf from Adult Services and Patti Nesbitt from Computer Services to schedule and provide training to students and faculty. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

**ABC Land Preschool**

On August 8, Katie Salo presented a tour of our library to 22 young visitors from ABC Land Preschool. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

**KinderCare Tour**

On August 4, Early Literacy Librarian Katie Salo visited KinderCare in Darien and presented storytimes to 44 children in two different presentations. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

WBC

On August 6, Krista Kountz and Caitlin Myers finished the summer collaboration with the Willowbrook Corners Coalition's Summer Learning Program. To fit the "Language" theme, Caitlin Myers read *Veo el Otoño (I See Fall)* by Charles Ghigna, *Counting Ovejas* by Sarah Weeks, and *My way : a Margaret and Margarita story = A mi Manera : un cuento de Margarita y Margaret* by Lynn Reiser. They then played a direction game that was based off Spanish terminology. Interspersed through the meeting were songs in Spanish and Sign Language.

This summer, through this partnership, Krista and Caitlin were able to take the Indian Prairie Public Library's Summer Reading Challenge to children who otherwise may not have been able to participate. Each week they read books, sang songs, and awarded 47 prize books. The attendance for all six meetings was 273 kids (although some of the kids would have attended multiple weeks). *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and shoring of skills and tools.)*

Kids Read

Monica hosted Youth Services staff from area libraries at the Kids Read committee meeting. The committee reviewed and discussed the revisions adopted by the Big Read committee, including creating a One Theme, One Library concept around "Celebrating Home". The Kids Read committee established two committee representatives to attend the August 27 Big Read committee meeting. Representatives for Kids read are from Lisle and Hinsdale libraries. Kids Read members will meet again in late September. Each Kids Read hosting library will commit to at least one theme based shared library event open to all area patrons during March 2015.

Grants

Target Grant

We learned this month that we did receive the Target grant that Katie Salo submitted on April 14! We requested funds to support a new service for preschool-aged children which we will likely call *Book Bundles*. We will package several age-appropriate books and a small game or learning toy into mini book bags with our logo on them and let them circulate. Each bundle will address an important early learning concept, such as letters, numbers, and colors, and will include additional tips for parents to encourage development.

Programs

Humans vs Zombies

On August 9, we celebrated the teens who completed the Summer Reading Challenge with pizza and an after-hours game of *Humans vs. Zombies*. Our Teen Librarian, Tyler Works, coordinated the games and the trophies which were brains printed on the 3D printer. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Read to the Dogs

On August 14, we worked with the amazing PAWSitive Therapy Troupe to offer the Read to the Dogs program. Every reading slot was filled! We had 18 readers and 5 dog teams (each dog has a human guide). *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Wizard of Oz

Monica Dzierzbicki and Katie Salo worked with Debbie Wordinger to create an inter-generational program event for the 75th anniversary of *The Wizard of Oz*. Monica did much of the behind the scenes prep. She purchased give-away items, lemonade, and character cut-outs for display & photos. She also

also worked with Jane and Tyler to schedule adult and teen volunteers for the event. The morning of the event Monica helped to create the 'yellow-brick road' entrance and assist as needed. Katie welcomed guests and coordinated all of the snacks, events, and prizes during the double-header sing-along event. 51 people showed up for the first viewing and 27 attended the afternoon show. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Staff Changes

Nicole Pierce has joined our team as a regular Youth Services Associate. For the last three summers she has worked with us as a seasonal employee, but now that she is finished with school, she will be staying with us. Nicole has been a big help with various research projects which have helped us with evaluations and planning. She is already participating in trainings and programming this fall. We're very happy to have her on the team!

*Submitted by Natalie Williams 9/3/2014*



September 9, 2014

Welcome to the 2014-15 academic year!

We wanted to take this opportunity to tell you what an incredibly successful summer we had at the library. We believe that what we did this summer matters to you because we designed an all new, unique summer experience especially for your students!

Our Summer Reading Challenge, *Make Some Noise*, wasn't just a reading program. It was an exciting, interactive opportunity for kids and teens to learn, play, and create with friends all summer. This year, in addition to being rewarded for reading, participants also earned rewards for making various projects in our new Makerspace and Digital Media Lab and for attending special events and programs at the library. Many of our projects and programs were STEAM-themed. We hosted family math events, weekly art clubs, musical storytimes, gaming clubs, Legos, robotics, rocket-building, exploration of circuits, electronic, and technologies, and so much more.

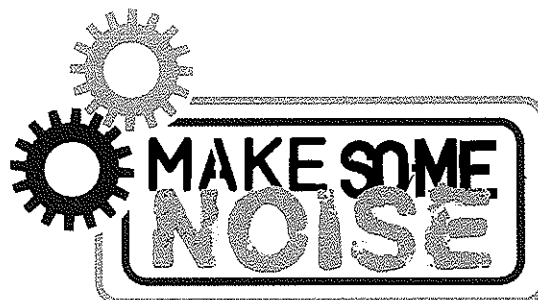
- 1,269 participants signed up for *Make Some Noise*! Many of those participants attend your school!
- Participants read just over 5,000 books.
- We gave away 458 books and other prizes.
- Over 2,223 people visited the new Makerspace, that's over 50 guests per day. Visitors made rockets, catapults, robots, circuits, edible buildables, 3D art, musical instruments and more.
- We opened the Digital Media Lab so that kids now have access to recording and editing software, cameras, green screens, lighting, microphones, and a digital illustrator.
- We offered 175 original programs—including many STEAM-based learning opportunities.
- More than 5,903 people attended programs.
- We did 27 off-site storytimes at schools and partnered with businesses in our community for additional events.

We are very proud of our work and all the reading and making your students did this summer! We are already looking forward to next summer. Until then, we are here, happy to serve our schools and our community whatever way possible.

I have attached a letter to teachers and staff so that they will know how to contact us. Would you be so kind as to pass that letter on? And let us know what we can do for you this year.

Sincerely,

Natalie Williams  
 Head of Youth Services  
 Indian Prairie Public Library District  
 401 Plainfield Road  
 Darien, IL 60561  
 www.ippl.info



Indian Prairie **visit** **tour** **technology** **3D printer** **iPads** **library** **BOOKS** **SCHOOL** **success** **eBooks**

September 9, 2014

Hello teachers and staff,

Welcome back! We hope that you all had an enjoyable summer and that you're excited about this new academic school year! As you begin, we want to reach out and offer our support. Have you stopped to wonder what Indian Prairie can do for you and your classroom yet this year? We are here to serve students in this community, just like you. We have incredible staff and countless resources to help!

We are happy to participate in events, family reading nights, or ELL events. We love reading to classrooms, giving tours of our library, and sharing our resources or information on services and technologies—we've got NEW books, computers, iPads, iMacs, e-readers, 3D printer, digital media lab, and so much more!

Contact us today and let's work together to make this year a GREAT year!



**Katie Salo**

*Early Literacy Specialist*  
Birth—Kindergarten  
katies@ippl.info  
630-887-8760 x259

**Monica Dzierzbicki**

*Mid-Kid Specialist*  
Grades 1—6  
monicad@ippl.info  
630-887-8760 x271

**Tyler Works**

*Teen Specialist*  
Grades 7—12, volunteers  
tylerw@ippl.info  
630-887-8760 x261

**Natalie Williams**

*Head of Youth Services*  
nataliew@ippl.info  
630-887-8760 x262

Sincerely,

*Natalie Williams*  
*Head of Youth Services*  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561  
www.ippl.info



STATISTICS FOR	Aug-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	43,260	49,241	89,623	101,086	-11.34%
Teen	4,667	3,763	9,365	8,802	6.40%
Kids	21,256	21,888	46,661	49,528	-5.79%
TOTAL	69,183	74,892	145,649	159,416	-8.64%
Electronic Circulation	3,641	2,729	7,197	5,807	23.94%
GRAND TOTAL CIRC.	72,824	77,621	152,846	165,223	-7.49%
% Reciprocal Borrowing	13%	15%	12%	15%	
Patron Visits	40,301	41,131	86,754	89,566	-3.14%
<b><u>Current Cards</u></b>					
Resident	277	263	22,648	23,059	-1.78%
Non-Resident	61	68	965	1,040	-7.21%
TOTAL	338	331	23,613	24,099	-2.02%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,300	3,780	6,693	7,547	-11.32%
Kids - Reference	1,320	1,434	2,812	3,314	-15.15%
TOTAL REFERENCE	4,620	5,214	9,505	10,861	-12.49%
Adult - Other	1,844	2,053	3,743	2,681	39.61%
Kids - Other	1,536	1,337	3,697	3,178	16.33%
TOTAL OTHER	3,380	3,390	7,440	5,859	26.98%
GRAND TOTAL ASST.	8,000	8,604	16,945	16,720	1.35%
<b><u>ILL/Reserves</u></b>					
Holds	8,352	8,218	17,140	18,559	-7.65%
ILLs Sent	4,544	5,376	9,126	10,907	-16.33%
ILLs Checked Out	4,937	6,289	10,247	12,773	-19.78%
ILLs Received	5,424	6,812	11,268	13,825	-18.50%
<b><u>Programs - Adult</u></b>					
# Programs	4	4	8	8	0.00%
Attendance	121	88	243	257	-5.45%
<b><u>Computer Classes</u></b>					
# Programs	18	7	26	12	116.67%
Attendance	153	80	222	147	51.02%
<b><u>Individual Technology</u></b>					
<b><u>Training</u></b>					
# of Patrons	177	119	250	173	44.51%
<b><u>Groups</u></b>					
# Programs	9	10	18	21	-14.29%
Attendance	107	143	209	303	-31.02%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	2	2	19	6	216.67%
Attendance	35	65	381	146	160.96%
<b><u>Programs - Kids</u></b>					
# Programs	5	3	69	48	43.75%
Attendance	257	321	2,893	1,550	86.65%
GRAND TOTAL ATT.	850	816	4,198	2,576	62.97%

STATISTICS FOR	Aug-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,163	4,752	8,472	9,273	-8.64%
Kids Computers	1,925	1,592	4,127	3,336	23.71%
Teen Laptop	328	142	672	294	128.57%
Adult Laptop	336	177	654	389	68.12%
<b>TOTAL PATRON USE</b>	<b>6,752</b>	<b>6,663</b>	<b>13,925</b>	<b>13,292</b>	<b>4.76%</b>
<b>Hours Used</b>					
Adult Computers	2,631	3,197	5,458	6,144	-11.17%
Kids Computers	1,124	924	2,377	1,858	27.93%
Teen Laptop	680	226	1,341	473	183.51%
Adult Laptop	862	322	1,545	743	107.94%
<b>TOTAL HOURS USED</b>	<b>5,297</b>	<b>4,669</b>	<b>10,721</b>	<b>9,218</b>	<b>16.31%</b>
<b>IPPL Total Web Site Access</b>	<b>24,849</b>	<b>2,310</b>	<b>47,037</b>	<b>4,485</b>	<b>948.76%</b>
<b>IPPL Total Page Views</b>	<b>47,569</b>	<b>5,869</b>	<b>89,039</b>	<b>11,059</b>	<b>705.13%</b>
<b>Subscription Database Logins</b>	<b>2,271</b>	<b>2,568</b>	<b>4,626</b>	<b>5,276</b>	<b>-12.32%</b>
<b>Outreach-Homebound</b>					
Items Delivered	123	176	263	295	-10.85%
<b>Volunteers</b>					
Number Active	39	78			
Hours Worked	237.25	312.50	1,199.25	1,223	-1.94%
<b>Staff Training Hours</b>	<b>128</b>	<b>101</b>	<b>218.75</b>	<b>148.75</b>	<b>47.06%</b>
<b>Room Use</b>					
Multi-Purpose Room	5	3	37	19	94.74%
Meeting Room					
Library	28	33	80	68	17.65%
Non-Library	27	18	59	45	31.11%
Group Study Room	170	268	400	551	-27.40%
Lobby Programs	3	1	4	3	33.33%
Conference Room	15	15	32	26	23.08%
<b>Clavinova</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	

MATERIALS COLLECTION STATISTICS- AUGUST 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	1625	7	5	1627	381	221	388	226
Non-Fiction	51315	219	93	51441	4877	7307	5096	7400
Fiction	38910	483	614	38779	5802	5167	6285	5781
<b>TOTAL</b>	<b>91850</b>	<b>709</b>	<b>712</b>	<b>91847</b>	<b>11060</b>	<b>12695</b>	<b>11769</b>	<b>13407</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	275	0	0	275	1	616	1	616
Non-Fiction	19818	69	1441	18446	1161	1377	1230	2818
Fiction	27896	7	118	27785	2951	3091	2958	3209
<b>TOTAL</b>	<b>47989</b>	<b>76</b>	<b>1559</b>	<b>46506</b>	<b>4113</b>	<b>5084</b>	<b>4189</b>	<b>6643</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	904	4	88	820	125	169	129	257
Fiction	4017	79	7	4089	860	337	939	344
<b>TOTAL</b>	<b>4921</b>	<b>83</b>	<b>95</b>	<b>4909</b>	<b>985</b>	<b>506</b>	<b>1068</b>	<b>601</b>
<b>GRAND TOTAL</b>	<b>144760</b>	<b>868</b>	<b>2366</b>	<b>143262</b>	<b>16158</b>	<b>18285</b>	<b>17026</b>	<b>20651</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	5124	59	4	5179	818	319	877	323
Music CD	10135	39	85	10089	825	754	864	839
Playaway	436	1	1	436	63	24	64	25
Video (VHS & DVD)	16866	174	10	17030	2094	478	2268	488
CD-ROMs	155	0	1	154	0	8	0	9
<b>TOTAL</b>	<b>32716</b>	<b>273</b>	<b>101</b>	<b>32888</b>	<b>3800</b>	<b>1583</b>	<b>4073</b>	<b>1684</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	769	0	1	768	101	18	101	19
Childrens Music CD	919	1	0	920	74	15	75	15
Junior Music CD	211	0	0	211	67	11	67	11
Playaway	65	0	0	65	3	0	3	0
Video	4455	9	13	4451	659	302	668	315
<b>TOTAL</b>	<b>6419</b>	<b>10</b>	<b>14</b>	<b>6415</b>	<b>904</b>	<b>346</b>	<b>914</b>	<b>360</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	267	0	0	267	50	18	50	18
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	1	66	2	2	2	3
Video	600	17	0	617	145	16	162	16
Console Games	455	0	4	451	38	36	38	40
PC-GAMES (formally CD-ROMS)	-28	0	0	-28	0	16	0	16
<b>TOTAL</b>	<b>1389</b>	<b>17</b>	<b>5</b>	<b>1401</b>	<b>235</b>	<b>379</b>	<b>252</b>	<b>384</b>
<b>GRAND TOTAL</b>	<b>40524</b>	<b>300</b>	<b>120</b>	<b>40704</b>	<b>4939</b>	<b>2308</b>	<b>5239</b>	<b>2428</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A		Added	
<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)	14021	78	14099	1064		1142	
eRead Illinois	9306	967	10273	5729		6696	



59

Subscribe

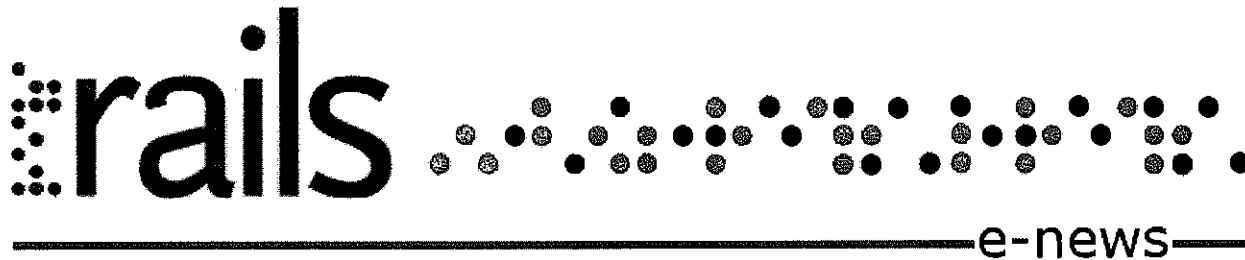
Share ▾

Past Issues

Translate ▾

RSS

News from the Reaching Across Illinois Library System.



**Join the Conversation at the September 11 RAILS Member Update**

The next RAILS Member Update will be Thursday, September 11, from 9:30 - 11:30 a.m. There will be a brief update on the latest RAILS news, followed by detailed discussions about unserved residents of Illinois, strengthening library system membership requirements, and how RAILS plans on addressing both issues. For more information, see the [meeting agenda](#). All participants will be invited to join in the discussion of these important issues, so please come prepared to talk about any concerns or questions you have.

There are many ways to participate, including in-person at the RAILS Burr Ridge service center, or by videoconference at the RAILS service centers in Bolingbrook, Coal Valley, East Peoria, Rockford, and Wheeling. You may also attend via videoconference at Aurora Public Library (West Branch), Galesburg Public Library, Kankakee Public Library, LaSalle Public Library, New Lenox Public Library District, Quincy Public Library, Sterling Public Library, Sycamore Public Library, and Western Illinois University, or by watching the one-way streaming. Those viewing by streaming are encouraged to submit comments and questions during the broadcast to [feedback@railslibraries.info](mailto:feedback@railslibraries.info). To register to attend at your location of choice, visit: [www.librarylearning.info/events/?eventID=17852](http://www.librarylearning.info/events/?eventID=17852).

**CE Grants to RAILS Groups**

RAILS is pleased to offer competitive Continuing Education (CE) Grants to RAILS networking groups to help support their CE offerings that are also made available to other RAILS members. For more information, see the [grant considerations](#) and application form at: [www.railslibraries.info/ce/ce-grant-form](http://www.railslibraries.info/ce/ce-grant-form). Contact Joe Filapek, RAILS Consulting and Continuing Education Manager at [joseph.filapek@railslibraries.info](mailto:joseph.filapek@railslibraries.info) if you have any questions.

**Update on Proposed Changes to Administrative Rules for Illinois Library Systems**

Thanks to all RAILS members who commented on the proposed changes to the administrative rules/standards for Illinois library systems. The Illinois State Library made a number of changes to the draft rules based on the input received. (See last week's [ISL E-News](#) for some key changes.) As a next step, the Illinois State Library Advisory Committee (ISLAC) will review the draft rules on Thursday, September 4, at 10 a.m. RAILS members are encouraged to attend this meeting in person in Springfield, or at one of the available videoconference locations listed on L2 at [www.librarylearning.info/events/?eventID=18369](http://www.librarylearning.info/events/?eventID=18369). For more information, see the [meeting agenda](#). (Be sure to register on L2 as space at some of these locations is limited.)

**RAILS Member Libraries - Help Needed to Count Outgoing Delivery Items**

All RAILS members that receive delivery from RAILS or CTS are asked to count all outgoing delivery items that will be delivered from September 8 - 12. Beginning on Friday, September 5, after your library's regularly scheduled delivery pick-up from RAILS or CTS, please count all of the items in each of your delivery containers (bins, tubs, or bags), complete [this form](#), and place

September 3, 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 11 RAILS Member Update](#)

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

[September 18 RAILS Networking Group Meeting with Dee Brennan](#)

[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](#)

58

[Subscribe](#)[Share ▾](#)[Past Issues](#)[Translate ▾](#)[RSS](#)**Friday, September 12.**

This will be one of four annual delivery counts recommended by the Illinois State Library's Delivery Advisory Committee. The remaining count periods are November 17 – 21, 2014, February 2 – 6, 2015, and May 11 – 15, 2015. (RAILS will send information to all our member libraries prior to those count periods.) All of this information is also being sent to the RAILS delivery route mailing lists. RAILS Delivery Service Managers will be providing the libraries they serve with paper copies of the count form as well.

Thank you in advance for helping RAILS with this itemized count. Your assistance will help ensure that we are providing accurate delivery statistics to the Illinois State Library. If you have any questions, please contact your [RAILS Delivery Service Manager](#) or Mark Hatch, RAILS Delivery and Facilities Director, at [mark.hatch@railslibraries.info](mailto:mark.hatch@railslibraries.info) or 630.734.5125.

#### Soon to Be Famous Illinois Author Project Update

Due to the overwhelming success of last year's project, a Soon to Be Famous author will be named once again in 2015. Submissions of adult fiction will be accepted from October 15 – December 15, 2014, and the winner will be announced in April 2015. More information can be found at [soontobefamous.info](http://soontobefamous.info) and in [this flyer](#). The project is also looking for librarians to serve as first round judges. If you're interested in being a judge or have questions about judging, please contact Julie Stam at [StamJ@EisenhowerPLD.org](mailto:StamJ@EisenhowerPLD.org) by November 15.

This year's *Soon to Be Famous Illinois Author* Joanne Zienty will appear at the Gail Borden Public Library on Thursday, September 25, from 7:00 - 8:30 p.m. Joanne will be speaking about her book *The Things We Save*. This program will be part of the *Sun-Times* podcast network and will be available after the broadcast at: <http://bigquestionspodcast.com>.

#### Webinar Series on Archives Preservation

This three-part series will discuss preservation procedures, help you recognize what your original materials are made of, discuss factors that cause deterioration of materials, and help you prioritize your collections for preservation. The series will be held on September 24, 25, and 26, from 1 - 3 p.m. You must be logged into L2 in order to view more information and to register. Register once to obtain instructions to view the entire series at: [www.librarylearning.info/events/?eventID=18415](http://www.librarylearning.info/events/?eventID=18415).

#### Recording of Customer Service Workshop

If you missed the "Customer Service Excellence in Libraries" workshops by Diane Decker of Quality Transitions, an abbreviated webinar version is available on the [RAILS CE Archives page](#). Please note you must be logged into the RAILS website with the email address and password used for L2 in order to view this information.

#### Introduction to Digitization Webinar

[LYRISIS](#) held numerous digitization workshops for RAILS in July. If you were unable to attend, RAILS and LYRISIS are offering a two-part webinar series with similar content. Join us on Monday, September 15, 1 - 3 p.m., for part one, and on Wednesday, September 17, 1 - 3 p.m. for part two. Digitization experts will provide the basics of digitization and lay the foundation for the process. You must be logged into the RAILS website with the email address and password used for L2 in order to register and view this information. Register at: [www.librarylearning.info/events/?eventID=18589](http://www.librarylearning.info/events/?eventID=18589).

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

The Illinois State Library (ISL) recently announced that the 2015 Public Library Per Capita and

#### Upcoming RAILS CE

[September 9 Introduction to Copyright](#)

[September 11 collectionHQ Demo](#)

[September 15 & 18 Digitization Webinar](#)

[September 18 Library User Experience](#)

[September 18 Libraries, Authors, and Publishing](#)

[September 22 Licensing Electronic Content](#)

[September 24 Employee Orientation](#)

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

#### Archives

[RAILS E-News Archives](#)

#### Subscriptions

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

59

[Subscribe](#)[Share](#) ▾[Past Issues](#)[Translate](#) ▾[RSS](#)

[/grants/plpc\\_equalization.html](/grants/plpc_equalization.html). **Grant applications are due by October 15.**

### 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](#).)

Register at: [www.librarylearning.info/events/?eventID=18201](http://www.librarylearning.info/events/?eventID=18201). **Applications are due October 1, 2014.**

### Member Networking Meeting in Fox Lake September 17

The Fox Lake District Library is hosting a RAILS member networking meeting on **Wednesday, September 17, 11 a.m. - 1 p.m.** All library staff members working in academic, public, school, and special libraries are invited to attend to network with colleagues and hear the latest RAILS news. Refreshments will be served. Register at: [www.librarylearning.info/events/?eventID=17944](http://www.librarylearning.info/events/?eventID=17944).

### Member Networking Meeting in St. Charles September 18

St. Charles Public Library is hosting a networking meeting on **Thursday, September 18, from 9:30 - 11:30 a.m.** RAILS members are invited to attend to hear the latest news from RAILS and to network with colleagues from the surrounding area. Refreshments will be served. Register at: [www.librarylearning.info/events/?eventID=18185](http://www.librarylearning.info/events/?eventID=18185).

### Member Networking Meeting at Marion Catholic High School October 23

While school library staff may be particularly interested in the meeting on **Thursday, October 23, 3 - 5 p.m.**, at Marian Catholic High School Library in Chicago Heights, all RAILS members working in all types of libraries are welcome to attend! Attendees will have the opportunity to hear the latest RAILS news and to network with colleagues. Register at: [www.librarylearning.info/events/?eventID=18054](http://www.librarylearning.info/events/?eventID=18054).

### Demo of CollectionHQ September 11

Would you like to become more familiar with [collectionHQ](#), a subscription-based performance improvement service that helps you select, manage, and promote your collection? This product works seamlessly with an Integrated Library System to extract evidence that can help you make more informed decisions about your collection activities. A demonstration of collectionHQ will be held on Thursday, September 11, from 2:00 - 3:30 p.m. in person at the RAILS Burr Ridge service center and by videoconference at scheduled locations. For more information and registration, see: [www.librarylearning.info/events/?eventID=18227](http://www.librarylearning.info/events/?eventID=18227).

### Library User Experience Design Webinar September 18

Join Aaron Schmidt, one of *Library Journal's* Movers & Shakers, to hear the latest on [User Experience \(UX\) thinking](#) on Thursday, September 18, from 11 a.m. - noon. UX relates to how customers feel about your products and services. For more information and registration, see: [www.librarylearning.info/events/default.aspx?eventID=17888](http://www.librarylearning.info/events/default.aspx?eventID=17888). (Please note that you must be logged into L2 to view the webinar information.)

### Group Viewing of "Libraries, Authors, and Publishing" September 18

This all-day group viewing of "Libraries, Authors, and Publishing" will be held on Thursday, September 18, from 9 a.m. - 4 p.m. The workshop will feature a variety of [hour-long sessions](#) on libraries and the publishing world and the role libraries can play in supporting local authors. The webinar will be shown at the RAILS Burr Ridge service center, RAILS Coal Valley service center, Fondulac District Library, and Prospect Heights Public Library District. For more information and registration, see: [www.librarylearning.info/events/?eventID=18411](http://www.librarylearning.info/events/?eventID=18411).

60

Subscribe

Share ▾

Past Issues

Translate ▾

RSS

**Webinar on Licensing Electronic Content September 22**

Have you ever wondered how to read the license agreements from subscription database vendors or how to talk to vendors to ensure that the agreements meet your needs? You can find out the answers in this webinar on "Licensing Electronic Content," on Monday, September 22, from 1:30 - 3:00 p.m. The program is directed to those with experience with licensing agreements as well as those who are new to the process. This webinar is viewable from your computer or mobile device. Log into L2 for registration and more information at: [www.librarylearning.info/events/?eventID=17887](http://www.librarylearning.info/events/?eventID=17887).

**Employee Orientation and Onboarding Workshop September 24**

The Management Association is presenting this workshop on the importance of developing onboarding programs, what should be included in them, and effective techniques to engage new employees before they even get in the door! The workshop will be held on Wednesday, September 24, from 9:30 a.m. - 12:30 p.m. in-person in Burr Ridge and at other videoconference locations. See: [www.librarylearning.info/events/?eventID=18367](http://www.librarylearning.info/events/?eventID=18367).

**RAILS Open House in East Peoria September 26**

Don't miss the Open House at the RAILS East Peoria service center on Friday, September 26, from 10 a.m. - noon. You'll have a chance to talk with Executive Director Dee Brennan, RAILS Board members, RAILS staff, and colleagues from member libraries. You'll also have a chance to look around the new RAILS area at the East Peoria facility. 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. Please register at: [www.librarylearning.info/events/?eventID=18114](http://www.librarylearning.info/events/?eventID=18114).

**Reaching Forward South Conference to be Held in April 2015**

The date for the Reaching Forward South Conference has been moved to April 17, 2015. The conference location has been moved to the University of Illinois, Springfield. Conference planners are revamping the topics, schedule, and website to bring you relevant support staff workshops, continuing education, and staff development. The new website, speaker schedules, and registration should be ready by December. If you have any questions, contact Michael Baumann, Director of the Toulon Public Library District, and Chair of the Reaching Forward South Planning Committee at [toulonlibrary@gmail.com](mailto:toulonlibrary@gmail.com) or 309.286.5791.

**Energy Efficiency Grants**

The Metropolitan Mayors Caucus Public Sector Energy Efficiency Program (PSEE), in partnership with 360 Energy Group, provides funding and technical assistance to help local governments update and retrofit public facilities to improve energy efficiency and save money. For more information on the grants, and a proposal form, see: [www.railslibraries.info/members/announce/20140902/75684](http://www.railslibraries.info/members/announce/20140902/75684).

**Special Offers and Discounts on LYRASIS Courses**

Through RAILS' membership in LYRASIS, RAILS members can receive discounts on a number of professional development webinars. RAILS members pay the discounted price for LYRASIS courses. See: [www.lyrasis.org/Pages/Events.aspx](http://www.lyrasis.org/Pages/Events.aspx). RAILS members can also save on supplies and other purchases through LYRASIS. For more information about special offers from LYRASIS, see: [www.railslibraries.info/ce/lyrasis](http://www.railslibraries.info/ce/lyrasis).

**RAILS Library Director News**

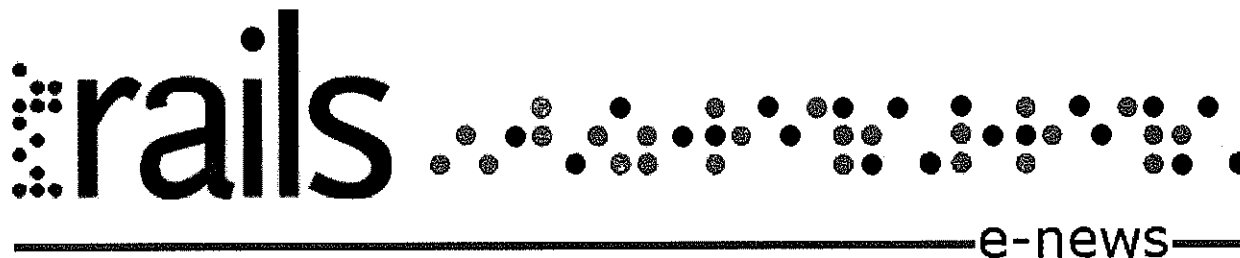
Carol Dolin will be the Director of the Zion-Benton Public Library District, effective October 6.

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.

61

[Subscribe](#)[Share ▾](#)[Past Issues](#)[Translate ▾](#)[RSS](#)

News from the Reaching Across Illinois Library System.



### Last Chance to Register for September 11 RAILS Member Update

Please join us on Thursday, September 11, from 9:30 - 11:30 a.m., for the RAILS Member Update. You'll hear a brief update on the latest RAILS news, followed by detailed discussions about unserved residents of Illinois (including how two RAILS member libraries are dealing with this issue) and strengthening library system membership requirements. All participants will be invited to join in the discussion, so please come prepared to talk about any concerns or questions you have. For more information, see the [meeting agenda](#).

You can attend at a RAILS service center: Burr Ridge, Bolingbrook, Coal Valley, East Peoria, Rockford, or Wheeling; or at one of these library videoconference locations: Aurora Public Library (West Branch), Galesburg Public Library, Kankakee Public Library, LaSalle Public Library, New Lenox Public Library District, Quincy Public Library, Sterling Public Library, Sycamore Public Library, or Western Illinois University. You can also watch via [one-way streaming](#). Those viewing by streaming are encouraged to email comments and questions during the broadcast to [feedback@railslibraries.info](mailto:feedback@railslibraries.info). Register at: [www.librarylearning.info/events/?eventID=17852](http://www.librarylearning.info/events/?eventID=17852).

### Innovation Experts Update

Earlier this year, Innovation Experts opened a discussion with RAILS about transferring some services to the system, including the LACONI salary survey. However, RAILS, Innovation Experts, and LACONI have since decided that Innovation Experts should continue to administer the salary survey. Questions about the survey should be addressed to [Skip Mosshamer](#). Innovation Experts will also continue to administer MyMediaMail.

RAILS and Innovation Experts are continuing to plan the transition of several other services to RAILS. We expect this to take some time, as it includes working with vendors. Until otherwise notified, libraries currently receiving services through Innovation Experts should continue to contact Innovation Experts with any questions. RAILS will keep its members updated on this transition through this *E-News*.

### Connect with the Library Community at RAILS Networking Meetings

Share your latest library news and get advice from colleagues about issues you are currently facing at an upcoming RAILS member networking meeting. Meetings include a brief presentation of the latest RAILS news by RAILS staff, ample time to network with other RAILS members, and refreshments.

Any staff member from any type of RAILS library (academic, public, school, and special) is welcome to attend any of the following:

- **Fox Lake District Library on Wednesday, September 17, 11 a.m. - 1 p.m.** Register at: [www.librarylearning.info/events/?eventID=17944](http://www.librarylearning.info/events/?eventID=17944).

### September 10, 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 11 RAILS Member Update](#)

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

[September 18 RAILS Networking Group Meeting with Dee Brennan](#)

[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](#)

62

Subscribe

Share ▾

Past Issues

Translate ▾

RSS

Register at: [www.librarylearning.info/events/?eventID=18185](http://www.librarylearning.info/events/?eventID=18185).

- **Marian Catholic High School Library in Chicago Heights on Thursday, October 23, 3 - 5 p.m.** Register at: [www.librarylearning.info/events/?eventID=18054](http://www.librarylearning.info/events/?eventID=18054).

**RAILS Open House in East Peoria September 26**

Join the RAILS Board, staff, and colleagues from other RAILS members libraries at the RAILS East Peoria service center's open house on Friday, September 26, from 10 a.m. – noon. You'll be able to look around the new RAILS area at the East Peoria facility and learn 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. Please register for the open house at: [www.librarylearning.info/events/?eventID=18114](http://www.librarylearning.info/events/?eventID=18114).

**Update on Revised Draft of Library System Rules**

Thanks to the RAILS members who commented on the proposed changes to the administrative rules and standards for Illinois library systems. The Illinois State Library reported in last week's [ISL E-News](#) that the Illinois State Library Advisory Committee (ISLAC) discussed the revised draft of the library system administrative rules and the ILLINET Interlibrary Loan Code at its September 4 meeting. The committee voted unanimously to endorse both documents. There will still be an opportunity for members to comment on the revised draft. Stay tuned to this *E-News* for information about next steps.

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

Even more RAILS public libraries are now eligible to join the Management Association (MA) at greatly reduced fees through a RAILS pilot program. Any RAILS public library with an annual operating budget under \$500,000 is now eligible to join MA through this 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.

Membership in MA includes unlimited access to the HR Hotline (available daily during business hours), which is staffed by certified HR professionals and employment law attorneys. Hotline callers receive support, consulting services, sample policies, commonly used employment forms (W-4's, OSHA, required posters, etc.), and more. Membership also includes a free HR Checkup for your library to highlight areas that are running smoothly, as well as areas needing improvement.

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).

**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).

**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).

**Upcoming RAILS CE**

[September 9 Introduction to Copyright](#)

[September 11 collectionHQ Demo](#)

[September 15 & 18 Digitization Webinar](#)

[September 18 Library User Experience](#)

[September 18 Libraries, Authors, and Publishing](#)

[September 22 Licensing Electronic Content](#)

[September 24 Employee Orientation](#)

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

[October 8 Open Meetings Act](#)

**Archives**

[RAILS E-News Archives](#)

**Subscriptions**

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

63

[Subscribe](#)[Share](#) ▼[Past Issues](#)[Translate](#) ▼[RSS](#)

RAILS has also added a digitization forum to the [RAILS Community](#). This is a perfect opportunity for you to find a potential library partner to apply for a joint digitization grant, or to share best practices or ask for assistance with digitization issues. To join this or any RAILS Community forum, log into the RAILS website with the email address and password used for L2 and see: [www.railslibraries.info/community](http://www.railslibraries.info/community). If you have any questions, contact [webmaster@railslibraries.info](mailto:webmaster@railslibraries.info).

#### **Subsidized Conference Calling Service for Member Networking Groups**

RAILS is now offering subsidized conference calling services of up to \$500 per fiscal year to member networking groups. To be eligible, 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).

#### **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.**

#### **Demo of CollectionHQ September 11**

Would you like to become more familiar with [collectionHQ](#), a subscription-based performance improvement service that helps you select, manage, and promote your collection? This product works seamlessly with an Integrated Library System to extract evidence that can help you make more informed decisions about your collection activities. A demonstration of collectionHQ will be held on Thursday, September 11, from 2:00 – 3:30 p.m. in person at the RAILS Burr Ridge service center and by videoconference at scheduled locations. For more information and registration, see: [www.librarylearning.info/events/?eventID=18227](http://www.librarylearning.info/events/?eventID=18227).

#### **Introduction to Digitization Webinar**

[LYRASIS](#) held numerous digitization workshops for RAILS in July. If you were unable to attend, RAILS and LYRASIS are offering a two-part webinar series with similar content. Join us on Monday, September 15, 1 - 3 p.m., for part one, and on Wednesday, September 17, 1 - 3 p.m. for part two. Digitization experts will provide the basics of digitization and lay the foundation for the process. You must be logged into the RAILS website with the email address and password used for L2 in order to register and view this information. Register at: [www.librarylearning.info/events/?eventID=18589](http://www.librarylearning.info/events/?eventID=18589).

#### **Group Viewing of "Libraries, Authors, and Publishing" September 18**

This all-day group viewing of "Libraries, Authors, and Publishing" will be held on Thursday, September 18, from 9 a.m. - 4 p.m. The workshop will feature a variety of [hour-long sessions](#) on libraries and the publishing world and the role libraries can play in supporting local authors. The webinar will be shown at the RAILS Burr Ridge service center and Prospect Heights Public Library District. (Due to a lack of registrations, the RAILS Coal Valley service center and Fondulac Public Library are no longer viewing locations.) For more information and registration, see: [www.librarylearning.info/events/?eventID=18411](http://www.librarylearning.info/events/?eventID=18411).

64

[Subscribe](#)[Share ▼](#)[Past Issues](#)[Translate ▼](#)[RSS](#)

Learn more about how to read license agreements from subscription database vendors and how to talk to vendors to ensure that the agreements meet your needs during "Licensing Electronic Content," Monday, September 22, from 1:30 - 3:00 p.m. This webinar is viewable from your computer or mobile device. Log into L2 for registration and more information at: [www.librarylearning.info/events/?eventID=17887](http://www.librarylearning.info/events/?eventID=17887).

#### **Employee Orientation and Onboarding Workshop September 24**

The Management Association is presenting this workshop on the importance of developing onboarding programs, what should be included in them, and effective techniques to engage new employees before they even get in the door! The workshop will be held on Wednesday, September 24, from 9:30 a.m. - 12:30 p.m. in-person in Burr Ridge and at other videoconference locations. See: [www.librarylearning.info/events/?eventID=18367](http://www.librarylearning.info/events/?eventID=18367).

#### **Webinar Series on Archives Preservation**

This three-part series will discuss preservation procedures, help you recognize what your original materials are made of, discuss factors that cause deterioration of materials, and help you prioritize your collections for preservation. The series will be held on September 24, 25, and 26, from 1 - 3 p.m. You must be logged into L2 in order to view more information and to register. Register once to obtain instructions to view the entire series at: [www.librarylearning.info/events/?eventID=18415](http://www.librarylearning.info/events/?eventID=18415).

#### **ASCLA Award Nominations Now Open**

Nominations are open for [ASCLA](#) (Association for Specialized and Cooperative Library Agencies) awards through Sunday, February 8, 2015. These awards honor librarians and libraries for significant current or past achievements such as publications, program development, and leadership in the profession. For more information, see: [www.ala.org/ascla/asclaawards/default](http://www.ala.org/ascla/asclaawards/default).

#### **Digital Media and Learning Competition Grant Opportunity**

The John D. and Catherine T. MacArthur Foundation's fifth Digital Media and Learning Competition program is awarding \$1.2 million in long-term development grants and technology grants to inspire the most novel uses of new media in support of connected learning. These grants are open to libraries, schools, museums, and other partners willing to create collaborations or alliances. More information can be found at: [www.railslibraries.info/members/announce/20140905/75945](http://www.railslibraries.info/members/announce/20140905/75945).

#### **New Currency Reader Program for Talking Book and Braille Patrons**

Secretary of State and State Librarian Jesse White announced the launching of a pilot program to enable Illinois State Library Talking Book and Braille Service (TBBS) patrons the option to pre-order a free currency reader. The program, set to begin September 2, is sponsored by the Library of Congress National Library Service for the Blind and Physically Handicapped and the Bureau of Engraving and Printing. For more information, see: [www.railslibraries.info/members/announce/20140905/75965](http://www.railslibraries.info/members/announce/20140905/75965).

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

Patrick McDonald is now the Director at the Elk Grove Village Public Library.

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

#### **Member News**



**Cleaning Service Recommendation:**

I have been unhappy with our current cleaning contractor, Cosmopolitan Building Services, for over a year. They have been totally unresponsive to my complaints and concerns about the quality of cleaning. Therefore, I decided to get proposals from other companies recommended to me by other libraries.

I contacted four companies who walked through the building with me. Each company was given a daily, weekly, and monthly cleaning schedule to base their bid on.

We currently pay \$33, 900 annually for basic daily service.

I received four proposals:

<b>Complete Cleaning Company (Wood Dale)</b>	\$33,060 per year
<b>Imperial Service Systems, Inc. (Lombard)</b>	\$56,904 per year
<b>Neviol Inc. (Homer Glen)</b>	\$64,200 per year
<b>Shine and Clean Inc. (Chicago)</b>	\$81,600 per year

After reviewing all the proposals, I recommend Complete Cleaning Company. They had excellent reviews from Addison Public Library, Gail Borden Public Library (both branches), Palatine Library, and ADP Headquarters in Elk Grove Village. All of the references said they were very happy with the services received. Although there are few problems, the company is very quick to respond when there is an issue.

*I reviewed the above information with the Building and Grounds Committee on August 25<sup>th</sup>. They agree with my recommendation.*

*Laura Birmingham  
September 11, 2014*

## Hold Pick Up Anywhere

The new SWAN software is offering a new service - when patrons place a hold they will be able to select the library in SWAN where they would like to pick up their hold. This is optional for libraries to participate. The department heads and I have been discussing whether or not we should offer this service to our patrons and allow other patrons to pick up their holds here.

Currently 15 – 18% of the circulation in our library is done by people who are not our patrons. If we allow them to pick up their holds at IPPL that could potentially create a lot more work for our staff because the materials would arrive through delivery and staff would have to check them in, check them out to the patron when the patron picks up the item and then check the item in again when the patron returns it.

On the other hand we do have a number of our patrons who use other libraries. We don't know how many patrons use other libraries but we do know the circulation figures. For example in January of this year over 2,000 items were checked by our patrons at other libraries. This may be because of where someone works or because they take the train.

Also, all of our neighboring libraries will be offering this service.

After discussing this with staff I do believe we should offer this service to our patrons. But if it becomes overwhelming we may have to stop the service.

I have requested that SWAN consider a formula modification relative to library members' fees in the event of an uneven balance between a library serving members from other libraries and its own members being served by other libraries.

67

**Indian Prairie Public Library  
Strategic Plan 2013 – 2015  
Update September 2014**

**WORKSHEET**

**The Library Mission**

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

**The Library Vision**

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

**Strategic Priorities**

**Providing popular materials and programs**

Children, teens and adults depend on the library to make their leisure time more enjoyable.

- Focus on providing easy access to high demand items.
  - **Popular youth non-fiction topics will be highlighted. ( 2013)**  
YS and Tech – 4 additional topics  
Tales, poetry and biographies are completed, NEW Maker Collection is in process
  - **Improve patron browsing within Dewey topics. (ongoing)**  
AS, YS and Tech; 2013 - YS biographies, AS 800's  
YS biographies categories are completed. Adult poetry and plays are completed. Small business collection has been finished with simplified Dewey Pulled the language books into a separate collection and created the Citizenship Collection We added shelf labels where they were missing in the pullouts and added them to the Pets area.
- Offer expert assistance to residents to aid them in finding books and movies they will enjoy.
  - **Enhance online advisory tools. (2013) In process**  
AS  
The Books Just For You online form has generated 34 requests; IPPL GoodReads group is up and running, 74 patrons are members, 37 of them have commented at least once and there have been 464 clicks on the GoodReads link on the website since April; Novelist Select has been added to the catalog which provides readalikes and series information.  
In 2014 completed a feature called "Meet the Reviewers", revised the Books Just For You form and created a Movies Just For You form. Staff has developed a survey to gauge reaction to the responses given to online readers advisory requests.
  - **Examine ways to offer personalized services for popular materials. (2013)**  
AS  
See above
  - **Investigate methods for sharing reader-generated reviews online. (2013)**

AS

See above – GoodReads

- Stay current with new formats and ways to access content

- **Provide access to e-magazines (2013).**

AS

Completed – offering 85 Zinio emagazines. Provide tablets in the library so patrons can easily access the digital magazines in the building. Links to the e-magazines have been added from our Web Page magazine list and labels on shelving in the magazine display area promote the e-magazines. Provide access to Zinio and one e-magazine subscription on circulating parents Kindle Fire.

- **Enhance e-book collection and examine available delivery systems. (2013)**

Admin, AS, YS, CS

Staff e-book Summit on April 22 to discuss results of technology survey and state of the service. Basically the discussion centered around the problems inherent in the current state of e-books. The staff next met June 20 to narrow to three problems and ways to solve the problems. The first problem we are working on is to address the issue that people have difficulty finding ebooks they want to read.

- The first solution is we have put information on our ebook web page that suggests read-a-likes.
- The second solution is to highlight physical books that are also in the ebook collection. GenLit books have stickers on them if we also have the book as an e-book.
- We also made the decision to subscribe to the RAILS shared collection of ebooks. This is provided by a different vendor and provide a new collection of materials for our patrons. In addition we will be able to compare ease of use with this vendor and the current vendor. Suzy will prepare a report on use at the end of September after 8 months of use.

Staff will continue to meet in 2014 to discuss ways to promote the ematerials and make it easier for patrons to find what they want.

Also, additional titles were purchased for circulating e-Readers

Additional titles were added to Teen Nook e-Readers; ebooks were added to Circulating Parents Kindle Fires and Mid-Kids Nook Colors.

- **Investigate providing e-music and e-video to patrons. (2013)**

AS, YS

Suzy investigated Hoopla (music and movies) and Freegal (music); we are now offering Hoopla for streaming music and movies. We added two devices to the teen area for streaming music. Ann investigated streaming movies through Roku with digital codes that come with purchased movies. Six Rokus are now being circulated to patrons. Starting in September 2014 we will be adding three Rokus with kids/family related content on them; offered Streaming Program to educate the community on streaming and promote Hoopla and Roku streaming services.

Adding Pandora streaming music to in-house circulating mid-kids Galaxy tablets.

- Present programming for entertainment and leisure.

Numerous programs were presented for all ages each quarter. The concept of "Junction: Learn, Create, Share" was introduced to encourage patrons to expand their horizons by learning something new, creating from scratch and sharing skills and knowledge with each other.

## Fostering life-long learning

The library offers residents - of all ages - materials and programs that enhance personal, professional and educational growth as well as opportunities to explore topics of interest.

- Facilitate early literacy and cultivate young readers.
  - **Create a "My First Library Card" campaign. (starting September 2012) Preliminary details developed. Will develop further in 2013.**  
Katie, Circ, Marketing  
The "My First Library Card" experience started in September for kids up to 12 with a special library card, a book bag, and a photo. (The Friends are sponsoring the card initiative by funding the cost of the new cards.) In September staff issued 247 cards. From October to December an additional 186 were issued. We plan to do another special promotion in May in advance of the Summer Reading Club. During the promotion in May, we issued 158 "kids" cards to resident card holders and 5 to non-resident card holders.
  - **Evaluate use of the Family Center and consider further development. (winter/spring 2013) Katie, Natalie, Admin**  
The Darien Woman's Club donation provided a new Legos table and Lego Duplos sets. Also through a donation from the Darien Woman's Club staff purchased interactive learning toys that are helpful to children with special needs. Computer Services replaced the family computers with touchscreens with new games that include aspects of early literacy and STEM; the Family Center was painted blue in August to give a sense of sky (with the tree) and also provide a more serene setting. Some furniture was moved out to provide more space and the furniture moved around to create more of a living room space. Stained benches and chairs were recovered with a vinyl fabric.
- Support children and teens in their interests and educational needs.
  - **Create more methods for teen input into development of the teen collection. (fall 2012) process started, continue in 2013**  
The TEEN Facebook page and GoodReads accounts have been deleted, we are exploring newer social media platforms that teens are actually using, like Instagram or Tumblr.
  - **Conduct focused discussions with schools regarding their strategic goals and analyze how the library can provide support. (2013)**  
JB, NW, MD  
Jamie and Natalie have met with superintendents in districts 60, 61, 62, 63, 66, and 180. Natalie worked with the Gower District to train teachers on our databases.
  - **Use Core Curriculum and STEM standards as a foundation for programming and materials for all ages. (ongoing) new**  
MD, YS  
In fall 2013, our afternoon programming focused on books and science projects for grades 1 - 3. New Core/STEM books have been ordered for the Parent/Teacher Collection. Our SRC included STEM programming and maker opportunities. We are continuing to include STEM programming in fall 2014 with projects like Storyteller's Studio, which using digital media equipment, an some of our other building events like Lego club or the Cardboard Challenge.

- Provide collections and programs that support life goals and interests.
  - **Further develop collections, resources and programs that support workforce education in partnership with WorkNet. (2013)**  
 Shirley  
A database computer has been converted to a Job Search computer with links to Worknet, other job search sites and Microsoft Office; offered career skills workshop; representatives from COD; computer classes.  
We had a Job Fair in August in partnership with Radogno and Durkin's offices and have a brochure on job searching which is regularly updated.
  - **Examine how to create a seniors area on the first floor. (2013)**  
 DW and JB  
Seniors seemed to have found their own space in the area of the magazines. Staff are working on creating a place to provide information of value to this demographic.
  - **Investigate providing memory games for seniors. (2014)**  
 AS  
Joe has surveyed seniors and written a report relative to this idea. We have not yet discussed his findings.
  - **Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. (2013-2014) new**  
 AS, YS, Circ, CS  
Programs presented this year – origami, planting seeds to take home, Yoga, poetry workshop series, creating wedding floral arrangements, gardening, making environmentally-friendly cleaning products, beginners genealogy training, how to make chocolate candies, knitting, Instagram, tie-dye ; drop in learning for e-books, digital media equipment, Zinio, chess, Mah-Jong; chess; fantasy football. Started the "Needlers" club for people who knit, crochet, etc. In summer 2014, YS created Make Some Noise, an entire summer reading challenge to provide hands-on learning opportunities, the digital media lab, Makerspace with circuits, robotics and more, offered Lego Club, Nick and Tesla Tech Toys, Hackers Coalition, 3D Printing classes, How to be a DJ, Build electric guitars, EL wire design. In fall 2014, we are offering Storyteller's Studio, which will train kids on dig media equipment, Hacking Electronics, Manga Illustration workshop, Turn your writing into an e-book, classes on DJ software, arduinos, 3D Printing, green screen, and Shoebox Smartphone projectors. Adult programs including hands on classes in knitting, felting, tangled valentines, and fishing along with classes on fantasy football and home brewing.  
Offered new technology programs and classes on creating budget using Excel, New Technology 101, started Tech Talk Technology Discussion Group, Kindle Fire; e-movies & e-music, creating a Pinterest page, steaming program. In the fall we will be offering 3d printing, video creation, intermediate iPad, Youtube, Home automation, Skype. Hasting hands-on :Greening your Home program given by SCARCE in Fall 2014.
  - **Develop a collection of foreign language magazines and newspapers. 2015**  
 AS

### Enhancing the community

The library helps residents expand their sense of community by fostering community projects and encouraging interaction and sharing of interests.

- Provide opportunities for people to build relationships.
  - **Develop more programming and activities that provide the opportunity for people to interact. (ongoing)**  
 AS, YS, Circ, CS (related to above initiative)  
Bring Your Own Book Discussion held two times a year; start of Good Reads group; Facebook; Polish storytimes; Senior Fun Days; self-serve games in café; Book Buddies; Readers Theater; poetry workshops; game night for 20-30 something; program on volunteer venues; Teen Advisory Board; started the Needlers group; we've developed intergenerational programming in partnership with the Rotary – Pages for All Ages and Memory Drive.  
We had the Book Discussion Group gathering in June 2014  
Started a Technology Discussion Group (TechTalk)
  - **Facilitate sharing of talents and skills. (ongoing) new**  
 AS, YS, Circ, CS (related to above initiative)  
Senior Fun Days; World Wide Knit in Public Day; The Sound Music Fest; poetry reading and open mic; poetry workshops; program on volunteer venue, Natalie and Cindy are creating an Local Authors Fair, in spring 2015 Makers Fair.
  - **Develop a community online presence for GenLit and Crime Readers groups. (fall 2012) started process**  
 AS  
GenLit Facebook page; Crime Readers Facebook page; both mentioned on GoodReads
  - **Explore an online book club for the Kids & Teens Department. (fall 2012) started process**  
 YS  
We are looking at ways to use badges or create online reading programs throughout the year, especially for new incentives, like 1,000 Books Before Kindergarten.
  - **Evaluate upgrading or enhancing the meeting room technology/av equipment to enhance program attendee experience. (2014)**  
 CS, Admin  
In 2013 the ceiling projector was replaced to support various screen resolutions especially from tablets. August 2014 replaced audio system including speakers and added bigger screen. Investigated hearing loop technology.
- Act as the community's information resource.
  - **Be an information clearinghouse for local green efforts. (2012-2013)**  
 AS, LB  
The library started a Community Information page which includes community information relative to recycling, etc. This has been promoted through the newsletter and enewsletter. We have been incorporating "green" info and facts into social media on a regular basis. We include information about local recycling events.

- **Collect and archive oral local histories. (2013)**  
AS  
Six interviews have been completed and half are on the website as transcripts. There are more people waiting to be interviewed (waiting on health of interviewer).
  
- **Develop a community stories project. (2014)**  
AS, YS  
StoryShare is set to begin this fall. YS completed the Memory Project in Summer 2014, training teens to create digital videos or interviews with senior citizens in the community, which will be posted on the website.
  
- **Form partnerships to further develop community services.**
  - **Partner with other organizations to provide recycling opportunities for the community. (spring 2012) process started, to be continued 2013**  
LB  
Held a recycling event October 2013 ("Make a Difference Day") We worked with the Darien Lions Club, Willowbrook Goodwill (not sure if that is a community group or not), Working Bikes (non for profit), SCARCE (School & Community Assistance for Recycling and Composting Education) (not for profit), and Creative Recycling Systems. Kids & Teens also held the Cardboard Challenge which recycled cardboard for a very fun and popular event (October 2013 and October 2014); Partnering with SCARCE and the City of Darien, the library is hosting a 2<sup>nd</sup> Annual Recycling Extravaaganza in October 2014.
  
  - **Meet with community organizations to get updates on their activities and discuss ways to partner. (start fall 2012)**  
Jamie met with the Rotary in 2012 and again in 2013 and 2014. The Darien Historical Society had a table in the lobby  
Staff trained teachers and kids at Anne M. Jeans on downloading e-books.  
Partnering with SCARCE and DuPage County to work towards obtaining "Earth Flag".
  
  - **Invite groups to hold a meeting in the library and present a program targeted to their interests. (2013-2014)**  
CC  
We have had two book discussion groups who have met at the library and seen our online presentation of Readers Advisory for Book Groups.
  
  - **Annually identify community events the library will participate in. (ongoing) new**  
CC, AS, YS, Circ  
Completed for 2013 - group of staff and volunteers participated in Darien Lions Club July 4 parade and one staff member participated in the parade on behalf of the Darien Historical Society, participated in the Safety Event put on by legislators; had planned to hold The Sound in conjunction with Willowbrook Park District but rain kept the event in the library staff member at the Darien Historical Society Ice Cream Social, staff attended parent events at Gower and Concord schools; Jamie, Vicki and Marian participated in Darien Town Hall event in 2013 and will do so again in 2014. We held a Job Fair in August in partnership with Radoano and Durkin's offices. YS has participated in a handful of Back to school bashes, orientation and family reading nights at our schools.



Explore the needs of the community's predominate ethnic groups. (2015)  
YS, AS

- **Facilitate community discussion on 21<sup>st</sup> Century Learning Skills. (2014)**  
JB  
The library will work through strategic planning process and determine the need for this type of activity in the community.
- **Investigate if services provided elsewhere should also be provided by the library. (2013)**  
DS  
Circulation has started selling stamps as has been requested by patrons; Circ explored selling lottery tickets and was told we have to be a business that sells things in order to participate; Circ explored issuing passports but it is staff intensive and the return on investment does not make it worthwhile; Circ evaluated getting a change machine, but most people want to break \$20.00 and change machines don't go up that high; Circ also investigated having a battery starter for cars which is something we will be doing as an emergency service for our patrons.

**To enrich lives through technology**

Technology has become a foundational component in our residents' lives.

- **Keep abreast of and anticipate how residents use technology.**
  - **Annually survey library members regarding their use of technology. (2013 and ongoing)**  
JB, CC, CS  
We did a survey at the end of 2012, A few technology questions will be added to a general survey being done fall 2014.
- **Instruct and assist residents in using technology.**
  - **Provide computer classes that assist residents in updating their work skills. (ongoing)**  
AS  
Offered a program on showing tools that help create resumes and improve computer skills, College of DuPage was here to promote their classes, we've hosted numerous computer classes for beginners and intermediate learners; staff provide a program on LinkedIn on a quarterly basis Desk staff assist patrons on a regular basis with projects such as filling out applications, accessing job websites and sending resumes online.
  - **Annually provide "senior boot camp" computer classes. (fall 2012 and ongoing)**  
CS  
Held August 2013 and August 2014.
  - **Expand efforts to train patrons on accessing library e-book collection. (2013) new**  
AS  
We offer hands on classes as demand warrants, but as attendance has dropped we offer drop-ins and continue to help one-on-one at the desk.
  - **Expand technology resources on library website to assist technology literacy. (2013) new**  
CS, AS

Staff have added a new e-tutor page to provide instructional videos for SWAN, social media, library apps, Windows, iPad, Hoopla and Roku.

- **Provide technology for patrons to create digital media. (2013 and ongoing)**

JB, CS, AS, YS

Patrons may check out equipment that will digitize slides, photos, negatives and audiocassettes and use an in-library equipment to convert VHS to digital. The library has held drop-in classes to train patrons on the equipment. In summer 2014, YS created a digital media lab utilizing equipment purchased by the Rotary Club. The space, camera, microphones, MacBook's, and software are available for all IPPL patrons. -This fall we will be offering a Digital Media Program and a YouTube class for ages 12 and up.

- **Investigate offering classes using other computer labs in the community and creating a traveling computer lab. Provide technology classes at two other locations per year (2013 and ongoing)**

CS

Staff are developing classes to present in conjunction with the Willowbrook Park District at the Willowbrook Village Hall. Offered iPad in Summer 2014 and will be offering an iPad and Computers for Beginners in Fall 2014

- Offer opportunities for residents to experiment with new technology.

- **Host programs that allow residents to use different types of technology. (ongoing)**

AS

We've offered a variety of workshops and drop-in one-on-one opportunities for patrons to try different e-readers, the Ipad, and the digital media equipment. Teens had a program on Instagram and a photo scavenger hunt using iPads. In summer 2014, YS provided digital media lab and weekly Makerspace projects using Little Bits, Squishy Circuits, Makey-Makey, and Cubelets. We also offered new programming like the Hockers Club, 3D printer programs, and the Storyteller's Studia. We offered Kindle 101, creating budget using Excel, New Technology 101, started Tech Talk Technology Discussion Group, e-movies & e-music, creating a Pinterest page, steaming program. In the fall we will be offering 3d printing, video creation, Youtube, Home automation, Skype.

- **Investigate and implement other technology uses for the Tech Bar. (2013) new**

CS

The Tech Bar started with e-readers, and then provided Multimedia tablets – Kindle Fire, Samsung Galaxy 2, Coby and Blackberry Playbook. Now productivity tablets are featured – Kindle Fire HD 8.9, iPad Air, Windows Surface 1. The Tech Bar was removed in February 2014 due to low use. All digital devices have been repurposed to be used by patrons.

- Provide a virtual library.

- **Continue to evaluate new technologies in web applications/tools to enhance the web site. (ongoing)**

CS

Mobile device detection has been added to the website. Staff are adding a YouTube plugin to imbed vides within the website. This Fall our website is being updated for responsive website design which would automatically adjust our website depending on the size of the screen.

- **Continue to improve and promote the mobile access to the library. (ongoing)**  
CS, Marketing  
The Cardstar app, Zinio emagazines and Hoopla for streaming movies and music have been introduced this year.
- **Create screencasts/videos to teach and share information. (2012 and ongoing)**  
Everyone  
Sarah J created a video synopsis for "The Sound". Dave has created a series of how-to videos for iPad, social media, Windows, SWAN, Roku, Hoopla, and library apps. We have created promo videos for Write On! And Make Some Noise. We created and posted videos for the Memory Drive Project, 3D printing, Junction, Wizard of Oz, Novelist Select.

**Management Priorities**

These resources are critical for Indian Prairie to support its mission and reach its vision.

**Financial**

- The library maintains a strong financial base and continually evaluates the best ways to manage finances in order to provide services desired by the community.
  - **Apply for at least two grants per year. (ongoing)**  
Everyone  
Jamie applied to Praxair and to Best Buy. The library received \$2,500.00 from Praxair but did not receive the Best Buy grant. Debbie Wordinger applied to the National Endowment for the Humanities to receive the Muslim Journeys Bookshelf, a project of the National Endowment for the Humanities Bridging Cultures initiative. The library received a collection of materials as a result of the grant. Ann Stovall, Kelly Von Zee and Cris Cigler prepared a grant to Walmart for \$5,000.00 for technology. We did not receive that grant. In 2014 Joe applied for and received a grant to fund materials related to citizenship. Katie applied to Target for a grant to fund "book bundles" and received that grant. Tyler, Natalie, Jamie and Ann applied for a federal Sparks grant for \$25,000 to create technology training kits but did not receive the grant.
  - **Create a plan to promote donations to the library. (2012) process started to be continued in 2013**  
JB  
Discussion has been ongoing with the Foundation. Plans include an indoor golf event in 2015. There will be special brick garden promotion this year.
  - **Examine individual services and staff duties for determination of retention or revision. (2012 and 2013)**  
Everyone  
Adult Services has completed a list of staff duties for study purposes and revised Reader's Advisory job description; decided to discontinue Adult Summer Reading; staff are no longer selecting for certain collections – CD Rom's and videos; staff duties were reorganized to provide focused attention to key areas of service. Jamie and the department heads examined personnel needs throughout the

library; some new positions were created and other positions redesigned to better provide services.

- **Examine how to increase library usage by Burr Ridge residents and other unserved areas. (2013-2014)**

JB, Trustees, CC

The board committee met and have developed a plan. We will do a marketing campaign in Farmingdale and are meeting with Burr Ridge to discuss promotional ideas.

- **Research RFID as a means of creating efficiencies. (2013 – 2014)**

DS

Debbie Sheehan has started researching RFID as a means of creating efficiencies for the library. So far she has talked with other libraries and gotten information fram vendors. Debbie will continue to attend workshaps on RFID in an effort to gain information.

- **Examine annexation of unserved areas. (2014)**

JB, Trustees

The board committee determined that it is best to market the library's services to unserved areas.

**Staff**

- The library's personnel are dedicated to offering quality services. The library allocates, trains and encourages staff to achieve and maintain the library's mission and vision.

- **A staff development plan will be developed each year and will include the following components: (ongoing)**

- Customer service and hospitality.
- Technology training.
- Leadership training

LB

A plan was written for 2013; a plan has been written for Jan – June 2014. Patti, our new trainer, has begun working with departments on building staff skills. An updated plan has been written for FY2014-2015.

- **Continue to study and develop internal communication methods.**

LB, JB, CC

A staff communication survey was conducted, problems noted and discussion held on resolving any issues, also suggestions from staff were implemented

- **Determine and implement fundamental staff skills training for each department. (2013)**

LB

Laura sent a survey to each department to determine basic competencies for each position. Our trainer, Patti, has begun to work with departments on enhancing staff skills.

- **Review/create procedure manuals in each department and set up cross training program in each department. (2013-2014)**  
 Everyone  
Circulation has a procedure manual the other departments will be working on this
- **Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity. (2014)**  
 JB, LB  
YOLO – Year of Learning Opportunity – has started whereby staff attend at least 6 mandatory information sessions and have the opportunity to attend many more covering a wide variety of services provided by the library.
- **Implement project management software to increase project efficiency and effectiveness. (spring 2013)**  
 Ann, everybody  
Staff training has been done on Trello Project Management software. Staff have started using it for various projects. A workshop was held for staff on tips for project management including the 43 folder system, using Excel, and how create a timetable for “backing in” to a project.

**The physical library**

- **The trustees and staff continually analyze the building, equipment and space to ensure support of library services.**
  - **The building will be evaluated annually for optimal use of space.**
    - **Evaluate other uses for staff copier room (2013)**  
 JB  
This has been reviewed with the Building and Grounds Committee and the room will become public space when we are able to move items from the records room to the basement.
    - **Evaluate design of teen area (2013)**  
 JB, YS  
The furniture and shelving in the teen area has been moved around to create more space and allow more seating. We are also working on the mid-kids area and hope to distinguish these two areas from each other and the age groups they are designed to serve. Staff are currently considering new furniture for each area.
  - **Evaluate use of Internet and wireless connection to determine need to expand service. (2013)**  
 CS  
Brett has investigated wireless connection and we are notified when bandwidth is high; Studied peak times and more bandwidth has been purchased; a wireless connection has been added to the meeting room.
  - **Implement thin client for catalogs and databases and investigate for other areas for use to create efficiencies and cost savings. (2013 – 2014)**  
 CS

Catalogs have been converted to thin client; one database computer has been converted to thin client; database computer conversion will continue; currently testing a staff computer with thin client; two circulation computers have been converted.

- Investigate other public PC reservation and printing solutions for efficient systems and cost savings. (2013-2014)

C

Staff selected My PC and switchover occurred February 5.

- Investigate use of televisions as promotional devices in the library. (2013)

CS, JB, CC

The lobby kiosk was redesigned to the floor plans but also provide a rotating graphic promoting programs and services and display what is occurring in the library. Staff are examining other ways to use television. Current plan is to place the flat screen that was the lobby kiosk in the teen area.

### Marketing

- The library identifies target markets for library services, maintains a consistent brand message and develops strategy to increase community awareness and promote the library's value.

- **Use video to showcase library services and programs. (ongoing)**

Everyone

Sarah J created and posted Instagram videos during the Sound and also created a synopsis video. Dave created promotional videos for Kids/Teens Summer Reading, Junction, and Wizard of Oz program.

- **Speak at each village board/council meeting once a year. (ongoing)**

Trustees

This was not complete in 2013 due to the turnover in trustees. However, Trustees did attend the "meet and greet" with the new mayor of Willowbrook and Bukovac had lunch with the mayor. Suriano and Krupicka have been attending the Darien intergovernmental meetings. Suriano, Krupicka and Bukovac participated in the Darien Town Hall activity. In 2014 presentations were made to the Darien and Burr Ridge boards. The library will participate in the Darien Town Hall. Willowbrook will be approached for the trustees to make a presentation.

- **Promote the library as an environment-friendly organization. (start spring 2012) started process and to continue in 2013.**

LB, CC

The fall recycling event was promoted and we had 600 cars pass through the event; the Community Information page with "green" information has also been promoted. The library puts "green" facts about IPPL on Facebook and Twitter. In Summer 2014, Laura began working with SCARCE to work towards Earth Flag Certification from DuPage County.

- **Conduct an in-house survey examining how patrons use the building and services. (2013)**

JB, CC

Completed. Results were presented to the trustees at the February meeting.

- **Improve and expand use of digital interactive map in the lobby to include promotion of books, programs and services. (2013)**

CS, CC

Completed

- **Educate and engage our patrons about issues relative to e-book access (2013)**

JB, CC, AS

Director's article in spring 2013 newsletter and on website; e-book classes have patron education component; e-book summit with staff to identify problems and strategies; permanent link to eMedia on e-News.

- **Research and identify effective new ways to promote the library especially using technology. (2013) new**

CC

In July 2013 Cris was assigned to manage social media and work with the social media committee to organize the library's social media efforts. Cris researched best ways to use Facebook and held one meeting with the staff social media committee to study usage of Facebook and make assignments. Additional staff have been recruited to post to Facebook. Staff will also be examining the library's use of Twitter and Pinterest. The teen staff are working on incorporating Instagram in our promotional efforts. Marianne has been using Darien Connect to regularly promote library programs and services. Marianne has been updating the library's LinkedIn page with appropriate library news and updates. Nancy Roy developed the Foundation's Facebook page and posts Foundation-related information. Marianne wrote a new social media plan. In addition, Marianne has been regularly posting pictures of services and programs on Facebook and our "likes" are up to 968 likes and 1,2500 "check-ins".

- **Prepare a plan to promote the library's technology services. (2013)**

CC, AS, YS, CS

Promotion will focus on e-books. A promotion plan was developed by Cris before she left but has not been implemented yet because of getting Marianne up-to-speed.

- **Brand the library's early education services, programs and materials. (spring 2013)**

Kelly, CC

Little U has been developed and the brochure and web page done.

- **Collect stories on how the library impacts peoples' lives in order to measure library outputs. (2013)**  
CC, AS, YS, Circ  
Ongoing; quotes used in newsletter and in e-news; Added name and phone to program evaluations in order to use quotes on program evaluations
  
- **Promote the library as a community information resource. (2013)**  
CC, AS  
The library shares community events and information on social media; Staff has started a Community Events blog
  
- **Promote library services that connect people with books and movies. (2013)**  
CC  
The library is using social media on a more regular basis plus the newsletter and enews. There are display in the lobby and in the adult and youth services departments. Also the staff recommendations blog on the website. We created bookmarks to promote BookBrowse and Novelist plus books and movies personalized recommendations. Also promoted in e-news.
  
- **Print library promotional materials in various languages. (2015)**  
MR



## 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

Resolution #2014-A

*A Resolution Honoring Dorothy Schardt  
Indian Prairie Public Library District  
Board Trustee*

**WHEREAS**, Dorothy was Trustee on the Indian Prairie Public Library District Board from January 2014 until September 2014; and

**WHEREAS**, Dorothy served on the Building and Grounds Committee, giving freely of her time and energy; and

**WHEREAS**, through her service Dorothy guided the district in the wise use of its resources and in development of services to the community,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that

**Dorothy Schardt** be and is hereby honored and commended for her tireless and outstanding service to the Indian Prairie Public Library District, and the people of the district.

Adopted this 17th day of September, 2014.

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

**Kids & Teens**

"What happened to the Makerspace? It's the best thing to happen to this library in years! My grandsons are going to be crushed."

Krista took the time to help a patron out with specific homeschooling questions and subjects. I overheard the patron saying, "Thank you for your help! I now feel so much more confident about using the library, how to search for things, and where to search for them. You really took the time to help me. I appreciate it!" Way to go, Krista!

**Circulation**

A young fellow had a \$13.00 fine and brought in \$6.00. I told him he needed \$2 more. He came back and gave me \$1. I was just going to waive the \$1 when a gentleman came up to the desk and said he overheard our conversation and would like to pay the \$1. We have the best patrons.

One of our regular patrons came to complain that people were tearing out articles in the Wall Street Journal and Barron's, regularly. He would like us to look at the cameras to see who keeps doing this.

Westmont patron comes to IPPL because he feels our staff is congenial!

Patron said that his \$1 friends IPPL bag is great. He would be lost without it.

A patron called to thank us for our "Great collection of music CD's" He was on his way to Indiana and wanted to let us know.

Patron called to renew a book over the phone. "I love you guys. You're so wonderful to me!"

Burr Ridge "snow bird" resident wanted to know if we would give him a 6 month non-resident card.

**Adult & Computer Help Desk**

Patron gave us BIG thumbs up when they placed their stuff on the cart/baskets before entering the restrooms. "What a wonderful idea" and "We love it."

Patron showed her two friends (Alsip Librarians) our De Dewey collection and VHS converter. They really liked the De Dewey pullouts.

Patron was very complimentary about our film collection. We have more to offer than Netflix.

ESL tutor was told to come to IPPL because we "have the best collection in the county!" When I showed him the Life Skills collection he was very impressed and commented that it was twice as large as what he'd seen at other libraries and much easier to find things. We had exactly what he wanted.

## Listening Posts August 2014

84

Patron called and complained that she always gets the answering machine when she calls in afternoon and has to listen too long for department phone list. She wanted to know what hours the receptionist works and she will call only during those hours.

Customer came in because she could not get to the right person through the phone message. She was angry.

Patron stated "Tom at the Computer Help Desk was very helpful and an asset to the library."

Friend of an elderly patron thanked Denise for her excellent service and skill at recommending books for her friend.

A gentleman came in and inquired about when Memory Drive interviews would be posted. When I thanked him for participating, he said he had fun and enjoyed doing it. He said the two teens he worked with were good.

I suggest Admin. Dept. add a space for "Second Language Spoken" on IPPL Job Application, so that we can check with Dept. when patron asks for the assistance with foreign languages. I had two helps requested from patrons, they came to CHD asked if I knew anyone who spoke French and Chinese. (I was able to help with Chinese.)

### Technology

"Good class – Informative – I also learned what a valuable resource the library is." Internet for Beginners attendee.

Overheard a mother saying to her daughter as they entered the library, "There is the 3D printer, it is cool!"

### Administration

Patron came into the Admin office to drop off a flyer for the community board and she said "What a library, two stories; I don't know why Lemont didn't think of doing two stories."

Girl Scout Troop leader who has used the on-line calendar to book her meetings in the past had a virus on her computer and was unable to book her two upcoming meetings. She called administration to see if there was any way we could help her. One of the dates she needed was unavailable so I searched the rest of the week for her. We found something that would work and I booked both dates. She was thrilled that I was able to help her and said "you made my day". She was so happy that I told her she made my day too. And she did!

# Annual Report 2013-14

## It's been an exciting year!

Not only did IPPL celebrate its **25th anniversary**, but the library made the **final bond payment on its building**. In addition, IPPL appointed several new board members: Don Damon, Beena Deshmukh, Julia Lacayo, Diane Ruscitti, and Dorothy Schardt.

A summary of significant achievements, new services, and special programs and events.

### Thank You!

- To the Friends of IPPL for donating \$9,800.
- To the IPPL Foundation for donating \$2,935.
- To the community for donating \$7,390
- To the Rotary Club of Darien for donating \$1,465.
- To the Darien Woman's Club for donating \$1,450.
- To the Darien Lions Club for donating \$500.
- To the 221 volunteers who donated 5,344 hours.
- To the voters who made us third in *West Suburban Living's* 18th Annual Best of the West voting for Best Public Library.

### Providing Popular Materials and Programs

- 3D printing came to IPPL—166 projects were printed in the first two months!
- A Makerspace and Digital Media Lab were created in Kids & Teens.
- Tech Talk discussions were initiated to share technology trends and tips.
- The Big Read celebrated its 10th year of programming in partnership with other local libraries.
- Books and Movies Just For You, our online recommendation service, was launched.
- A Free Comic Book Day event was hosted for the first time, in which we gave away 225 comics to attendees.

### Fostering Life-Long Learning

- Junction programming was created to encourage patrons to learn, create, and share.
- Intergenerational programs Memory Drive and Pages for All Ages were offered in partnership with the Rotary Club of Darien.
- The My First Library Card program was designed to encourage library membership for children.
- Little U classes were initiated to encourage early literacy.
- KRoT (Kids Reading on Tuesdays) and FRISK (Friday Interactive Storytime for Kids) programming was originated to encourage reading by mid-kids.
- The DIY Teens and Hacker's Coalition programming for teens was developed to encourage STEM (Science, Technology, Engineering, and Math) education.

**Did you know?**  
Amazon.com shoppers can now donate to IPPL through [Fundinco.org](http://Fundinco.org)! Visit [fundinco.org/indianprairie](http://fundinco.org/indianprairie).

### Enriching Lives Through Technology

- Hoopla service for streaming movies and music was provided.
- Roku devices for streaming movies were offered for checkout.
- The eReadIllinois Axis 360 e-book collection with more than 10,000 titles was added.
- New databases were added, including Legal Forms, NovelList Select, and S&P NetAdvantage.
- Kindles pre-loaded with e-books were provided for checkout by adults.
- Nook Colors pre-loaded with books and games were available for checkout by mid-kids.
- iPads for adult use in the library were loaded with ESL apps and access to Zinio magazines.
- iPads and Macbook Pro laptops were purchased for teen use.
- Interactive touch-screen computers were installed in the Family Center.

### Enhancing the Community

- Local artist Jenn Weinschenker painted on location in the library; the work will be donated to IPPL.
- IPPL participated in the 3rd annual World Book Night, giving away books throughout the community.
- A Citizenship Corner containing resources was created through a state grant.
- The local history collection added microfilm from the Darien *Progress* newspapers spanning 1971-2000.
- Our Oral History Project was initiated with interviews of long-time residents.

# Facts and Figures\*

## We own:

- 144,692 books
- 25,261 e-books
- 21,769 DVDs
- 4,138 streaming movies
- 11,345 music CDs
- 132,144 streaming music albums
- 6,130 audiobooks
- 4,950 downloadable audiobooks
- 463 console games

## We also have:

- 391 magazine/newspaper subscriptions
- 84 e-magazine subscriptions
- 65 online resource databases

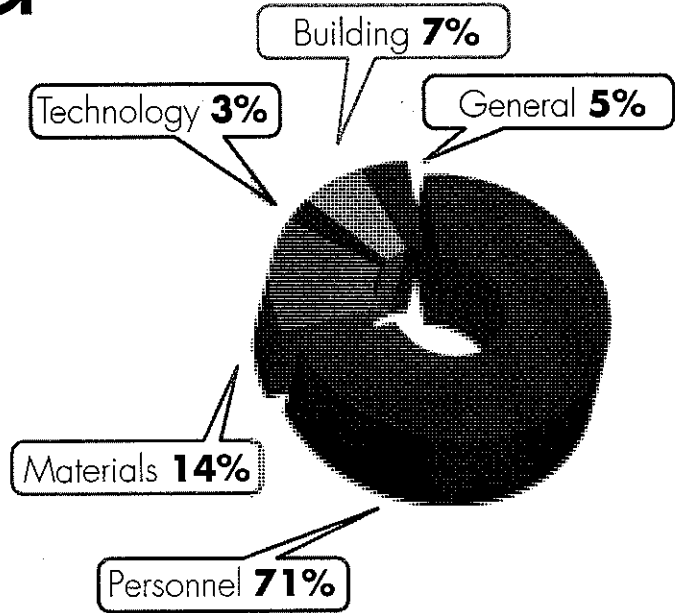
We are also a member of SWAN online catalog, which provides access to more than one million titles.

## Serving our community:

- 466,022 people visited the library
- 855,033 items circulated
- 103,511 visits to [ippl.info](http://ippl.info)
- 98,252 questions answered
- 74,445 uses of IPPL computers
- 730 programs and classes offered
- 18,668 people attended programs and classes

## Saving you money:

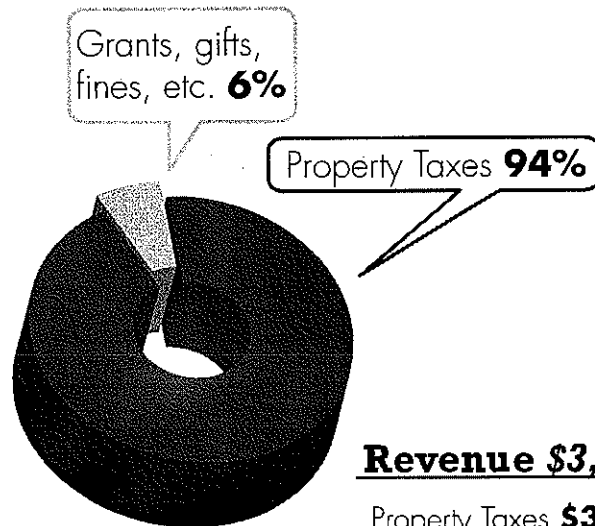
Our 24,231 cardholders checked out 859,439 items, which represents a savings of \$638 to each cardholder.



## Operating Expenditures \$3,414,503

- Personnel **\$2,435,646**
- Materials **\$474,667**
- Building **\$225,516**
- General Operations **\$166,104**
- Technology **\$112,570**

## Bond Repayment \$461,597



## Revenue \$3,756,409

- Property Taxes **\$3,513,150**
- Grants, gifts, interest, fines, fees, misc. **\$243,259**

\*unaudited figures

87

## Pew Internet » Libraries

**Released:** June 25, 2013

# Younger Americans' Library Habits and Expectations

*By Kathryn Zickuhr, Lee Rainie and Kristen Purcell*

## Summary of Findings

Younger Americans—those ages 16-29—exhibit a fascinating mix of habits and preferences when it comes to reading, libraries, and technology. Almost all Americans under age 30 are online, and they are more likely than older patrons to use libraries' computer and internet connections; however, they are also still closely bound to print, as three-quarters (75%) of younger Americans say they have read at least one book in print in the past year, compared with 64% of adults ages 30 and older.

Similarly, younger Americans' library usage reflect a blend of traditional and technological services. Americans under age 30 are just as likely as older adults to visit the library, and once there they borrow print books and browse the shelves at similar rates. Large majorities of those under age 30 say it is "very important" for libraries to have librarians as well as books for borrowing, and relatively few think that libraries should automate most library services, move most services online, or move print books out of public areas.

At the same time, younger library visitors are more likely than older patrons to access the library's internet or computers or use the library's research resources, such as databases. And younger patrons are also significantly more likely than those ages 30 and older to use the library as a study or "hang out" space: 60% of younger patrons say they go to the library to study, sit and read, or watch or listen to media, significantly more than the 45% of older patrons who do this. And a majority of Americans of all age groups say libraries should have more comfortable spaces for

reading, working, and relaxing.

## Younger Americans' use of technology

Compared with older adults, Americans under age 30 are just as likely to have visited a library in the past year (67% of those ages 16-29 say this, compared with 62% of adults ages 30 and older), but they are significantly *more* likely to have either used technology at libraries or accessed library websites and services remotely:

- Some 38% of Americans ages 16-29 have **used computers and the internet at libraries** in the past year, compared with 22% of those ages 30 and older. Among those who use computers and internet at libraries, young patrons are more likely than older users to use the library's computers or internet to do research for school or work, visit social networking sites, or download or watch online video.
- Almost half (48%) of Americans ages 16-29 have ever **visited a library website**, compared with 36% of those ages 30 and older (who are significantly less likely to have done so).<sup>1</sup>
- Almost one in five (18%) Americans ages 16-29 have **used a mobile device to visit a public library's website or access library resources** in the past 12 months, compared with 12% of those ages 30 and older.

The higher rates of technology use at libraries by those under age 30 is likely related to their heavier adoption of technology elsewhere in their lives. In the late-2012 survey analyzed in this report, over nine in ten younger Americans owned a cell phone, with the majority owning a smartphone; some 16% owned an e-reader, and 25% owned a tablet computer.

The high figures for technology adoption by young adults is also striking in more recent surveys by the Pew Research Center's Internet & American Life Project (surveys that covered those 18 and older, cited here for reference):

- 98% of young adults ages 18-29 use the internet and 80% have broadband at home<sup>2</sup>
- 97% of young adults ages 18-29 own a cell phone and 65% own a smartphone<sup>3</sup>
- 34% of young adults ages 18-29 have a tablet computer<sup>4</sup>
- 28% of young adults ages 18-29 own an e-reader<sup>5</sup>

Focusing back on younger Americans ages 16-29 from our November 2012 survey, we find that their interest in technology is reflected in their views about library services: 97% of Americans under age 30 say it is important for libraries to provide free computer and internet access to the community, including 75% who say it is "very important."

## E-book reading habits over time

As with other age groups, younger Americans were significantly more likely to have read an e-book during 2012 than a year earlier. Among all those ages 16-29, 19% read an e-book during 2011, while 25% did so in 2012. At the same time, however, print reading among younger Americans has remained steady: When asked if they had read at least one print book in the past year, the same



89

proportion (75%) of Americans under age 30 said they had both in 2011 and in 2012.

In fact, younger Americans under age 30 are now significantly more likely than older adults to have read a book in print in the past year (75% of all Americans ages 16-29 say this, compared with 64% of those ages 30 and older). And more than eight in ten (85%) older teens ages 16-17 read a print book in the past year, making them significantly more likely to have done so than any other age group.

### **Library habits and priorities for libraries**

The under-30 age group remains anchored in the digital age, but retains a strong relationship with print media and an affinity for libraries. Moreover, younger Americans have a broad understanding of what a library is and can be—a place for accessing printed books as well as digital resources, that remains at its core a physical space.

Overall, most Americans under age 30 say it is “very important” for libraries to have librarians and books for borrowing; they are more ambivalent as to whether libraries should automate most library services or move most services online. Younger Americans under age 30 are just as likely as older adults to visit the library, and younger patrons borrow print books, browse the shelves, or use research databases at similar rates to older patrons; finally, younger library visitors are more likely to use the computer or internet at a library, and more likely to see assistance from librarians while doing so.

Additionally, younger patrons are significantly *more* likely than older library visitors to use the library as a space to sit and read, study, or consume media—some 60% of younger library patrons have done that in the past 12 months, compared with 45% of those ages 30 and older. And most younger Americans say that libraries should have completely separate locations or spaces for different services, such as children’s services, computer labs, reading spaces, and meeting rooms: 57% agree that libraries should “definitely” do this.

Along those lines, patrons and librarians in our focus groups often identified teen hangout spaces as especially important to keep separate from the main reading or lounge areas, not only to reduce noise and interruptions for other patrons, but also to give younger patrons a sense of independence and ownership. A library staff member in our online panel wrote:

“Having a separate children’s area or young adults area will cater solely to those groups and make them feel that the library is theirs. They do not have to deal with adults watching them or monitoring what book they pick or what they choose to do—it’s all about them and what they want with no judgment. Children and teens love having their own space so why not give them that at the library?”

Younger Americans’ priorities for libraries reflect this mix of habits, including various types of brick-and-mortar services as well as digital technologies. Asked about what it is “very important” libraries should offer, for instance, librarians were at the top of the list:

- 80% of Americans under age 30 say it is “very important” for libraries to have **librarians to help people find information they need**

90

- 76% say it is "very important" for libraries to offer **research resources such as free databases**
- 75% say **free access to computers and the internet** is "very important" for libraries to have
- 75% say it is "very important" for libraries to offer **books for people to borrow**
- 72% say **quiet study spaces** are "very important"
- 72% say **programs and classes for children and teens** are "very important" for libraries to have
- 71% say it is "very important" for libraries to offer **job or career resources**

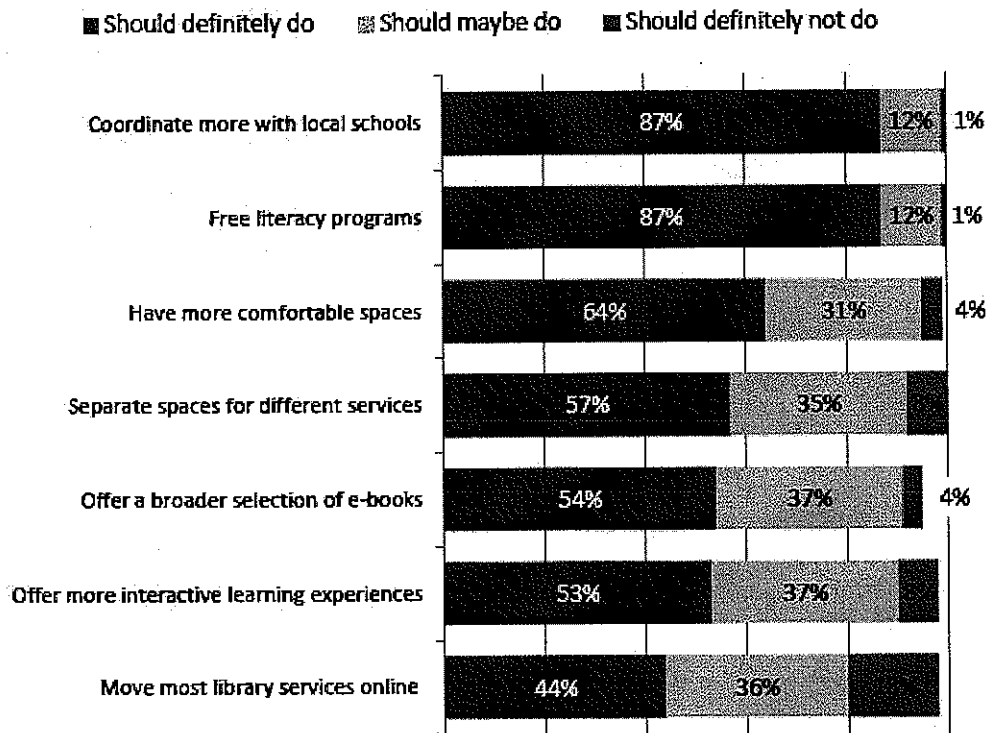
However, even as young patrons are enthusiastic users of libraries, they are not as likely to see it as a valuable asset in their lives. Even though 16-17 year-olds rival 30-49 year-olds as the age groups most likely to have used a library in the past year, those in this youngest age group are less likely to say that libraries are important to them and their families. Parents and adults in their thirties and forties, on the other hand, are more likely to say they value libraries, and are more likely than other Americans to use many library services.

### Attitudes toward current and future library services

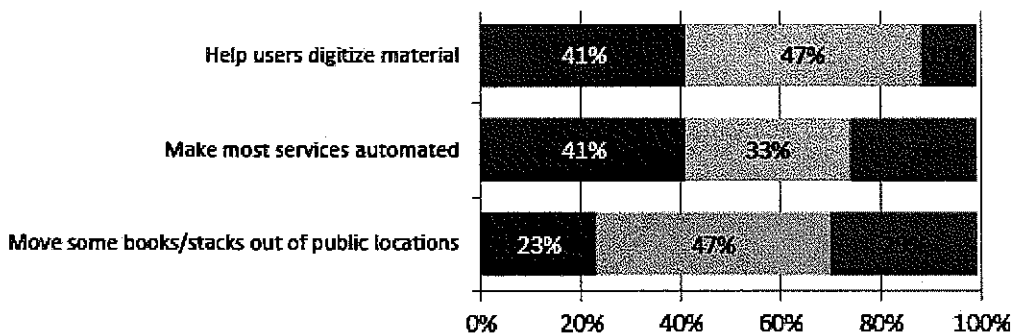
When it comes to questions about the kinds of services libraries should offer, the top priorities of younger adults are that libraries should coordinate more with schools and offer free literacy programs, the same as older adults.

#### What services and programs younger Americans say libraries should or should not implement

Among all Americans ages 16-29, the percentage who say public libraries should "definitely," "maybe," or "should definitely not" implement the following programs



91



Sources: Pew Research Center's Internet & American Life Library Services Survey of 2,252 people ages 16 and older conducted October 15-November 10, 2012. N=470 for Americans ages 16-29. Interviews were conducted in English and Spanish and on landline and cell phones.

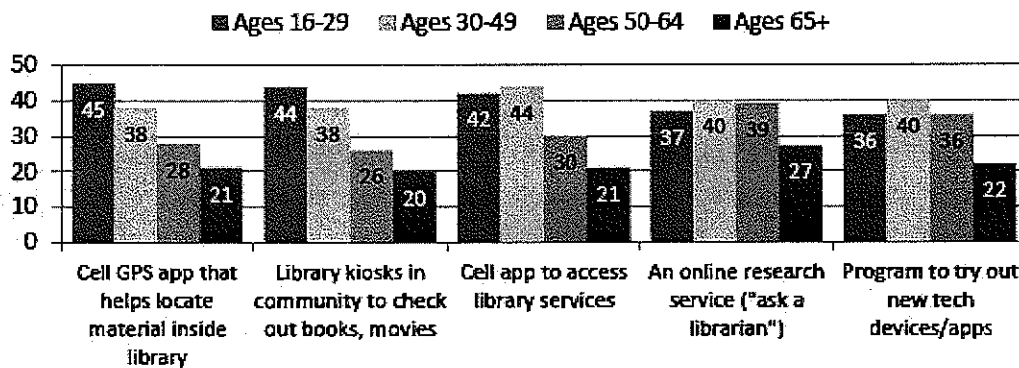
Younger Americans' priorities for libraries also mirror those of older adults in other measures. For instance, 80% of Americans under age 30 say that **librarians** are a "very important" resource for libraries to have (along with 81% of adults ages 30 and older). Other resources ranked "very important" by Americans under age 30 include:

- **Research resources such as free databases** (76%)
- **Free access to computers and the internet** (75%)
- **Books for borrowing** (75%)
- **Quiet study spaces** (72%)
- **Programs and classes for children and teens** (72%)
- **Job or career resources** (71%)

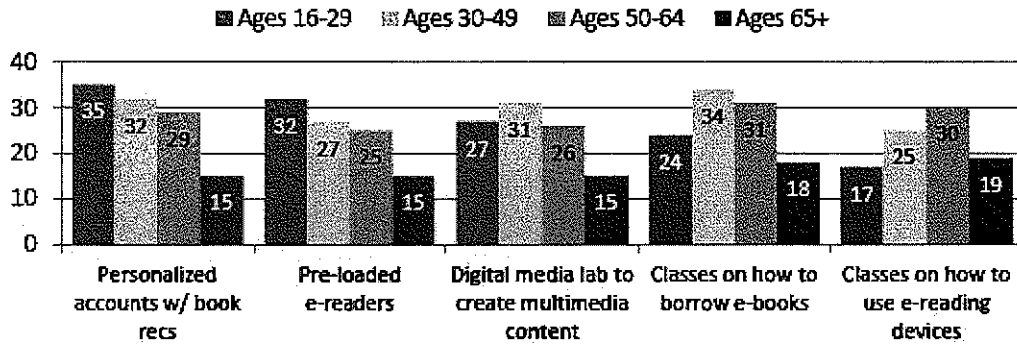
Finally, when given a series of questions about possible new services at libraries, Americans ages 16-29 expressed the strongest interest in **apps that would let them locate library materials within the library** or **access library services on their phone**, as well as **library kiosks that would make library materials available throughout the community**. In addition, younger respondents were somewhat more likely than older adults to say they would be likely to use **personalized online accounts**, **digital media labs**, and **pre-loaded e-readers**.

The following chart shows the differences between age groups that emerged when respondents were asked about the future of libraries.

**Which library services Americans say they would be "very likely" to use**  
*Among Americans ages 16+, the % who say they would be "very likely" to use the following library services and activities, by age group*



92



Source: Pew Research Center's Internet & American Life Library Services Survey of 2,252 people ages 16 and older conducted October 15-November 10, 2012. N=470 for Americans ages 16-29. The survey was conducted in English and Spanish and on landline and cell phones.

## A snapshot of younger Americans' reading and library habits

### Reading habits

Some **82% of Americans ages 16-29 read at least one book** in any format in the previous 12 months. Over the past year, these younger readers consumed a mean (average) of 13 books—a median (midpoint) of 6 books.

- 75% of Americans ages 16-29 read at least one book in print in the past year
- 25% read at least one e-book
- 14% listened to at least one audiobook

### Library use

As of November 2012:

- 65% of Americans ages 16-29 have a **library card**.
- 86% of those under age 30 have visited a library or bookmobile in person; over half (58%) have done so in the past year.
- 48% of those under age 30 have visited a library website; 28% have done so in the past year.
- 18% of those under age 30 have visited library websites or otherwise accessed library services by mobile device in the past 12 months.

Among **recent library users** under age thirty (that is, Americans ages 16-29 who have visited a library, library website, or library's mobile services in the past year), 22% say their overall library use has increased over the past five years. Another 47% said it had stayed about the same, and 30% said it had decreased over that time period.

## About this research

93

This report explores the changing world of library services by exploring the activities at libraries that are already in transition and the kinds of services citizens would like to see if they could redesign libraries themselves. It is part of a larger research 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 cell phones and were conducted in English and Spanish. The margin of error for the full survey is plus or minus 2.3 percentage points. More information about the survey is available in the Methods section at the end of this report.

There were several long lists of activities and services in the phone survey. In many cases, 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 rises when only a portion of respondents is asked a question. The number of respondents in each group or subgroup is noted in the charts throughout the report.

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. Our in-person focus groups were conducted in Chicago, Illinois; Denver, Colorado; Charlotte, North Carolina; and Baltimore, Maryland in late 2012 and early 2013.

Other quotes in this report come from an online panel canvassing of librarians who have volunteered to participate in Pew Internet research. Over 2,000 library staff members participated in the online canvassing that took place in late 2012. No statistical results from that canvassing are reported here because it was an opt-in opportunity meant to draw out comments from patrons and librarians, and the findings are not part of a representative, probability sample. Instead, we highlight librarians' written answers to open-ended questions that illustrate how they are thinking about and implementing new library services.

### **Age group definitions**

For the purposes of this report, we define younger Americans as those ages 16-29, although we will use several different frameworks for this analysis. At times we will compare all those ages 16-29 to all older adults (ages 30 and older). When more fine-grained analysis reveals important differences, we will divide younger readers into three distinct groups: high-schoolers (ages 16 and 17); college-aged adults (ages 18-24) who are starting their post-secondary life; and adults in their later twenties (ages 25-29) who are entering jobs and careers.<sup>6</sup> For more information about these older age groups, please see our earlier report, Library Services in the Digital Age.

### **Acknowledgements**

#### **About the Pew Research Center's Internet & American Life Project**

**The Pew Research Center's Internet & American Life Project** is an initiative of the Pew

94

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 [pewinternet.org](http://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

Catherine De Rosa, Vice President, OCLC

LaToya Devezin, American Library Association Spectrum Scholar and librarian, Louisiana

Amy Eshelman, Program Leader for Education, Urban Libraries Council

Sarah Houghton, Director, San Rafael Public Library, California

Mimi Ito, Research Director of Digital Media and Learning Hub, University of California Humanities Research Institute

Michael Kelley, Editor-in-Chief, Library Journal

Patrick Losinski, Chief Executive Officer, Columbus Library, Ohio

Jo McGill, Director, Northern Territory Library, Australia

Dwight McInvaill, Director, Georgetown County Library, South Carolina

Bobbi Newman, Blogger, Librarian By Day

Carlos Manjarrez, Director, Office of Planning, Research and Evaluation, Institute of Museum and Library Services

Johana Orellana-Cabrera, American Library Association Spectrum Scholar and librarian in Texas.

Mayur Patel, Vice President for Strategy and Assessment, John S. and James L. Knight Foundation

Global Libraries staff at the Bill & Melinda Gates Foundation

Gail Sheldon, Director, Oneonta Public Library (Alabama)

Sharman Smith, Executive Director, Mississippi Library Commission

95

## Disclaimer from the Bill & Melinda Gates Foundation

This report is based on research funded in part by the Bill & Melinda Gates Foundation. The findings and conclusions contained within are those of the author and do not necessarily reflect positions or policies of the Bill & Melinda Gates Foundation.

---

1. Though the sample size was too small to report detailed findings within age groups, more information about how Americans used library websites is available at:  
<http://libraries.pewinternet.org/2013/01/22/part-2-what-people-do-at-libraries-and-library-websites/> ↵
2. Among adults 18 and older (May 2013): <http://www.pewresearch.org/fact-tank/2013/05/30/internet-adoption-becomes-nearly-universal-among-some-groups-but-others-lag-behind/> ↵
3. Among adults 18 and older (May 2013): <http://www.pewinternet.org/Reports/2013/Smartphone-Ownership-2013.aspx> ↵
4. Among adults 18 and older (May 2013): <http://www.pewinternet.org/Reports/2013/Tablet-Ownership-2013.aspx> ↵
5. Among adults 18 and older; does not include Spanish-language interviews (January 2013): [http://www.pewinternet.org/Shared-Content/Data-Sets/2013/January-2013--Mobile-Shopping-\(omnibus\).aspx](http://www.pewinternet.org/Shared-Content/Data-Sets/2013/January-2013--Mobile-Shopping-(omnibus).aspx) ↵
6. In the full sample, n=101 for Americans ages 16-17, 218 for Americans ages 18-24, and 196 for Americans ages 25-29. ↵

## In the Digital Age, What Becomes of the Library?

Holly Korbey



Nashville's Main Public Library, located in a stately building in the heart of downtown, has a children's section filled with comfortable sitting areas, oversized art, and a state-of-the-art theater for puppet shows and interactive story time. On a recent afternoon, children of varying ages were sitting or lying on the carpet, reading alongside rows of books lined on two-tiered shelves perfectly sized for little hands. Two grade-school children sat at a row of computers, playing a learning game, while parents and caregivers checked out books via computer. A line of parents and children waited to speak with one of the two librarians on duty. Something about the scene seemed touchingly retrograde: minus the computers and modern furniture, this could have easily been a library scene from 1980 or 2013.

That timeless feeling, said library director Kent Oliver, is because reading, regardless of format, continues to be important. "I think most parents understand that reading is the basis of success in life, and they know that libraries are about literacy and reading, regardless of the form the public library comes in," he said. "One of our core values here is [cultivating] the love of reading. Parents get that, and the associated programs that go on only support that and teach that."

A recent Pew Internet study on parents, reading and libraries supports Oliver's sentiment, showing the library's traditional purpose – providing free reading material – is also its most popular: the main reason most parents (87 percent) go to libraries is to get books for their kids.

But will that be changing? While no one would disagree that libraries should promote literacy, it's hard to deny that the tech revolution is changing both how people consume books and the ways libraries present their offerings to parents and children: in some libraries, a student can download an ebook online, use a phone app to locate reference material, make stuff in designated "maker spaces," take DIY classes, or have a meeting at a community multi-use space. The Nashville library is currently using a MacArthur grant to create a Learning Lab where teens will be able to record music, write stories and more – a free space filled with equipment, as Oliver put it, "to create content, not just



consume it.”

In a related Pew study on libraries and the Internet, one librarian told researchers, “I believe public libraries should move away from being ‘houses of knowledge’ and move more towards being ‘houses of access.’ This is what the public is asking for and we are here to serve them.” Beyond the use of technology, many librarians think in terms of access and information being closely linked, and believe that libraries still have a responsibility to both.

**“I believe public libraries should move away from being ‘houses of knowledge’ and move more towards being ‘houses of access.’ This is what the public is asking for and we are here to serve them.”**

For libraries right now, it’s not an either/or situation when it comes to information and access, said school librarian Kate Hewitt of the Far Brook School in Short Hills, New Jersey. “I try to make my library the hub of learning, collaboration, of community, of diversity, of innovation.” she said, “Libraries must evolve to meet the needs of their patrons or students, but they are also ‘conservative’ in the original sense of the word — they conserve the knowledge our culture has amassed over time.”

Hewitt strives to bring print materials and digital technology together so her students can get the best of both worlds. She cites the example of the recent transition she made in moving most of the reference section to online databases. Online encyclopedias are “much more nimble and up-to-date” than print, and online entries are loaded with hyperlinks that become a gateway to other authoritative sources. A reference area becomes much richer using digital tools, she said, “but when it comes to picture books for younger readers, I would much rather have kids looking at traditional print books than apps.”

For many households, the access and the information libraries offer have been interdependent long before the digital age, Kent Oliver said; without the free access the library provides, many cannot get the information they need. “I think there’s a real inaccuracy in what people think about our society, that everybody has a computer and everybody can afford to buy books, and that’s certainly not the case.”

**[RELATED: The Public Library, Completely Re-Imagined]**

While libraries might warehouse the information in formats both print and digital, they are not the *keepers* of the information, said Tiffany Verzani, Youth and Young Adult Services Manager at the Hinsdale Public Library in Hinsdale, Illinois. Much like the Internet itself, the information wants to be untethered. While her library, located in suburban Chicago, offers print and digital materials, music, DVDs, and more, she believes the library experience strives to be “self-guided exploration.” Even though her library has added tech features, like self-check and placing holds and paying fines online, she emphasizes the importance of teaching self-sufficiency to users. “We help people become more self-sufficient and the library becomes more flexible and can more quickly adapt to patron needs and wants.”

**WHAT’S THE FUTURE OF THE LIBRARY?**

When looking to the future, what else can libraries do besides provide access to learning and information, whether digitally or in print? One of the library’s most unique — and analog — features is the librarian, an expert who will help research topics or find answers for free.

“We are about helping people,” Oliver said. “One of the things I like to say is that we are one of the only institutions in our society that helps one person at a time. We are not satisfied until they’ve had their needs met.” While a majority of parents in the Pew study said they would likely use an online research service (“ask a librarian”), administrators are quick to point out that real librarians not only find the answers, but teach patrons how to find answers for themselves — a “teach a man to fish” method that works whether it’s digital, print, or do-it-yourself. “The public librarian acts as a guide to help the individual find resources,” said Youth Services Librarian and blogger Louise Capizzo of Scarborough Maine. “For example, a person comes in asking for very specific medical information. We can find the answer to their query by teaching them how to use online databases.”

As for virtual librarians, Capizzo suggests that what a real librarian does is more useful. "Would you ask, 'What makes teachers so vital to schools?'" she asked. "Librarians are committed to promoting lifelong learning in order to create a community of well-informed individuals. Librarians are catalysts to enlightenment for their communities."

**"I think there's something so magical about being literally surrounded by books, able to browse and wander and discover independently."**

How and when libraries move into the future is largely determined by budget and local politics, and make figuring out what's next for libraries complex and murky. For many, the wish list included not the latest tech gadgets or maker spaces, but longer hours and more staff. When asked what the Nashville library was going to do with a small increase in budget spending, Oliver smiled. "We're very excited that the mayor has given us the money to now be open on Mondays, a day which we've always been closed," he said.

Verzani, who mentioned that each state has its own rules about how libraries are funded, said that for many cities, library services may be cut when money is needed for other things. "I do think the library of the future looks a lot like many libraries out there, but many libraries suffer from the digital divide and suffer economically and feel like they are being left behind," she said. "Sadly, there are many libraries that do not have an IT person on staff and it's harder to update, maintain computers or create a dynamic website."

**THE MAGIC OF A LIBRARY**

The reality of what libraries will become seems to be more complex than just incorporating e-books, apps, and creative use of space, most especially because of the unique interaction that takes place between the users, the librarians and the materials in the physical space of the library building — something New York City parent Melissa Casey Jose calls, simply, magic.

"I think there's something so magical about being literally surrounded by books, able to browse and wander and discover independently. I love the community of it; we are literally borrowing/sharing these books, and the librarians are excited to help you discover and learn."

**[RELATED: Books and Bandsaws, The Future of Libraries]**

Gretchen Bolen of Columbia, South Carolina, said that, like many parents in the Pew study, the library is very important to her and her family. Local librarians encourage her family to check out the maximum number of books per month: 60. And while Bolen and her kids enjoy the story hour, the puppet shows, and the art, she most enjoys what her library represents: "The library is a symbol of opportunity for us. Our library provides lots of free activities and classes. There are thousands of books we could never buy. We are a working class family and the library also provides us with cultural experiences we couldn't afford to pay for. We see rich people and homeless people in our library. It truly is a melting pot of folks. A little slice of Americana. I don't think there is another place like our library in town. It really is one of my family's favorite places to visit."

As libraries hurtle toward the future, moving books and services online, many strive to provide services that are relevant, but the desire to come together with like-minded individuals, searching for knowledge and information, stays the same. And if your library has been slow to move into the digital age? Capizzo suggests asking for it. "Ask yourself what you want to see in your library. Talk to your librarian. Then, advocate for those changes. You are to blame if your library doesn't have what you want."

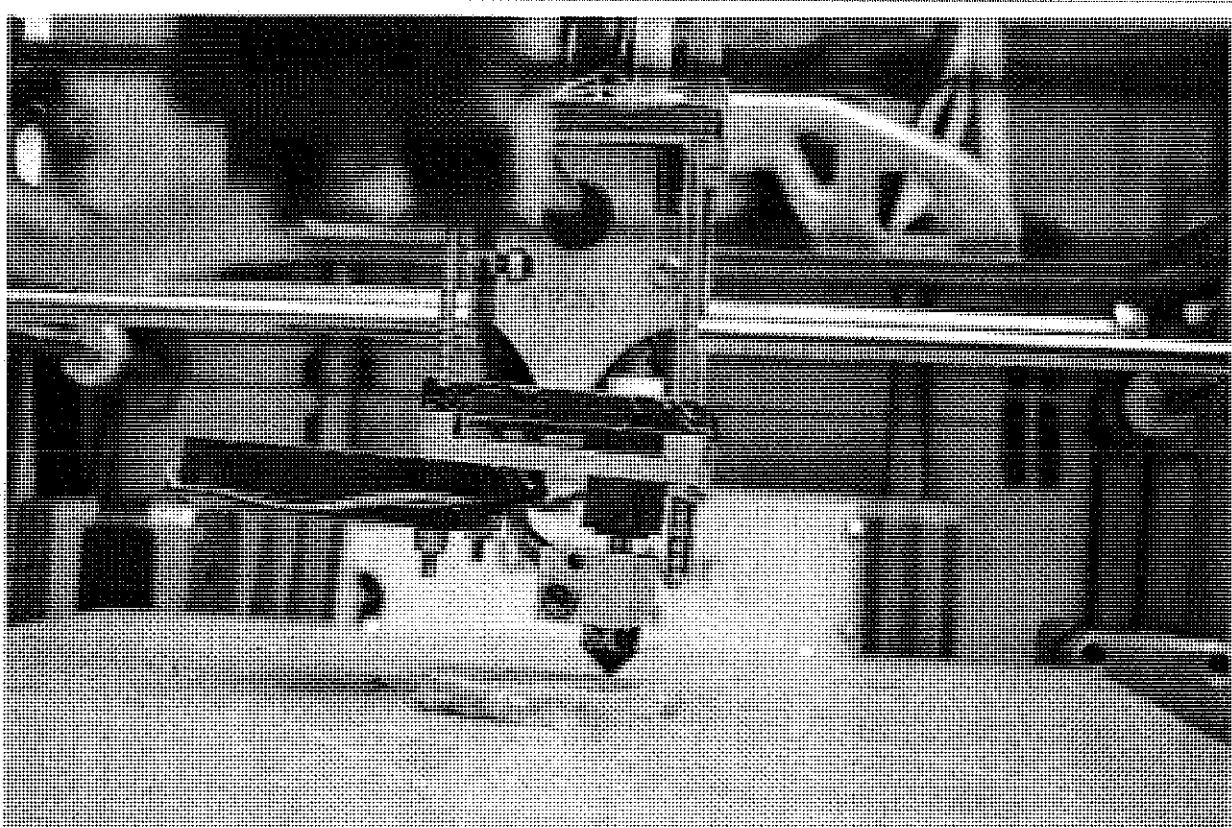
When asked about the future, Capizzo said, "We have no way of knowing, but we are prepared to move forward because we will be listening to what our community wants."

Related

Related

## What Does the Next-Generation School Library Look Like?

Luba Vangelova



3D printers like this one can be found at Monticello High School's new library/WikiCommons

At a time when public libraries are starting to offer everything from community gardening plots to opportunities to check out humans for conversations, some school libraries are similarly re-evaluating their roles and expanding their offerings.

Case in point: Monticello High School in Charlottesville, Virginia. When librarian Joan Ackroyd arrived there four years ago, she found an environment very different from the "engaging, creative, fun" elementary and middle school libraries to which she was accustomed. "Its library was none of those things," she recalls. "It was a traditional, quiet research space."

Ackroyd decided this wasn't optimal. "People no longer have to come to a library to get information," she says, "so the library has to get people coming in for different reasons. Students need somewhere to socialize, create things and collaborate."

As her first step, she and her co-librarian at the time (music teacher Dave Glover), converted a storeroom into a technology lab. They salvaged computers destined for the landfill and installed music-authoring software on them.

Teachers balked because the library was no longer quiet, but students liked it, and many at-risk students became frequent visitors. Some even admitted to Ackroyd that the only reason they still came to school was to go to the lab.

When the principal witnessed this new level of engagement, she decided to support a full library renovation, funded

by rent collected from a company that used the space every summer. They hired an experienced library consultant and took inspiration from libraries designed for younger patrons. "We have open, flexible scheduling, and let students in even when other classes are there," Ackroyd explains. "We also have banked computers that students can use independently, and a circulation desk in a more central area. It's a matter of attitude, to make students feel welcome any time."

**"People no longer have to come to a library to get information, so the library has to get people coming in for different reasons."**

The book collection was weeded, and shelves were moved to one wall, freeing up space for collaboration and instruction (with glass walls that serve as sound buffers but enable participants to see what's happening in the rest of the library). Rooms that had been used for offices or storage were turned into student areas. The library now also has reading lounge areas with comfortable modular seating, as well as tables with chairs and stools that students are free to move around; two music studios; a HackerSpace (with high-tech equipment such as a microscope, 3D printer, gaming hardware and software, and a green screen for filming) and a Maker Space that also houses a 3D printer and serves as a "hands-on" craft room where old technology can be disassembled and re-configured with other materials. In short, the Monticello Library Media Center has become a "Learning Commons."

"Students work more productively in that kind of environment," Ackroyd says. "It's not an adversarial relationship, with teachers at the front of the room and students at their desks. It makes the teacher's job easier and more pleasant."

"Our library is now more like the workspace of the future," adds Ackroyd's fellow librarian, Ida Mae Craddock, who previously taught English at the school. "Kids who graduate from here will be more productive in those environments."

## **A New Culture Develops**

The new surroundings were also accompanied by a new attitude. "We went from managing students' time to giving them ownership," Ackroyd explains. "They're almost out the door, and they have to be able to manage their time. We are more like an academic library now."

"They need natural consequences," Craddock adds. "What happens when adults don't turn in our work on time? Controlling children that much and then telling them 'goodbye' when they turn 18 doesn't work well."

But it didn't happen overnight — the shift entailed a transition period. "At first they came to the library to experience freedom, but they weren't using it wisely," Ackroyd recalls. "The first year, and even a little bit into the second year, students saw it as a place where they didn't have to be quiet anymore, where they could come and laugh. They weren't studying."

In the Digital Age, What Becomes of the Library?

Libraries and Museums Become Hands-On Learning Labs

The Public Library, Completely Reimagined

But now, accepting the responsibility that comes with freedom has become ingrained in the school culture, and new students adjust quickly. "You learn behaviors from the people around you," Craddock notes. "They train each other, through social learning."

As a result, parents' worst fears (of "atrophy, a fate worse than death," as Craddock puts it) haven't materialized. "Atrophy is fairly hard to achieve here, because everything is moving," she says, and students are either busy on their own or engaging each other.

Students are free to use phones and other devices. But no first-person shooter games are allowed, and the library uses county Internet filters. Students police each other if they become disruptive to others.



"They know we trust them, and they trust us," Ackroyd says. "We form relationships. We circulate all the time, and try to be welcoming."



### A Resource for Teachers

Teachers have come around to embrace the "Learning Commons," holding classes there when they want to conduct lessons that require research, equipment, additional space, personnel or expertise, or that may get messy. "All that has migrated down here," Craddock says. "Teachers want to be creative, do interesting things, and engage students. We provide that environment."

Students are free to use the library during study hall, remediation period, or during internship hours (available to juniors and seniors). They can also use the library during lunch (food and drink are allowed). Some students do their internships in the library, for example by staffing the help desk or maintaining the equipment.

The Virginia School Boards Association recognized the library in its "Showcases for Success," and other librarians have visited Monticello High School to inform their own practices. Many are stunned by the statistics: the "Learning Commons" logs more than 33,000 student visits per year outside class time (the school's enrollment is 1,104).

Visitors also ask if it's loud and messy. "Yes, it is," Craddock tells them, "because people are loud and messy. It's not a problem." To accommodate those students who still want quiet, some areas are designated as quiet spaces during certain periods. Students can also use the office for quiet study. Meanwhile, the rest of the "Learning Commons" is buzzing, which suits this new breed of librarians just fine. "It creeps me out when it's quiet in here," Craddock says.

Related

Related

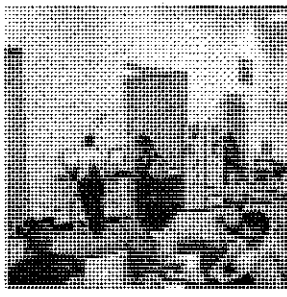
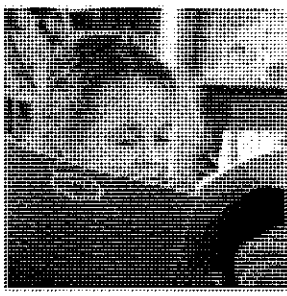
In the Digital Age, What Becomes of the Library?

Libraries and Museums Become Hands-On Learning Labs

The Public Library, Completely Reimagined

Apps That Rise to the Top: Tested and Approved By Teachers

Powered by





Learning and resources for libraries.

HOME SOFTWARE & HARDWARE LIBRARY SPOTLIGHTS BLOG WEBINARS & EVENTS COOKBOOKS

ABOUT US

Recent comments

- > A Wonderful Idea, But... Ariel Gilbert-Knight
- > Ideas Box, tool Sarah Washburn
- > Love letter to library staff Ariel Gilbert-Knight

Have a story to tell?

Tell us about your daily routine maintaining public computers, or a moment when you were particularly proud. Don't forget that what might be "that's nothing" to you may be an "aha!" to someone else!

Blog tags

- benchmark benchmarks
- broadband BTOP Edge Initiative guest series
- patbenchmark
- technology technology
- training training webinar
- webinars

more tags

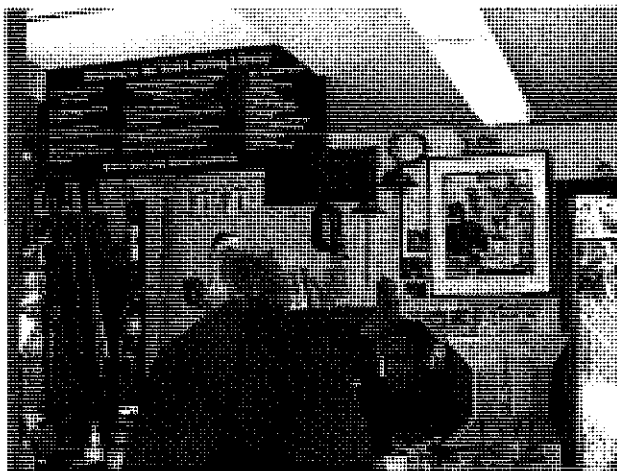
Home » Blog

# Libraries Need to Lead the Sharing Economy

16 June 2014 - 10:50am | by Ginny Mies

Tags: seed library sharing economy tool library

One of my first experiences with the Sharing Economy was in elementary school. I needed a drill and some bits for a dollhouse I was putting together. When I asked my dad for a drill, he proudly announced that it was time I experienced the Berkeley Tool Lending Library. I flashed them my library card and I was out the door, ready to conquer this dollhouse with my new (to me) shared drill.



The Sharing Economy is a hot topic right now. Everybody – from San Francisco's mayor to nonprofit leaders to venture capitalists – is talking about it. But for library lovers, the Sharing Economy is nothing new: libraries have been sharing information, media, and yes, tools, for centuries. So why isn't the private sector looking to libraries as successful models in the Sharing Economy? Libraries not only have the opportunity to lead the sharing economy, but also to stand as an alternative to the private sector's version of sharing.

## Library Sharing Versus the Sharing Economy

My TechSoup colleague Lewis Haidt defines the sharing economy as "the use of networked, often mobile, information technology to share goods and services." This is certainly a definition that fits most libraries, but the difference between library sharing versus the Sharing Economy (yes, with capital letters) is monetization. Companies that fall under the Sharing Economy umbrella charge money for shared services and products. For example, if I want to rent a car from City Car Share or stay in a house in Santa Cruz via AirBnB, I need to pay for those services.

But beyond monetization, there's the issue of inclusivity. The private sector's version of sharing is not open to everybody. If I don't have the means to pay for these shared assets, I can't use them. At the library, however, anybody can walk in and use a computer or check out a DVD (that is, if they don't have exponentially high overdue fees).

The parallel between the Sharing Economy and libraries has been noted before. Way back in 2012, the San Francisco city planning nonprofit SPUR published a paper called "A Policy Agenda for the Sharing Economy." The paper traces the evolution of the Sharing Economy (primarily in the Bay Area) and examines how policy might help facilitate its growth. It lists a few existing sharing infrastructures already in place:

*"Local governments can build on the backbone of the great sharing service they already provide – libraries – by expanding them to related uses such as tool libraries."*

It makes perfect sense, of course. Libraries already have policies and infrastructures in place to support sharing. Some of library sharing is supported by mobile technology, as well, such as the ability to place a hold on a book from your phone or checking out an e-book on Overdrive.

## Share the Conversation

Over on the TechSoup blog, we've been exploring how nonprofits and social good fit into the Sharing Economy as well as some of the drawbacks, as my colleague Becky Wiegand points out. In that coverage, we've noticed both an opportunity for nonprofits and libraries to lead the conversation, but also some exclusion as well. But if libraries aren't invited to the discussion, how can they lead

Keep updated

- Sign up for our monthly newsletters
- Sign up to receive updates via RSS
- Follow TechSoup for Libraries on Twitter

103

it? At the risk of sounding a bit aggressive, we need to, ahem, force them to share the conversation with libraries. Here are a few ideas:

- > Invite sharing-minded people from your community to the library. To get a tool sharing program started, the Paonia Library (In CO) invited members of the community with an interest in the Sharing Economy. The North Fork Scrapbook blog wrote up a nice piece about how tool libraries have foundations in the Sharing Economy.
- > Write about your library's programming in the context of the Sharing Economy. There needs to be more mainstream coverage of libraries as examples of sharing economy models in both library and non-library press. Occasionally, there will be a blip about Little Free Libraries or Seed libraries, but we need bigger picture coverage.
- > Show up to Sharing Economy conferences as an attendee or ask to be a speaker. A few TechSoup staff members attended the SHARE conference in San Francisco. While there was a small nonprofit presence, there were no speakers associated with libraries.

Establishing presence in the Sharing Economy is vital for future funding and support for public libraries. The *National Journal* writes "Libraries are especially apt to increase their relevance in the coming years, considering the rise of the 'sharing economy,' a concept arguably invented by the first libraries."

The greater public needs to be aware of various sharing services libraries provide. The private sector invested in the Sharing Economy should also learn from libraries as successful models. But none of that is going to happen until libraries establish themselves as leaders in the space.

*Image: leita*

**Technorati Tags:** seed library sharing economy tool library

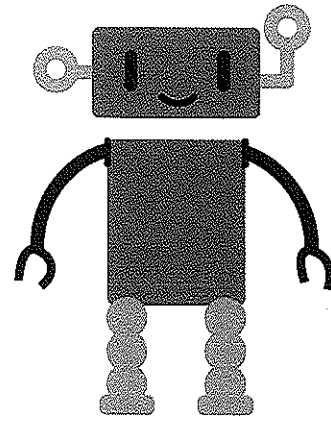
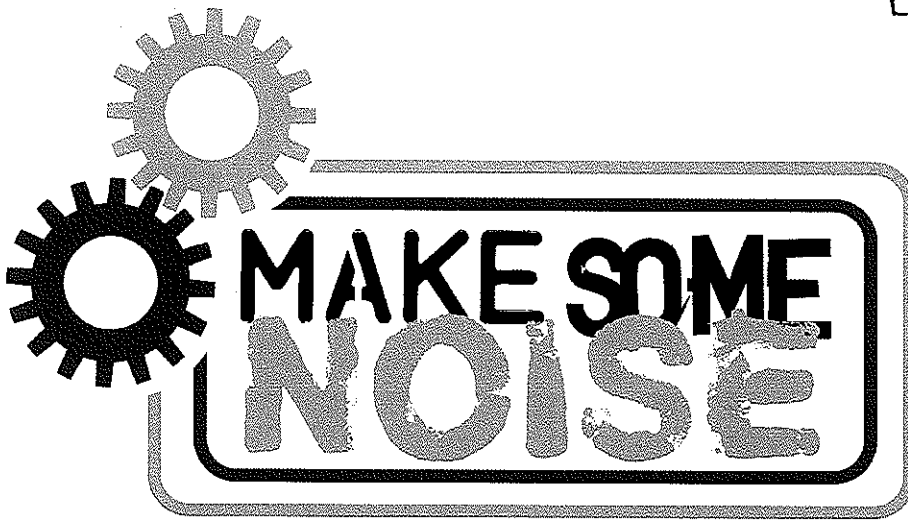
[Ginny Mies's blog](#) [Add new comment](#)



This work is licensed under a Creative Commons Attribution-NonCommercial-No Derivative Works 3.0 United States License.

TechSoup for Libraries is an initiative of [TechSoup Global](#), a 501(c)(3) nonprofit organization  
Initial funding for TechSoupforLibraries.org came from the [Bill & Melinda Gates Foundation](#)  
Site by [Eloattleft](#) | [Login](#)





## Indian Prairie Public Library's 2014 Summer Reading Challenge

**2013**

# READ

- 1,269 participants signed up for the challenge through Evanced
- Participants read over 5,000 books
- We gave away 458 books and other prizes

- 1,441 kids participated in "Have book, will travel"
- Participants read 22,672 hours
- We presented 80 programs at IPPL
- We presented 18 events off-site

# MAKE

- Over 2,223 people visited the new Makerspace, that's over 50 guests per day. Visitors made rockets, catapults, robots, circuits, edible buildables, 3D art, musical instruments and more
- We opened the Digital Media Lab so that kids now have access to recording and editing software, cameras, green screens, lighting, microphones, and a digital illustrator

# CONNECT

- We offered 175 original programs—including many STEAM-based learning opportunities
- More than 5,903 people attended programs
- Plus 27 off-site storytimes
- Plus other off-site events, like the Great Grilled Cheese Battle



2014 Portfolio Review

# Indian Prairie Public Library District

September 17, 2014

Presented by:

David W. Pequet, CEO/President

Bradley C. Smith, Sr. Vice President

**MPI**  
**INVESTMENT MANAGEMENT, INC.**

15 Salt Creek Rd, Suite 404  
Hinsdale, IL 60521  
630-325-6900

## Firm Background

- Founded 1986
- Office Located in Hinsdale
- Independent Boutique Fixed Income RIA
- High Quality Conservative Strategy
- Nationally Recognized Performance
- Long Standing Management Team
- Firm 100% Owned by Principals
- **MPI Manages 11 Public Accounts Totaling \$94.1m**

## Investment Team

**David W. Pequet**  
 President, MPI Founder,  
 Portfolio Manager



Born June 2, 1952. Mr. Pequet founded the advisory firm MPI investment Management, Inc. in 1986. MPI manages over 350 million dollars of primarily fixed income institutional and high net worth portfolios throughout the United States. During the last two decades MPI has been nationally recognized several times for its fixed income investment management. Prior to starting MPI Mr. Pequet specialized in fixed income at several Wall Street securities firms including Prudential-Bache and Mosley Securities. He earned his Engineering degree from Michigan State University in 1974. Following college Mr. Pequet was in the U. S. Naval Aviation Officer Flight Program. For the last 30 years Mr. Pequet has been active at the executive level in several community and youth programs in the Hinsdale Illinois area, including 8 years as a board member of the Oak Brook Plan Commission, 6 years as a coach and Director of the Hinsdale Little League, and has been a Director and Treasurer of the Hinsdale Public Library Foundation for the last 12 years. Mr. Pequet has been active for 28 years with the Roger B. Chaffee Scholarship Fund in Grand Rapids Michigan as both a Director and Treasurer. David is President and the Historian of The Bond Club of Chicago.

**Bradley C. Smith**  
 Sr. Vice President,  
 Portfolio Manager,  
 Chief Compliance  
 Officer



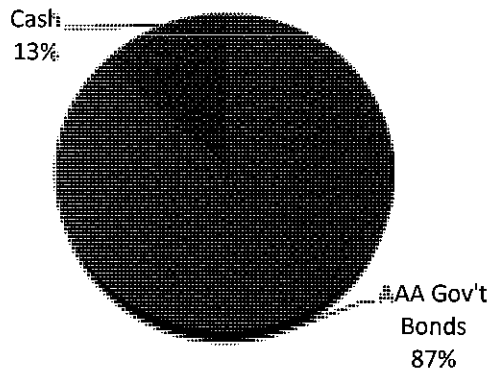
Born September 10, 1966. Mr. Smith joined MPI in 1992 from Merrill Lynch Pierce Fenner & Smith. Mr. Smith became an equity partner of MPI in 2002. Graduated from the University of Iowa with a B.A. degree in Economics and earned his MBA in Finance with distinction from DePaul University. Mr. Smith is an active member in the Delta Mu Delta Honor Society.

## Account Summary & Allocation

### Working Cash Account - Schwab Acct# 3934-7640

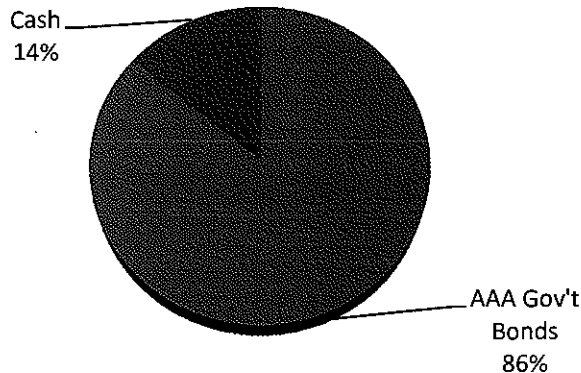
Account Value:	\$400,685
Duration:	2.99 Years
Yield:	1.90%
Annual Income:	\$11,195

Cash Account had significant contributions in Q2 & Q3 2010



### Corporate Account - Schwab Acct# 6415-7790

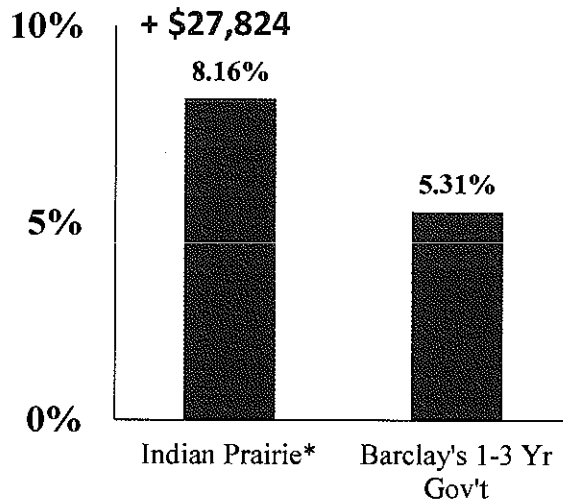
Account Value:	\$1,180,030
Duration:	2.95 Years
Yield:	1.75%
Annual Income:	\$30,649



## Performance Summary

### Cash Account Since Inception

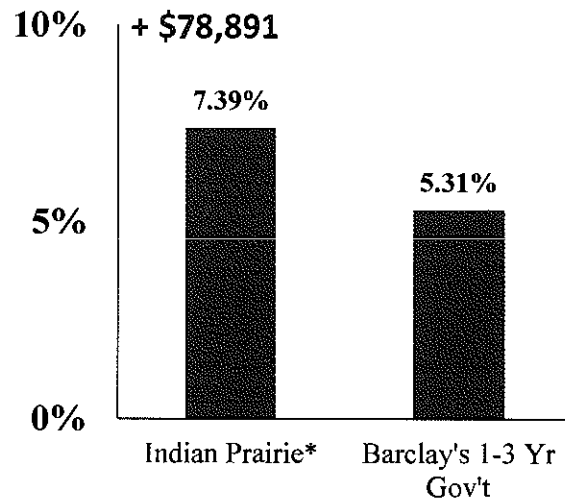
(As of October 7, 2009 to August 31, 2014)



**Value = \$400,685**

### Corporate Account Since Inception

(As of October 7, 2009 to August 31, 2014)



**Value = \$1,180,030**

\*Net of Fees

## Annual Returns

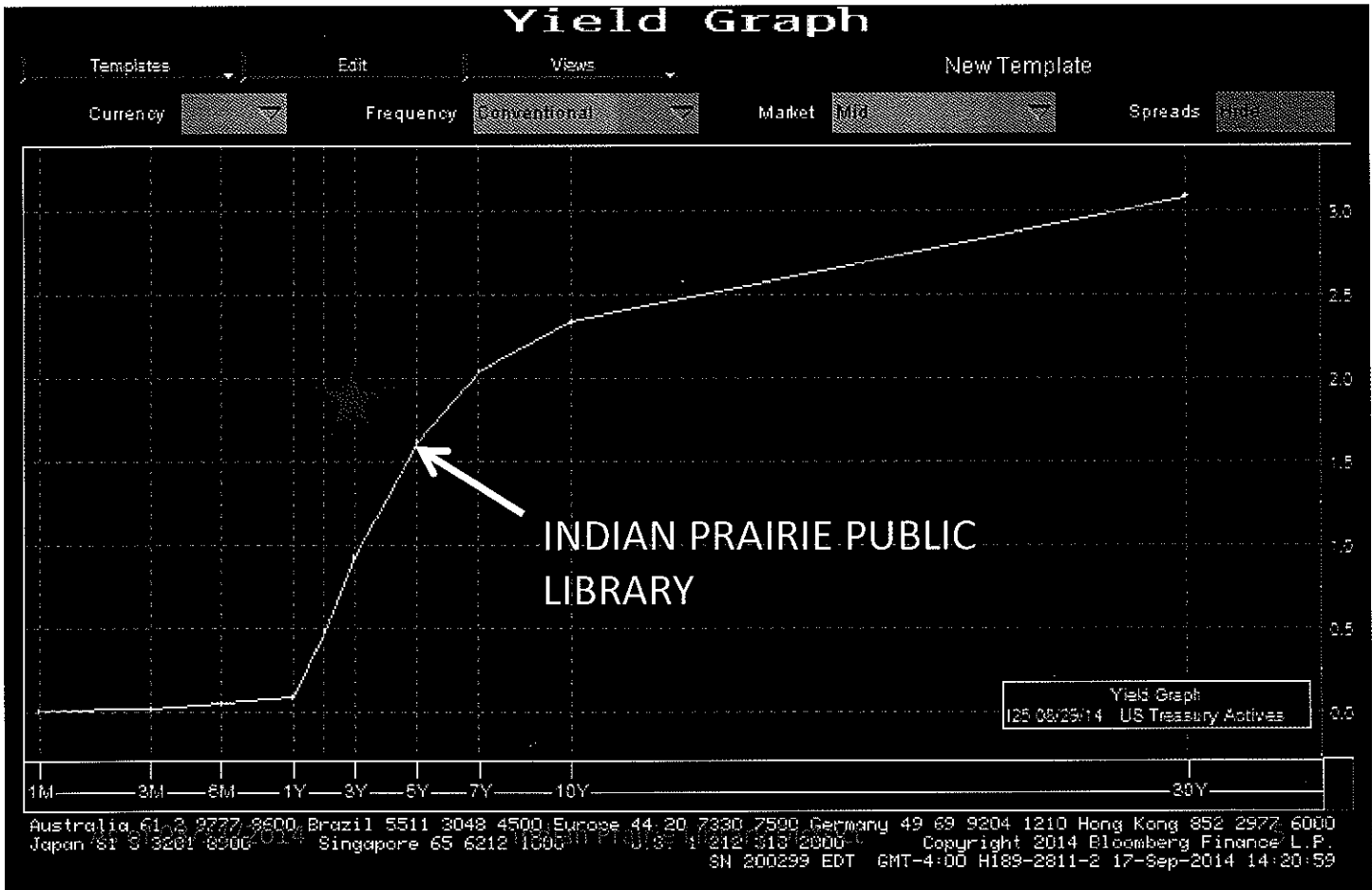
Working Cash Account			Corporate Account		
Year	Indian Prairie	Barclays 1-3yr Gov't	Year	Indian Prairie	Barclays 1-3yr Gov't
2009	-0.32	-0.13	2009	-0.40	-0.13
2010	2.08	2.40	2010	2.67	2.40
2011	3.23	1.56	2011	2.90	1.56
2012	1.69	0.51	2012	0.89	0.51
2013	-0.40	0.37	2013	-0.84	0.37
2014 YTD	1.67	0.51	2014 YTD	2.01	0.51
Since Inception	8.16	5.31	Since Inception	7.39	5.31

**Indian Prairie Public Library District**  
August 31, 2014

Cash Account Weighted Averages	
Average YTW	1.90%
Average Duration	2.99 Years
Average Rating	AAA

Corporate Account Weighted Averages	
Average YTW	1.75%
Average Duration	2.95 Years
Average Rating	AAA

**“Yield of a 6 Year Treasury with a 3 Year Duration.”**



# When Will Rates Move Higher? U. S. 10 YR TSY Bond Yield

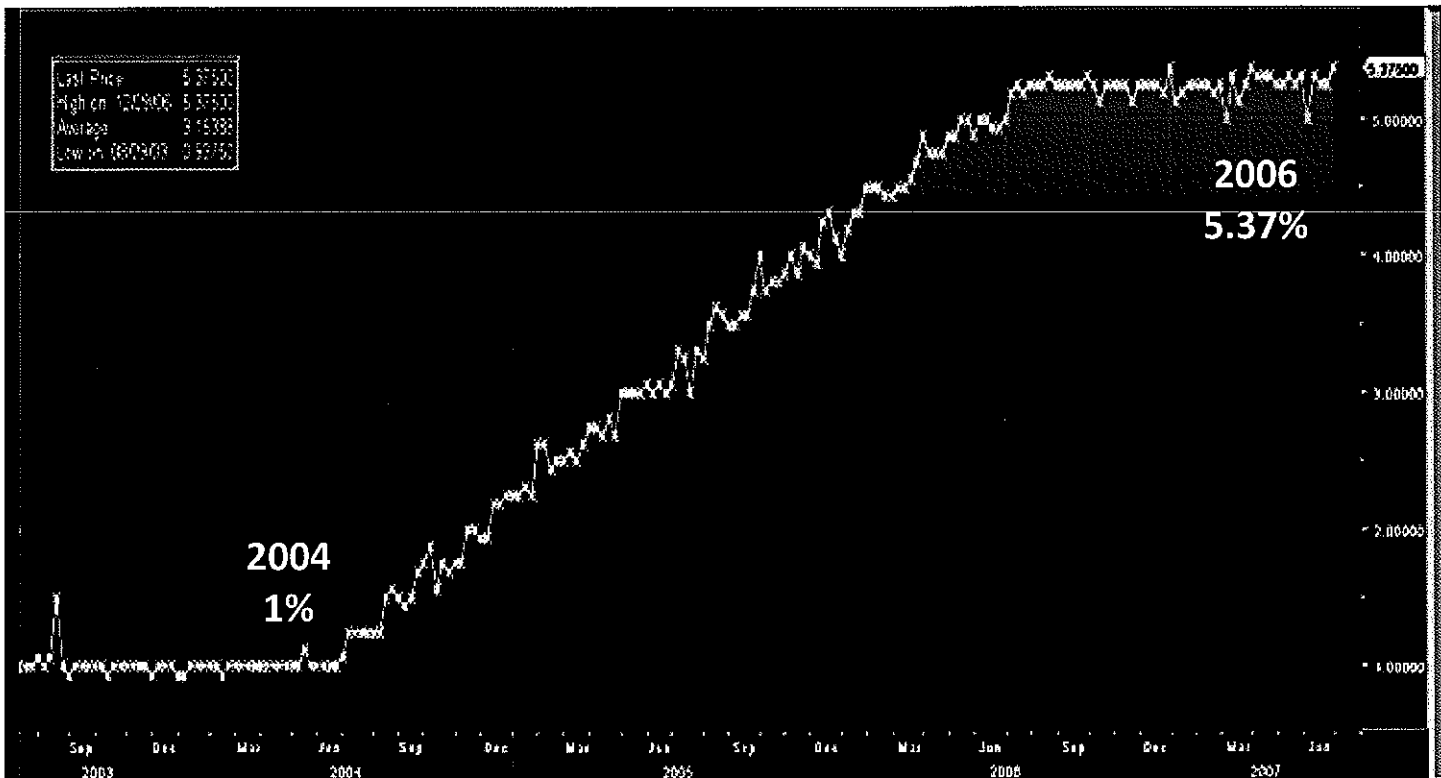


**The yield since May 2013 is up 103 basis points... 65%**

# How Fast Can Rates Rise

## Fed Funds 2004-2006

The Interest Rate Banks Charge Each Other for Overnight Loans From the U.S. Federal Reserve

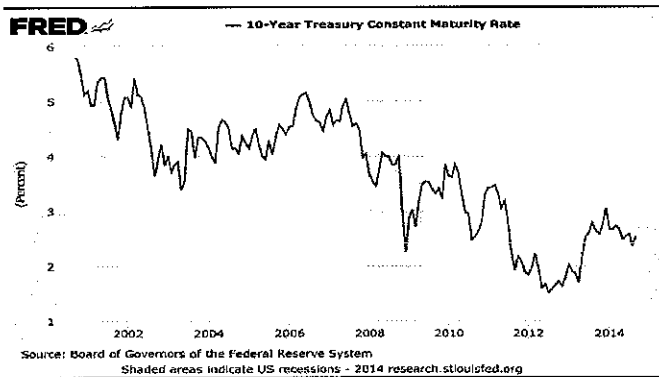


**The Fed Raised Rates 17 Times in 24 Months in the Last Rate Cycle**

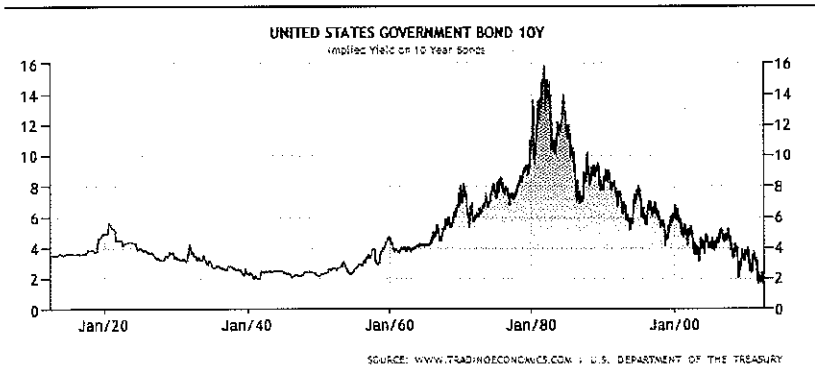
**Since December 2008 the Rate has been .25%**

# ...What is Normal?

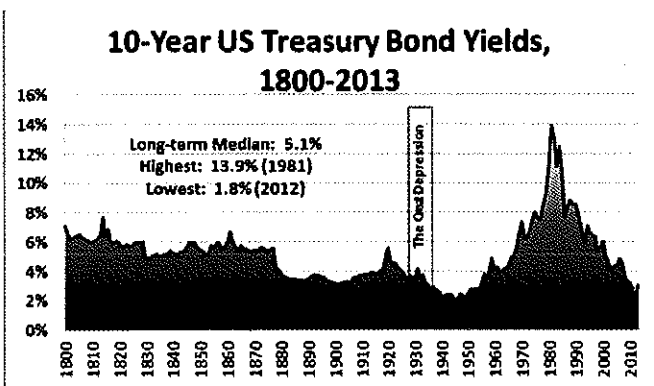
**10 Year U.S. Treasury Bond Average Historic Yields**  
**Historical Pricing Metric = 3% plus Inflation Rate**



**Since 2000 = 3.8%**



**Since 1912 = 6.5%**

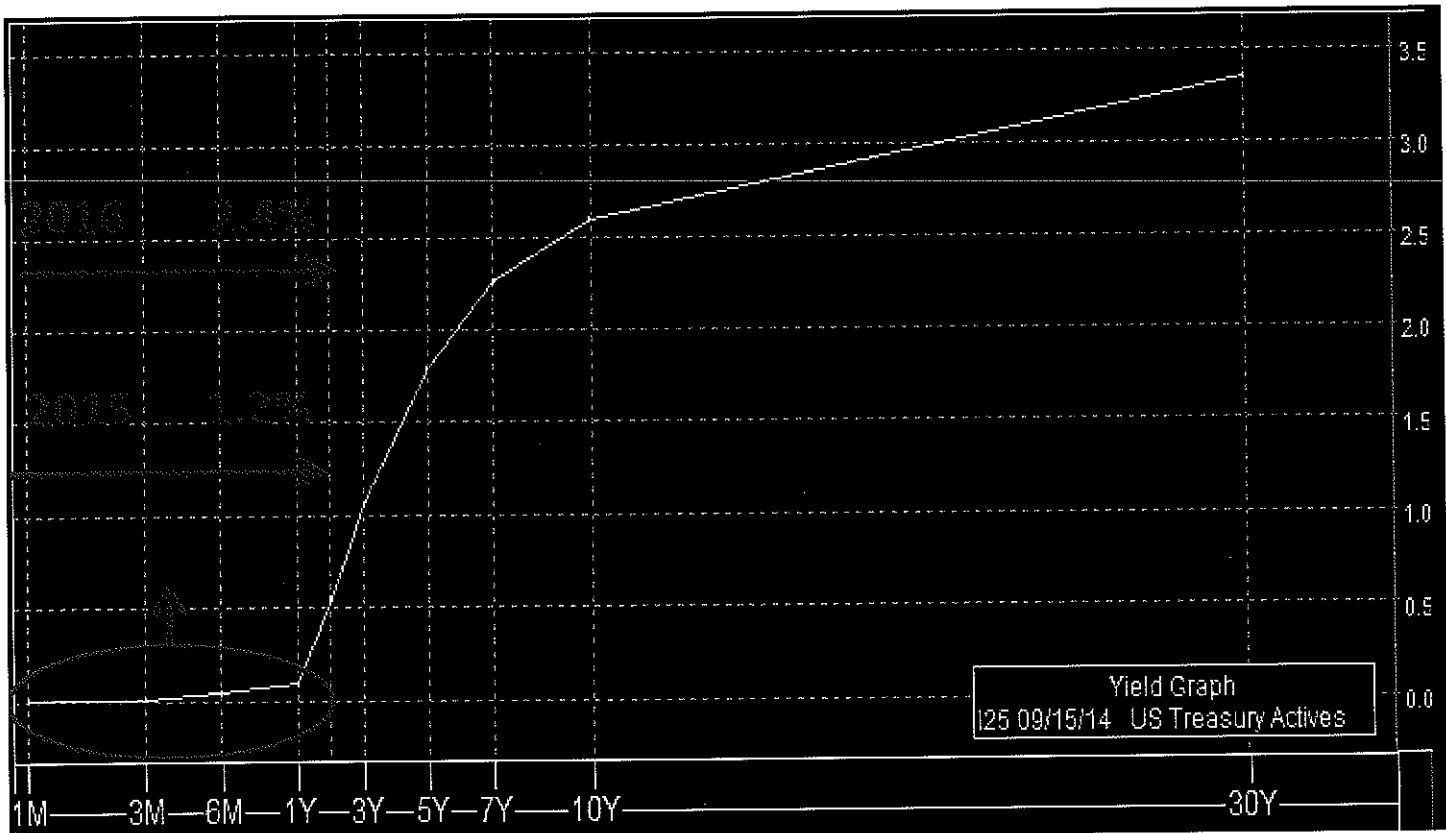


**Since 1800 = 5.1%**



# FED Funds Projected Rate

## U.S. Treasury Yield Curve 9-15-2014



## Federal Open Market Committee Economic Projections August 2014

# Summary

- ***Intermediate Rates Have Started to Move Higher***
- ***Short Rates Will Begin Rising in 2015***
- ***Portfolio Well Structured for Higher Rates***
- ***Momentum Drivers...Economic Data...Employment***
- ***Variables.... Geo-Political Volatility ...Short Term***

**PORTFOLIO APPRAISAL**  
**Indian Prairie Public Library District**  
**Corporate Account**  
**Schwab Acct# 6415-7790**  
**August 31, 2014**

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Unit Income	Annual Income	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>									
100,000	Federal Home Loan Mtg Corp 0.800% Due 03-21-17	100.02	100,015.87	99.89	99,886.60	8.5	0.800	800.00	0.8
50,000	Federal Farm Credit Banks 1.875% Due 10-02-18	100.42	50,211.05	100.15	50,074.75	4.2	1.875	937.50	1.8
85,000	Federal Natl Mtg Assn 1.500% Due 02-21-19	100.23	85,197.96	99.67	84,716.69	7.2	1.500	1,275.00	1.6
85,000	Federal Farm Credit Banks 1.690% Due 02-13-20	100.23	85,195.32	98.47	83,700.01	7.1	1.690	1,436.50	2.0
	Accrued Interest				850.82	0.1			
			320,620.20		319,228.87	27.1		4,449.00	1.5
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>									
50,000	Federal Natl Mtg Assn 0.360% Due 01-27-15	100.00	50,001.47	100.10	50,048.40	4.2	0.360	180.00	0.1
50,000	Federal Home Loan Banks 0.149% Due 02-03-17	99.88	49,938.60	99.91	49,955.50	4.2	0.149	74.55	0.2
	Accrued Interest				21.99	0.0			
			99,940.07		100,025.89	8.5		254.55	0.2
<b>CMO's(USD)</b>									
70,000	FNMA REMIC Trust 2010-117 3.000% Due 05-25-25	105.63	34,494.14	105.53	34,462.72	2.9	3.000	979.72	0.6
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 04-25-33	108.00	39,876.44	104.37	38,536.26	3.3	4.000	1,476.91	2.5
95,000	GNMA REMIC Trust 2012-57 3.000% Due 03-20-39	105.66	82,386.86	103.90	81,015.29	6.9	3.000	2,339.29	2.4
	Accrued Interest				399.66	0.0			
			156,757.44		154,413.93	13.1		4,795.91	2.0
<b>FHLMC's(USD)</b>									
1,000,000	FHLMC PC Gold Comb 15 6.500% Due 04-01-18	107.75	19,739.00	104.60	19,162.59	1.6	6.500	1,190.75	1.8
305,000	FHLMC PC Gold Guar 15 5.000% Due 05-01-18	107.65	11,549.13	105.60	11,329.13	1.0	5.000	536.43	0.9
975,000	FHLMC PC Gold Cash 15 5.000% Due 10-01-18	106.69	64,937.85	105.60	64,274.22	5.4	5.000	3,043.37	1.3
375,000	FHLMC PC Gold Comb 15 5.500% Due 05-01-20	108.96	37,905.94	108.69	37,808.75	3.2	5.500	1,913.30	1.2

**PORTFOLIO APPRAISAL**  
**Indian Prairie Public Library District**  
**Corporate Account**  
**Schwab Acct# 6415-7790**  
**August 31, 2014**

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Unit Income	Annual Income	Yield
210,000	FHLMC PC Gold Comb 15 5.500% Due 06-01-20	108.13	17,788.18	107.02	17,605.65	1.5	5.500	904.83	1.0
340,000	FHLMC PC Gold 15 Yr 5.000% Due 07-01-23	107.94	21,360.92	108.33	21,438.13	1.8	5.000	989.50	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 08-01-24	109.50	41,909.42	111.53	42,687.53	3.6	5.500	2,105.04	2.3
51,000	FHLMC PC Gold 15 Yr 3.500% Due 11-01-25 Accrued Interest	104.52	26,569.99	105.77	26,886.83	2.3	3.500	889.73	1.8
					964.41	0.1			
			241,760.43		242,157.24	20.5		11,572.95	1.6
<b>FNMA's(USD)</b>									
95,000	FNMA Pass-Thru Short 10 Year 4.500% Due 04-01-19	105.86	11,752.41	105.71	11,735.84	1.0	4.500	499.60	1.2
125,000	FNMA Pass-Thru Short 10 Year 4.500% Due 08-01-19	106.28	20,301.00	105.71	20,192.51	1.7	4.500	859.59	1.4
140,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12-01-19	105.88	24,897.42	105.87	24,894.05	2.1	4.000	940.57	1.0
20,000	FNMA Pass-Thru Short 10 Year 2.500% Due 02-01-22	104.00	9,468.01	103.07	9,383.47	0.8	2.500	227.60	1.5
210,000	FNMA Pass-Thru Long 30 Year 7.000% Due 03-01-37 Accrued Interest	111.50	17,482.84	111.76	17,523.72	1.5	7.000	1,097.58	4.3
					302.08	0.0			
			83,901.69		84,031.66	7.1		3,624.93	1.9
<b>GNMA's(USD)</b>									
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11-15-24	110.97	10,805.81	109.94	10,705.55	0.9	7.000	681.61	3.8
50,000	GNMA Pass-Thru M Single Family 4.500% Due 01-20-25	103.99	21,516.84	105.74	21,878.28	1.9	4.500	931.09	2.5
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 06-15-31	111.93	28,775.99	115.08	29,584.83	2.5	7.000	1,799.61	3.4
150,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-35	105.78	16,823.09	111.71	17,766.03	1.5	5.500	874.69	2.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 06-15-37	107.23	13,421.17	112.55	14,086.69	1.2	6.000	750.95	3.1
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10-15-38	108.93	3,449.20	112.54	3,563.38	0.3	6.000	189.98	3.2

**PORTFOLIO APPRAISAL**  
**Indian Prairie Public Library District**  
**Corporate Account**  
**Schwab Acct# 6415-7790**  
 August 31, 2014

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Unit Income	Annual Income	Yield
45,000	GNMA Pass-Thru X Single Family 6.000% Due 10-15-38	107.29	6,978.30	112.54	7,319.99	0.6	6.000	390.26	2.9
85,000	GNMA Pass-Thru X Single Family 6.000% Due 02-15-39 Accrued Interest	107.32	5,967.62	112.55	6,258.51	0.5	6.000	333.65	3.3
					495.99	0.0			
			107,738.02		111,659.24	9.5		5,951.83	3.1
<b>CASH AND EQUIVALENTS(USD)</b>									
	Cash Account Balance		168,513.03		168,513.03	14.3	0.000	0.00	0.0
			168,513.03		168,513.03	14.3		0.00	0.0
<b>TOTAL PORTFOLIO</b>			<b>1,179,230.88</b>		<b>1,180,029.87</b>	<b>100.0</b>		<b>30,649.18</b>	<b>1.4</b>

**PORTFOLIO APPRAISAL**  
*Indian Prairie Public Library District*  
*Working Cash Account*  
*Schwab Acct# 3934-7640*  
*August 31, 2014*

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Unit Income	Annual Income	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>									
25,000	Federal Home Loan Mtg Corp 0.800% Due 03-21-17	100.06	25,015.87	99.89	24,971.65	6.2	0.800	200.00	0.8
25,000	Federal Farm Credit Banks 1.875% Due 10-02-18	100.46	25,116.09	100.15	25,037.37	6.2	1.875	468.75	1.8
20,000	Federal Natl Mtg Assn 1.500% Due 02-21-19	100.30	20,059.81	99.67	19,933.34	5.0	1.500	300.00	1.6
15,000	Federal Farm Credit Banks 1.690% Due 02-13-20	100.34	15,051.09	98.47	14,770.59	3.7	1.690	253.50	2.0
	Accrued Interest				303.91	0.1			
			85,242.86		85,016.86	21.2		1,222.25	1.5
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>									
25,000	Federal Home Loan Banks 0.149% Due 02-03-17	99.92	24,980.59	99.91	24,977.75	6.2	0.149	37.27	0.2
	Accrued Interest				2.80	0.0			
			24,980.59		24,980.55	6.2		37.27	0.2
<b>CMO's(USD)</b>									
70,000	FNMA REMIC Trust 2010-117 3.000% Due 05-25-25	105.63	34,494.14	105.53	34,462.72	8.6	3.000	979.72	0.6
32,000	FHLMC REMIC Series 3325 5.500% Due 06-15-37	108.11	6,366.17	108.46	6,387.08	1.6	5.500	323.89	3.3
30,000	GNMA REMIC Trust 2012-57 3.000% Due 03-20-39	105.66	26,016.90	103.90	25,583.79	6.4	3.000	738.72	2.4
	Accrued Interest				170.19	0.0			
			66,877.21		66,603.78	16.6		2,042.32	1.5
<b>FHLMC's(USD)</b>									
150,000	FHLMC PC Gold Guar 15 5.000% Due 05-01-18	107.70	5,682.82	105.60	5,571.68	1.4	5.000	263.82	0.9
245,000	FHLMC PC Gold Cash 15 5.000% Due 10-01-18	106.69	16,317.74	105.60	16,150.99	4.0	5.000	764.74	1.3
1,579,553	FHLMC PC Gold Comb 30 9.000% Due 01-01-20	111.91	3,753.68	100.80	3,380.89	0.8	9.000	301.87	7.8
30,000	FHLMC PC Gold 15 Yr 3.500% Due 11-01-25	104.56	15,634.86	105.77	15,815.77	3.9	3.500	523.37	1.8
	Accrued Interest				154.48	0.0			
			41,389.11		41,073.82	10.3		1,853.80	2.0

**PORTFOLIO APPRAISAL**  
**Indian Prairie Public Library District**  
**Working Cash Account**  
**Schwab Acct# 3934-7640**  
*August 31, 2014*

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Unit Income	Annual Income	Yield
<b>FNMA's(USD)</b>									
174,145	FNMA Pass-Thru Int 15 Year 6.000% Due 01-01-19	107.12	7,107.22	104.57	6,937.92	1.7	6.000	398.07	1.5
50,000	FNMA Pass-Thru Short 10 Year 4.500% Due 04-01-19	105.95	6,191.08	105.71	6,176.74	1.5	4.500	262.95	1.2
40,000	FNMA Pass-Thru Short 10 Year 4.500% Due 08-01-19	106.33	6,499.81	105.71	6,461.60	1.6	4.500	275.07	1.4
30,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12-01-19	105.97	5,339.47	105.87	5,334.47	1.3	4.000	201.55	1.0
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 03-01-21	107.36	7,808.04	106.48	7,743.73	1.9	4.500	327.27	1.6
20,000	FNMA Pass-Thru Short 10 Year 2.500% Due 02-01-22	104.00	9,468.01	103.07	9,383.47	2.3	2.500	227.60	1.5
210,000	FNMA Pass-Thru Long 30 Year 7.000% Due 03-01-37	111.50	17,482.84	111.76	17,523.72	4.4	7.000	1,097.58	4.3
	Accrued Interest				232.51	0.1			
			59,896.46		59,794.16	14.9		2,790.08	2.2
<b>GNMA's(USD)</b>									
50,000	GNMA Pass-Thru M Single Family 4.500% Due 01-20-25	103.99	21,516.84	105.74	21,878.28	5.5	4.500	931.09	2.5
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12-15-32	108.98	11,217.32	111.15	11,440.02	2.9	5.500	566.09	2.9
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 04-15-33	108.99	11,323.53	111.81	11,616.60	2.9	5.500	571.45	2.7
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-33	109.01	8,777.41	111.98	9,017.17	2.3	5.500	442.87	3.0
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11-15-33	109.14	5,159.87	112.22	5,305.39	1.3	5.500	260.03	2.7
37,300	GNMA Pass-Thru X Single Family 5.500% Due 11-15-35	105.88	4,187.26	111.71	4,417.80	1.1	5.500	217.50	2.8
30,000	GNMA Pass-Thru X Single Family 6.000% Due 10-15-38	107.34	4,654.34	112.54	4,879.98	1.2	6.000	260.17	2.9
	Accrued Interest				270.77	0.1			
			66,836.56		68,826.01	17.2		3,249.20	2.7

**PORTFOLIO APPRAISAL**  
*Indian Prairie Public Library District*  
*Working Cash Account*  
*Schwab Acct# 3934-7640*  
*August 31, 2014*

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	Pct. Assets	Unit Income	Annual Income	Yield
<b>CASH AND EQUIVALENTS(USD)</b>									
	Cash Account Balance		54,389.65		54,389.65	13.6	0.000	0.00	0.0
			54,389.65		54,389.65	13.6		0.00	0.0
<b>TOTAL PORTFOLIO</b>			<b>399,612.45</b>		<b>400,684.82</b>	<b>100.0</b>		<b>11,194.93</b>	<b>1.6</b>



**PERFORMANCE REPORT**  
**NET OF FEES**  
*Indian Prairie Public Library District*  
*Corporate Account*  
**Schwab Acct# 6415-7790**  
*From 12-31-13 to 08-31-14*

Portfolio Value on 12-31-13	1,152,611.80
Accrued Interest	4,186.14
Contributions	0.00
Withdrawals	0.00
Realized Gains	-8,421.38
Unrealized Gains	11,482.61
Interest	23,948.72
Dividends	0.00
Change in Accrued Interest	-1,151.19
Management Fees	-2,626.83
Portfolio Value on 08-31-14	1,176,994.92
Accrued Interest	3,034.95
Average Capital	1,156,797.94
Total Fees	-2,626.83
Total Gain after Fees	23,231.93
<b>IRR for 0.67 Years</b>	<b>2.01%</b>

**PERFORMANCE REPORT**  
**NET OF FEES**  
*Indian Prairie Public Library District*  
*Working Cash Account*  
**Schwab Acct# 3934-7640**  
*From 12-31-13 to 08-31-14*

Portfolio Value on 12-31-13	392,686.75
Accrued Interest	1,407.97
Contributions	0.00
Withdrawals	0.00
Realized Gains	-3,424.01
Unrealized Gains	2,719.69
Interest	8,460.82
Dividends	0.00
Change in Accrued Interest	-273.32
Management Fees	-893.09
Portfolio Value on 08-31-14	399,550.16
Accrued Interest	1,134.65
Average Capital	394,094.72
Total Fees	-893.09
Total Gain after Fees	6,590.10
<b>IRR for 0.67 Years</b>	<b>1.67%</b>