

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
March 15, 2017 – 7 p.m. – Board Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
- | | |
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| 1. Winterhalter to Williams re: Katie Salo | Page 4 |
| 2. Bongiovanni to Bukovac re: Parking for Darien Dash | Page 5 |
| 3. Bukovac to Bongiovanni re: Parking for Darien Dash | Page 6 |
| 4. Bukovac to Community Memorial Foundation re: YWCS Metropolitan Chicago Grant Request | Page 7 |
| 5. <i>Library Journal Article Movers & Shakes 2017</i> | <i>Distributed @ mtg.</i> |
- E. Omnibus Consent Agenda
- | | |
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| 1. Minutes of Regular Board Meeting, February 15, 2017 | Page 8 |
| 2. Treasurer's Report | Page 11 |
| 3. Action on Bill/Additional Bills | Page 15 |
| 4. Policy Committee Minutes February 22, 2017 | Page 20 |
| 5. Proposed Changes to Policies: | Page 22 |
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Action

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Proposed Changes to Policies (continued)

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500	Materials Selection Policy	Page 45
610	Solicitation on Library Property	Page 55
650	Conference Rooms	Page 56
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670	Alcoholic Beverages	Page 61
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700	Identity Protection Policy	Page 64
801.1	Equal Opportunity Employer	Page 67
801.2	Background Checks	Page 67
802.9	Workplace Harassment	Page 68
803.1	Staff Conduct	Page 69
805.4	Sick Leave	Page 70-71
805.5	Bereavement Leave	Page 71

F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report	Page 72	Information
H.	Department Reports		Information
	1. Assistant Director	Page 75	
	2. Marketing	Page 77	
	3. Adult	Page 79	
	4. Circulation	Page 86	
	5. Technology and Technical Services	Page 87	
	6. Youth	Page 90	
I.	Staff Report		
	Tony Lucarelli, Head of Adult Services, EDS Feature on the OPAC		Information
J.	Reports		
	1. ILA Trustee Workshop (Ruscitti)	Page 99	Information
	2. Chambers' Reports (Jensen)	Page 120	Information
	3. RAILS	Page 121	Information
	4. Building and Grounds Committee (no report)		
	5. Finance Committee (no report)		
	6. Planning/Outreach Committee (no report)		
	7. Policy Committee (Damon)		Information
K.	Unfinished Business		
	1. Self-checkout and RFID	Page 128	Discussion

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- L. New Business
 - 1. Auto Renewal Page 130 Discussion
 - 2. Building and Property Maintenance Costs Page 131 Discussion

- M. Committee Meetings

- N. Community Events

- O. Library Events

- P. Adjournment



February 11, 2017

Dear Natalie Williams

This letter is to acknowledge the contribution of your employee Kate Salo, a member of the 2017 Monarch Award Reader's Committee. All readers make a commitment to donate their time in reading over 50 books and to waive expenses associated with traveling to the day-long weekend meeting, held in New Lenox this year. Without the expertise and willingness of these valuable educators, the Monarch list would not reflect the best titles in children's literature.

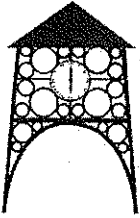
The Monarch Award, Illinois' K-3 Reader's Choice Award is in its twelfth year. Over 526 schools and libraries registered to participate in 2016 with over 114,000 children voting for their favorite nominee. Activities, selection and management of the program are conducted by volunteer librarians, teachers, and members of the Illinois School Library Media Association.

Please thank your Monarch volunteer and if you care to, you may find out more about the Monarch Award at our website <http://www.islma.org/monarch.htm>

Sincerely,

Deidre Winterhalter, Monarch Award Chair

Sponsored by Illinois School Library Media Association (ISLMA)
P.O. Box 1326
Galesburg, IL 61402-1326



Darien Chamber of Commerce

YOUR CONNECTION TO BUSINESS SUCCESS

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March 8, 2017

Jamie Bukovac
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561-4207

Dear Jamie:

The Darien Chamber of Commerce will host the 17th Annual Darien Dash on Sunday, May 21, 2017. This event will be held at Darien Community Park. Registration begins at 6 a.m. and the races begin at 8:30 a.m. We are requesting approval to use the Library's parking lot. We would expect the event activities to conclude by approximately 11 a.m.

Attached is a copy of our Certificate of Insurance.

If you have any questions or concerns, please call the Chamber office. Thank you for your consideration and continued support of the Darien Chamber of Commerce.

Sincerely,

Clare Bongiovanni

Clare Bongiovanni
President & CEO
Darien Chamber of Commerce
Your Connection to Business Success

1702 Plainfield Road Darien IL 60561 630-968-0004 Office 630-852-4709 Fax

www.darienchamber.com



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

March 8, 2017

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

Dear Clare:

Regarding your request to use the library parking lot for the Darien Dash on May 21, we would be happy to provide use of the library parking lot for the event. Per your letter, we've received the Certificate of Insurance listing the library as an additional insured.

Best wishes for another successful Dash. We're happy to be able to support this important community event.

Sincerely,

Jamie Bukovac
Director

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



March 10, 2017

Community Memorial Foundation
15 Spinning Wheel Road, Suite 326
Hinsdale, IL 60521

Re: YWCA Metropolitan Chicago Grant Request

Dear Community Memorial Foundation,

Please accept this letter as a show of our full support for the YWCA Metropolitan Chicago Women's Health Exchange Education Project grant request.

We have had the pleasure of working with YWCA for several years as part of the Willowbrook Corner Coalition. We are excited that they are working to expand their connection with this community to provide a series of health education programs that will address not only physical and mental wellness but also parenting, nutrition and financial health. Additionally, the home visitation piece will provide additional support and education and help the Coalition gain a deeper understanding of the needs of the community. We are happy to support their efforts in whatever way we can.

Please feel free to contact me directly with any questions.

Sincerely,

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

Jamie Bukovac
Director, Indian Prairie Public Library

Board of Trustees

Victoria Suriano /President Donald Damon /Vice President Marian Krupicka /Treasurer Beena Deshmukh /Secretary
Julia Lacayo /Trustee Diane Ruscitti /Trustee Crystal Megaridis /Trustee Jamie Bukovac /Library Director

Communications & Announcements (distributed at mtg)

You are here: [Home](#) // Tyler Works | Movers & Shakers 2017 – Educators

Tyler Works | Movers & Shakers 2017 – Educators

By [LJ](#) on March 14, 2017 [Leave a Comment](#)



Starting from Scratch

As a youth associate at the Northlake Public Library, IL, in 2008, Tyler Works took a workshop on the programming language Scratch. "Looking back, the hour or two I spent learning Scratch was probably one of the most formative hours of my life," he says. It sparked in him a passion for coding and STEM (science, technology, engineering, mathematics).

Now assistant head of youth services for the Indian Prairie Public Library, Works has been a force for change, writing proposals and grants for tech services and equipment (such as virtual reality gear), as well as developing ideas for programs and partnerships. He created circulating STEM kits for kids that include products like littleBits, MaKey MaKey, Sphero Robot, Scratch, and Human Brain. In 2015, he launched STEM Buddies, a six- to eight-week summer program that pairs 30 school-age kids with 30 teen volunteers to explore a STEM concept weekly, including strawberry DNA separation, rocket aerodynamics, and engineering for earthquakes.

"The teens were able to draw on and reinforce their knowledge while developing meaningful relationships with younger children," he says.

Works also teaches pre-K–12 classes in technology, coding (including Scratch), and robotics, filling an education hole. He points to a Google survey finding that while 71 percent of teachers believe computer science is as important as other subjects, 39 percent of schools don't offer classes. "It is a point of pride that my library is helping to address this gap," he says.

This article was published in Library Journal. [Subscribe today and save up to 35% off the regular subscription rate.](#)



CURRENT POSITION

Assistant Head of Youth Services, Indian Prairie Public Library, Darien, IN

DEGREE

MLIS, Dominican University, 2009

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Photo © Max Herman

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The Life & Legacy of Dwayne McDuffie, Diversity in Comics Pioneer

Mara Thacker | Movers & Shakers 2017 – Community Builders



Robyn Saunders | Movers & Shakers 2017 – Community Builders



Colette Poitras | Movers & Shakers 2017 – Community Builders



Ann Plazek | Movers & Shakers 2017 – Community Builders



Kim McNeil-Capers | Movers & Shakers 2017 – Community Builders



Kelly McElroy | Movers & Shakers 2017 – Community Builders



INFODOCKET BY GARY PRICE

[Research Article: "A Comparison of Traditional Book Reviews and Amazon.com Book Reviews"](#)

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 15, 2017

**Board of Trustees Regular Meeting
February 15, 2017 – 7 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.

Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Crystal Megaridis, Diane Ruscitti

Absent: Victoria Suriano

Staff Present: Jamie Bukovac, Maria Wlosinski, Tyler Works

Others:

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

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

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

C. Public Comment – none

At this point Tyler Works gave his staff report (Item I). He left at 7:20 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. City of Darien to IPPL Board re: Citizen of the Year
2. LIMRICC to Administrators re: Dividend

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, January 18, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Treasurer's Report & Action on Bills November 2016
5. Statement of Receipts and Disbursements for Fiscal Period July 1, 2016 through December 31, 2016

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Krupicka suggested that we hold off on mailing out the postcards to non-residents until after the April election.

H. Department Reports

I. Staff Report – Tyler Works, Assistant Head of Youth Services, spoke to the Board about technology, specifically the robotics and coding programs we offered over the past year. According to a google survey, 84% of parents and 71% of teachers feel computer science is just as important as other school subjects are. Yet only 42% of schools offer computer science courses. Works noted that this disparity provides an opportunity for the library. Coding encourages problem solving, teamwork and algorithmic thinking. Seventy kids attended a coding class here last summer and 87% said they felt more confident after taking the class. Works said their plan is to continue offering classes and events for a variety of ages and to take advantage of outreach opportunities. Last year they visited six local schools to promote our resources and to lead classes/clubs.

J. Reports

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

K. Unfinished Business

- 1. Self Checkout and RFID – Bukovac reviewed the information regarding missing items and explained our searching process for lost items. Discussion included the fact that RFID does not guarantee security but that it makes inventory easier. Without a mechanized sorter Bukovac does not see RFID providing greater efficiencies. Bukovac reminded the Board that RFID can be added at a later date. The discussion will continue next month.

L. New Business

- 1. Proposal to Replace Receiving Room Doors – Megaridis moved, Deshmukh seconded to approve replacement of the receiving doors by Suburban Door with money from the building reserves. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti. Nays: none. Absent: Suriano. Motion carried unanimously.
- 2. Proposal to Increase Meeting Room Fee for Business Use – The Board discussed increasing the fee from \$25 for four hours to \$25 per hour. Megaridis expressed concern over impact on the local business community. Bukovac reported that usages has been by the University of Chicago, an investment firm and a law firm. Discussion included the fact that the fee has remained the same since the library opened and the increase is reasonable when compared to what other facilities, such as the Park District, charge for room rentals. Deshmukh moved, Lacayo seconded to increase the meeting room and board room fee for business use to \$25 per hour. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Ruscitti. Nays: Megaridis. Absent: Suriano.
- 3. Theft in Library – Bukovac reported that a man stole a woman's wallet and we have video from the security camera of him taking the money from the wallet and putting it into his pocket. He confessed to the theft and the police have charged him. Krupicka moved, Deshmukh seconded to ban the patron indefinitely from the library. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti. Naye: none. Absent: Suriano. Motion carried unanimously. Bukovac will send a letter to the patron.

M. Scheduled Meetings

A Policy Committee meeting is scheduled for February 22 at 9:30 a.m.

N. Community Events

O. Library Event

P. Adjournment

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

Beena Deshmukh, Secretary

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INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2017

Balance on hand as of January, 2017.....	2,963,206.07
Cash Receipts for February.....	34,537.97
Cash Disbursements for February.....	288,630.72
Cash on hand as February 28, 2017.....	2,709,113.32

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.622%	
General.....	215,491.89
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,054.14
Children's Endowment.....	2,900.12
Endowment.....	11,226.22
MPI Investment (Corporate Fund).....	2,312,611.46
 JP Morgan Chase - Checking	
General.....	32,107.15
Hinsdale Bank & Trust - Checking.....	2,951.95
JP Morgan Chase - Savings - Rate .08%	
General.....	100,166.39
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2017.....	2,709,113.32

FUND BALANCES AS OF 02/28/2017

Corporate Fund.....	2,544,823.86
Building & Maintenance Fund.....	31,031.12
I.M.R.F. Fund.....	1.94
Liability Fund.....	2.21
Social Security Fund.....	1.56
Special Reserve Fund.....	22,178.04
Deferred Property Taxes.....	19,117.98
Current Liabilites.....	91,956.61
Grand Total All Funds.....	2,709,113.32

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**Indian Prairie Public Library District
Consolidated Revenue Report for February 2017**

Percent of Year: 66.67

	RECEIVED February 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,396,842.44	98.85%	3,436,415.00	39,572.56
41150 · Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 · Interest-Tax Levy	0.68	2.02	0.00%	0.00	-2.02
TOTAL PROPERTY TAX & LEVY INTEREST	0.68	3,397,181.45	98.86%	3,436,415.00	39,233.55
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	2,291.59	0.00%	0.00	-2,291.59
TOTAL INTERGOVERNMENTAL	0.00	2,881.59	9.01%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	74.44	1,822.26	182.23%	1,000.00	-822.26
TOTAL INTEREST	74.44	1,822.26	182.23%	1,000.00	-822.26
DESK MONIES					
45100 · Copier	389.80	3,182.68	66.31%	4,800.00	1,617.32
45120 · Computer Copies	1,353.95	10,082.11	84.02%	12,000.00	1,917.89
45200 · Fines/Fees	3,931.06	30,687.06	63.93%	48,000.00	17,312.94
45250 · Gifts/Donations	83.25	10,354.25	690.28%	1,500.00	-8,854.25
45300 · Lost Materials	515.94	8,281.13	69.01%	12,000.00	3,718.87
45350 · Non-Resident Fees	7,178.00	56,568.66	68.99%	82,000.00	25,431.34
45400 · DVD Fines	114.35	3,257.45	46.54%	7,000.00	3,742.55
45450 · Book Rental	32.00	444.15	44.42%	1,000.00	555.85
45550 · Meeting Room Rental	25.00	200.00	100.00%	200.00	0.00
45600 · ILL Fees	20.58	281.68	40.24%	700.00	418.32
45650 · 3D Printing	16.10	192.75	38.55%	500.00	307.25
TOTAL DESK MONIES	13,660.03	123,531.92	72.79%	169,700.00	46,168.08
OTHER INCOME					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	292.44	2,054.64	410.93%	500.00	-1,554.64
46800 · Collection Agency Fee	70.00	203.80	67.93%	300.00	96.20
* 49000 · Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
TOTAL OTHER INCOME	362.44	7,021.44	126.22%	5,563.00	-1,458.44
GRAND TOTAL	14,097.59	3,532,438.66	96.92%	3,644,678.00	114,530.93

* Operating Transfer In reflects \$4,000.00 from Liability Reserve Fund:

\$1,030.00 for 61710 - Workmans Compensation and \$2,498.60 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

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**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2017**

Percent of Year: 66.67

	February 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	161,248.87	1,333,359.28	62.39%	2,137,000.00	803,640.72	2,179,740.00	61.17%
61310 · Benefits - Medical / Life Ins.	11,581.39	93,115.17	70.28%	132,500.00	39,384.83	132,000.00	70.54%
61330 · Benefits - IMRF	15,346.17	131,686.72	63.62%	207,000.00	75,313.28	225,000.00	58.53%
61340 · Benefits - FICA	12,144.12	98,274.16	60.11%	163,500.00	65,225.84	175,000.00	56.16%
61400 · Staff Development	406.11	9,674.05	59.35%	16,300.00	6,625.95	20,000.00	48.37%
61600 · Board Development	346.82	421.82	42.18%	1,000.00	578.18	3,000.00	14.06%
61710 · Workers Compensation	0.00	9,787.00	108.74%	9,000.00	-787.00	13,000.00	75.28%
61720 · Unemployment Insurance	476.35	1,831.97	54.20%	3,380.00	1,548.03	6,000.00	30.53%
TOTAL PERSONNEL	201,549.83	1,678,150.17	62.86%	2,669,680.00	991,528.83	2,753,740.00	60.94%
MATERIALS							
62100 · Books	14,229.32	138,614.53	58.44%	237,175.00	98,560.47	250,000.00	55.45%
62200 · Periodicals	784.61	24,749.90	78.08%	31,700.00	6,950.10	35,000.00	70.71%
62300 · Audio	3,019.92	26,819.04	55.01%	48,750.00	21,930.96	50,000.00	53.64%
62400 · Video	5,338.50	40,654.91	69.85%	58,200.00	17,545.09	60,000.00	67.76%
62500 · Multi-Media	1,202.61	5,270.28	65.88%	8,000.00	2,729.72	10,000.00	52.70%
62600 · Electronic Reference Resources	498.48	61,313.35	95.36%	64,300.00	2,986.65	68,000.00	90.17%
62700 · Software	284.95	3,886.50	55.52%	7,000.00	3,113.50	8,000.00	48.58%
62800 · ESL	33.11	596.45	29.82%	2,000.00	1,403.55	3,000.00	19.88%
62900 · Materials Supplies	1,638.95	12,606.25	58.63%	21,500.00	8,893.75	25,000.00	50.43%
TOTAL MATERIALS	27,030.45	314,511.21	65.71%	478,625.00	164,113.79	509,000.00	61.79%
BUILDING							
63200 · Cleaning Service	4,669.86	43,828.81	61.30%	71,500.00	27,671.19	80,000.00	54.79%
63300 · Utilities (1-8-11 · Gas)	1,328.21	5,847.72	44.98%	13,000.00	7,152.28	70,000.00	8.35%
63300 · Utilities (1-8-12 · Electric)	4,521.89	39,375.44	80.58%	65,000.00	25,624.56	100,000.00	39.38%
63300 · Utilities (1-8-13 · Telephone)	720.51	5,841.25	83.45%	7,000.00	1,158.75	9,000.00	64.90%
63300 · Utilities (1-8-14 · Water/Sewer)	1,449.62	5,896.11	84.23%	7,000.00	1,103.89	15,000.00	39.31%
63300 · Utilities (1-8-15 · Garbage Disposal)	469.29	2,097.78	69.93%	3,000.00	902.22	15,000.00	13.99%
63400 · Maintenance Supplies	1,329.23	12,151.32	71.48%	17,000.00	4,848.68	20,000.00	60.78%
63500 · Security System Monitoring	105.00	459.00	38.25%	1,200.00	741.00	3,000.00	15.30%
63600 · Property Maintenance	5,166.50	12,702.23	50.81%	25,000.00	12,297.77	30,000.00	42.34%
63800 · Building Maintenance/Repairs	11,531.00	71,607.19	143.21%	50,000.00	-21,607.19	60,000.00	119.35%
TOTAL BUILDING	31,291.11	199,806.85	76.94%	259,700.00	59,893.15	402,000.00	49.70%
OPERATIONS							
64200 · Supplies - Office	1,638.56	7,323.29	52.31%	14,000.00	6,676.71	18,000.00	40.68%
64300 · Photocopy Supplies	84.43	3,046.37	60.93%	5,000.00	1,953.63	6,000.00	50.77%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	3,800.00	0.00%
64500 · Postage	2,100.75	4,636.96	115.92%	4,000.00	-636.96	8,000.00	57.96%
64600 · Non-Payment Reimbursement	0.00	514.97	17.17%	3,000.00	2,485.03	5,000.00	10.30%
64700 · Travel	38.08	254.48	50.90%	500.00	245.52	1,000.00	25.45%
64800 · Organizational Memberships	65.00	1,166.00	64.78%	1,800.00	634.00	2,200.00	53.00%
64900 · Bank Fees	251.19	1,858.60	74.34%	2,500.00	641.40	3,000.00	61.95%
TOTAL OPERATION	4,178.01	18,800.67	59.85%	31,400.00	12,599.33	47,000.00	40.00%
AUTOMATION							
65100 · Supplies-Public Toner	840.12	4,535.63	64.80%	7,000.00	2,464.37	8,000.00	56.70%
65150 · Supplies-Staff Toner	708.92	3,986.85	66.45%	6,000.00	2,013.15	8,000.00	49.84%
65160 · Supplies-3D Printer	0.00	199.99	28.57%	700.00	500.01	1,100.00	18.18%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	333.95	9,742.72	77.94%	12,500.00	2,757.28	18,000.00	54.13%
65400 · Automation Equip Mnt/Repair	5.99	1,962.79	53.78%	3,650.00	1,687.21	5,000.00	39.26%
65500 · Software	49.95	4,063.64	21.97%	16,500.00	14,436.36	27,000.00	15.05%
65600 · SWAN	11,405.00	41,715.00	91.44%	45,620.00	3,905.00	47,000.00	88.76%
65700 · Telecommunications	0.00	1,338.95	55.79%	2,400.00	1,061.05	4,000.00	33.47%

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**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2017**

Percent of Year: 66.67

	February 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
TOTAL AUTOMATION	13,343.93	67,545.57	66.63%	101,370.00	33,824.43	126,100.00	53.57%
CONTRACTUAL SERVICES							
66100 - General Professional Services	980.00	7,181.50	110.49%	6,500.00	-681.50	17,000.00	42.24%
66200 - Credit Bureau	53.70	557.00	37.13%	1,500.00	943.00	2,000.00	27.85%
66300 - Equipment-Maintenance Repair	0.00	3,159.83	52.66%	6,000.00	2,840.17	8,000.00	39.50%
66900 - Fees - Bond Registrar	10.00	210.00	210.00%	100.00	-110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,043.70	11,108.33	78.78%	14,100.00	2,991.67	27,000.00	41.14%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 - Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 - Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 - Marketing Newsletter	7,530.08	22,216.45	64.17%	34,619.00	12,402.55	37,000.00	60.04%
68111 - eNewsletter	0.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 - Marketing Advertising	20.00	225.00	45.00%	500.00	275.00	2,000.00	11.25%
68310 - Marketing Supplies	0.00	379.07	75.81%	500.00	120.93	2,000.00	18.95%
68410 - Marketing-Information Printing	178.14	1,526.59	61.06%	2,500.00	973.41	8,000.00	19.08%
68500 - Legal Notices	0.00	840.49	60.04%	1,400.00	559.51	2,000.00	42.02%
68600 - Special Events	1,649.00	12,708.60	51.66%	24,600.00	11,891.40	28,000.00	45.39%
TOTAL PUBLIC INFORMATION	9,377.22	39,534.20	60.07%	65,819.00	26,284.80	81,000.00	48.81%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69800 - Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	254.99	5,029.53	71.29%	7,055.00	2,025.47	50,000.00	10.06%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	288,069.24	2,355,293.53	64.62%	3,644,678.00	1,293,384.47	4,115,340.00	57.23%

* Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:

\$1,030.00 for 61710 - Workmans Compensation and \$2,498.60 from 63800 - Building/Malnt. Repairs - Fox Valley Fire & Safety

ACTION ON BILLS February 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	49445 thru 49551	\$ 100,673.76
Chase Bank-Salaries for February	36818 thru 36842	\$ 7,426.58
	&	
Hinsdale Bank-Direct Deposits	23279 thru 23436	\$ 109,378.34
		<hr/>
	MONTH'S TOTAL:	\$ 217,478.68

Indian Prairie Public Library District
Account QuickReport
As of February 28, 2017

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	02/02/2017	49445	Art Excursions, Inc.	315.00
Bill Pmt Check	02/03/2017	49446	Alphagraphics	72.75
Bill Pmt Check	02/03/2017	49447	Baker & Taylor	3,893.65
Bill Pmt Check	02/03/2017	49448	Baker & Taylor (video)	271.99
Bill Pmt Check	02/03/2017	49449	Better Business Planning, Inc.	149.38
Bill Pmt Check	02/03/2017	49450	Blackstone Audio, Inc.	315.00
Bill Pmt Check	02/03/2017	49451	Case Lots Inc.	270.75
Bill Pmt Check	02/03/2017	49452	Colonial Life	82.53
Bill Pmt Check	02/03/2017	49453	Dynegy Energy Services	4,521.89
Bill Pmt Check	02/03/2017	49454	Edmonds Incorporated	207.04
Bill Pmt Check	02/03/2017	49455	Garvey's Office Products	27.41
Bill Pmt Check	02/03/2017	49456	Groot Industries, Inc.	245.14
Bill Pmt Check	02/03/2017	49457	Hunter Knowledge and Insights	75.00
Bill Pmt Check	02/03/2017	49458	Illinois Library Association	135.00
Bill Pmt Check	02/03/2017	49459	Ingram Library Services	37.20
Bill Pmt Check	02/03/2017	49460	Kroeschell Service	3,848.00
Bill Pmt Check	02/03/2017	49461	Midwest Tape	809.45
Bill Pmt Check	02/03/2017	49462	NCPERS Group Life	80.00
Bill Pmt Check	02/03/2017	49463	OverDrive	1,455.93
Bill Pmt Check	02/03/2017	49464	Penguin Random House LLC	93.75
Bill Pmt Check	02/03/2017	49465	Peregrine, Stime, Newman, Ritzman & Bruck	945.00
Bill Pmt Check	02/03/2017	49466	Quill	805.57
Bill Pmt Check	02/03/2017	49467	Recorded Books, LLC	173.20
Bill Pmt Check	02/03/2017	49468	Rivistas Subscription Services	164.32
Bill Pmt Check	02/03/2017	49469	Runco	106.65
Bill Pmt Check	02/03/2017	49470	SWAN	11,405.00
Bill Pmt Check	02/03/2017	49471	VISOgraphic	50.00
Bill Pmt Check	02/03/2017	49472	Waterlogic East LLC	238.95
Liability Check	02/09/2017	49473	Nationwide Retirement	660.00
Liability Check	02/09/2017	49474	Vantagepoint	943.19
Bill Pmt Check	02/09/2017	49475	Adult Reading Round Table	25.00
Bill Pmt Check	02/09/2017	49476	Bengal Electric Inc.	319.00
Bill Pmt Check	02/09/2017	49477	Birmingham, Laura	14.45
Bill Pmt Check	02/09/2017	49478	CDW Government	49.00
Bill Pmt Check	02/09/2017	49479	DuPage County Public Works	1,210.67
Bill Pmt Check	02/09/2017	49480	Edmonds Incorporated	124.24
Bill Pmt Check	02/09/2017	49481	Gale/CENGAGE Learning	498.48
Bill Pmt Check	02/09/2017	49482	Home Depot	27.02
Bill Pmt Check	02/09/2017	49483	Jensen, Shirley P	56.80
Bill Pmt Check	02/09/2017	49484	LM Information Delivery, Inc.	20.77
Bill Pmt Check	02/09/2017	49485	Medicom Reimbursement Spec., Ltd.	20.00
Bill Pmt Check	02/09/2017	49486	Nevill Inc.	4,490.00
Bill Pmt Check	02/09/2017	49487	New York Times, The	245.72
Bill Pmt Check	02/09/2017	49488	Price Digests	87.95

Indian Prairie Public Library District
Account QuickReport
As of February 28, 2017

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Type	Date	Num	Name	Amount
Bill Pmt Check	02/09/2017	49489	Quill	418.45
Bill Pmt Check	02/09/2017	49490	Runco	69.06
Bill Pmt Check	02/09/2017	49491	Ryan, Marianne	33.97
Bill Pmt Check	02/09/2017	49492	Sheehan, Debbie	43.07
Bill Pmt Check	02/09/2017	49493	Szafranski, T.J.	27.82
Bill Pmt Check	02/09/2017	49494	Unique Management	53.70
Bill Pmt Check	02/09/2017	49495	Waterlogic East LLC	117.49
Bill Pmt Check	02/15/2017	49496	Ronald A. Scharping	200.00
Bill Pmt Check	02/15/2017	49497	U.S. Postal Service (Postage-By-Phone)	2,000.00
Bill Pmt Check	02/15/2017	49498	VISOgraphic	1,831.86
Bill Pmt Check	02/22/2017	49499	Baker & Taylor	3,773.99
Bill Pmt Check	02/22/2017	49500	Baker & Taylor (video)	941.94
Bill Pmt Check	02/22/2017	49501	Bengal Electric Inc.	140.00
Bill Pmt Check	02/22/2017	49502	Blackstone Audio, Inc.	131.99
Bill Pmt Check	02/22/2017	49503	Call One	720.51
Bill Pmt Check	02/22/2017	49504	Case Lots Inc.	600.10
Bill Pmt Check	02/22/2017	49505	Center Point Large Print	261.62
Bill Pmt Check	02/22/2017	49506	Central Arkansas Library System	30.00
Bill Pmt Check	02/22/2017	49507	DEMCO	264.88
Bill Pmt Check	02/22/2017	49508	ELM USA, Inc.	295.45
Bill Pmt Check	02/22/2017	49509	Gale/CENGAGE Learning	542.20
Bill Pmt Check	02/22/2017	49510	Garvey's Office Products	20.26
Bill Pmt Check	02/22/2017	49511	Harris, Lori	50.00
Bill Pmt Check	02/22/2017	49512	Ingram Library Services	657.81
Bill Pmt Check	02/22/2017	49513	Kapco	171.17
Bill Pmt Check	02/22/2017	49514	LACONIRASS	10.00
Bill Pmt Check	02/22/2017	49515	Layman, Jez	22.76
Bill Pmt Check	02/22/2017	49516	Midwest Tape	3,576.78
Bill Pmt Check	02/22/2017	49517	Palmisano, Stacy.	20.65
Bill Pmt Check	02/22/2017	49518	Penguin Random House LLC	120.00
Bill Pmt Check	02/22/2017	49519	Quality Books Inc.	83.79
Bill Pmt Check	02/22/2017	49520	Quill	651.03
Bill Pmt Check	02/22/2017	49521	Recorded Books, LLC	59.19
Bill Pmt Check	02/22/2017	49522	Runco	75.86
Bill Pmt Check	02/22/2017	49523	Ryan, Marianne	10.26
Bill Pmt Check	02/22/2017	49524	Sebert Landscaping	1,455.00
Bill Pmt Check	02/22/2017	49525	Speciality Mat Service	179.86
Bill Pmt Check	02/22/2017	49526	Vernon Library Supplies, Inc.	17.63
Bill Pmt Check	02/22/2017	49527	VSP Vision	122.55
Bill Pmt Check	02/22/2017	49528	Willowbrook/Burr Ridge Chamberof Commerce	40.00
Bill Pmt Check	02/22/2017	49529	Wlosinski, Maria	11.77
Liability Check	02/23/2017	49530	Nationwide Retirement	660.00
Liability Check	02/23/2017	49531	Vantagepoint	943.19
Bill Pmt Check	02/27/2017	49532	Baker & Taylor	3,445.97
Bill Pmt Check	02/27/2017	49533	Baker & Taylor (video)	122.72

Indian Prairie Public Library District
Account QuickReport
As of February 28, 2017

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Type	Date	Num	Name	Amount
Bill Pmt Check	02/27/2017	49534	Bank of America	5,174.90
Bill Pmt Check	02/27/2017	49535	BCBS	11,008.18
Bill Pmt Check	02/27/2017	49536	BookPage	528.00
Bill Pmt Check	02/27/2017	49537	DuPage County Clerk	10.00
Bill Pmt Check	02/27/2017	49538	Fox Valley Fire & Safety	1,210.00
Bill Pmt Check	02/27/2017	49539	FSS Technologies	105.00
Bill Pmt Check	02/27/2017	49540	Grainger	20.38
Bill Pmt Check	02/27/2017	49541	Groot Industries, Inc.	224.15
Bill Pmt Check	02/27/2017	49542	Harris, Lori	78.00
Bill Pmt Check	02/27/2017	49543	Investor's Business Daily	279.00
Bill Pmt Check	02/27/2017	49544	Kroeschell Service	8,447.50
Bill Pmt Check	02/27/2017	49545	Midwest Tape	690.13
Bill Pmt Check	02/27/2017	49546	OverDrive	1,594.71
Bill Pmt Check	02/27/2017	49547	Penguin Random House LLC	72.00
Bill Pmt Check	02/27/2017	49548	Stephens Plumbing & Heating, Inc.	243.00
Bill Pmt Check	02/27/2017	49549	Suburban Life Media	38.00
Bill Pmt Check	02/27/2017	49550	Team One Repair, Inc.	638.40
Bill Pmt Check	02/27/2017	49551	VISOgraphic	5,698.22

Total 10121 - Checking JP Morgan Chase
TOTAL

100,673.76
100,673.76

Bills for approval – Electronic Payments & Automatic Withdrawals

February 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	02/10/2017	20,029.32
ILDOR-State	Payroll taxes	02/10/2017	2,665.08
EFTPS-Federal	Payroll taxes	02/24/2017	20,117.52
ILDOR-State	Payroll taxes	02/24/2017	2,676.88
IMRF	Payroll Pension	02/28/2017	20,569.88
DAC	Deposit to HRA	02/03/2017	1,756.98
DAC	Deposit to HRA	02/24/2017	1,756.98
Nicor	Gas	02/21/2017	1,328.21
Chase/US Bank	Credit Card Fee	02/02/2017	226.19
Hinsdale Bank	Fee-Direct Deposit	02/01/2017	25.00

Indian Prairie Public Library
Policy Committee Minutes
February 22, 2017

Call to order 9:32 a.m.

Present: D. Damon, B. Deshmukh, J. Lacayo, M. Krupicka, J. Bukovac

Absent: none

The committee reviewed the following policies and suggested changes:

- 200 By-Laws (no suggested changes)
- 210 Public Comment
- 420 Library Cards
- 430 Circulation of Materials
- 431 Fines and Charges
- 432 Homebound Services (no suggested changes)
- 433 Suspension and Limitation of Privileges
- 440 Services – Information
- 450 Library Sponsored Programming
- 455 Group Tours/Programs (no suggested changes)
- 456 Proctoring (no suggested changes)
- 471 Social Media (no suggested changes)
- 475 Miscellaneous Equipment (no suggested changes)
- 490 Process for Patron Complaint (no suggested changes)
- 500 Materials Selection Policy
- 610 Solicitation on Library Property
- 650 Conference Rooms (no suggested changes)
- 660 Meeting Room/Board Room
- 670 Alcoholic Beverages
- 680 Video Surveillance (new policy)
- 700 Identity Protection Policy (no suggested changes)
- 801.2 Background Checks (new policy)
- 802.9 Workplace Harassment (new law)
- 805.4 Sick Leave (new law)
- 805.5 Bereavement Leave (new law)

A trustee attended the ILA Trustee Workshop and had two suggestions the committee discussed. The first was that another library states in its meeting room policy that illegal acts, criminal intent, and related activities are not allowed in the meeting room. The committee decided that the Use of Facilities Policy covers this.

The second was relative to library policy regarding the library providing information about items currently checked out on a minor's card to the minor's parent. The committee determined that since a parent or legal guardian must sign the card and take responsibility for the items checked out on the minor's card, the parent has the right to

know the liability of what has not been returned. Bukovac stated that many parents put their email address in the minor's record and receives the overdue notices. Parents also access the minor's account on SWAN. Bukovac discussed this with the library's attorney who said that while the legislature has not precluded minors from the law, parents who are responsible for their children's items have a need to know about overdue items. It would be unfair to pursue collection or recourse with the parent if they did not have this information.

The committee had no other recommended changes.

Adjourned 10:20 a.m.

Proposed Changes to Policies

- 200 By-Laws (no suggested changes)
- 210 Public Comment
- 420 Library Cards
- 430 Circulation of Materials
- 431 Fines and Charges
- 432 Homebound Services (no suggested changes)
- 433 Suspension and Limitation of Privileges
- 440 Services – Information
- 450 Library Sponsored Programming
- 455 Group Tours/Programs (no suggested changes)
- 456 Proctoring (no suggested changes)
- 471 Social Media (no suggested changes)
- 475 Miscellaneous Equipment (no suggested changes)
- 490 Process for Patron Complaint (no suggested changes)
- 500 Materials Selection Policy
- 610 Solicitation on Library Property
- 650 Conference Rooms (no suggested changes)
- 660 Meeting Room/Board Room
- 670 Alcoholic Beverages
- 680 Video Surveillance (new policy)
- 700 Identity Protection Policy (no suggested changes)
- 801.1 Equal Opportunity Employer (new law)
- 801.2 Background Checks (new policy)
- 802.9 Workplace Harassment (new law)
- 803.1 Staff Conduct (new law)
- 805.4 Sick Leave (new law)
- 805.5 Bereavement Leave (new law)

BY-LAWS

Article I. Name

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

Article II. Purpose

Our Mission

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

Our Values

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

Our Vision

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

Article III. Board of TrusteesSection 1. General Powers

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

Section 2. Number and Tenure

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

Section 3. Ethics

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

Section 4. Conflict of Interest

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

BY-LAWS

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

Section 5. Compensation

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

Section 6. Vacancies

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

Article IV – Officers and DirectorSection 1. Officers

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

Section 2. Nominations and Election

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

Section 3. Term of Office

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

Section 4. Removal

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

Section 5. Vacancy

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

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Section 6. President

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

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

Section 7. Vice-President

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

- a. In the event of vacancy in the office of President, the Vice President shall temporarily perform the duties of that office until the next board meeting at which time a new president shall be elected.

Section 8. Secretary

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

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

Section 9. Treasurer

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

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

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15/4-10(2)). A crime insurance policy may be provided instead according to the law. Cost of any surety bond or crime insurance policy shall be borne by the district.

- c. The Treasurer shall be responsible for the investment of library funds with board approval and subject to the limitations of the Illinois statutes.

Section 10. Additional Duties of Officers

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

Section 11. Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Library Director shall administer the policies adopted by the board. The Library Director shall manage orientation of new trustees in partnership with a trustee(s) as needed and appointed by the President.

Article V. Board Meetings

Section 1. Regular Meetings

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

Section 2. Special Meetings

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

Section 3. Open Meetings Act

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

Section 4. Quorum

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

Section 5. Conduct of Meeting

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

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Section 6. Voting

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

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

Section 7. Order of Business

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

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

Section 8. Executive Session

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

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Section 9. Attendance

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

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

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

Article VI. CommitteesSection 1. Standing Committees

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

Section 2. Ad Hoc Committees

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

Section 3. Quorum

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

Section 4. Reports

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

Section 5. Open Meetings Act

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

BY-LAWS

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Article VII. Indemnification of Trustees, Employees and Volunteers

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

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

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

Article VIII. Compliance with the Law

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

Article VIII. Amendments

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

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

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

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

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

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

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

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

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

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

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

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

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

American Library Trustee Association i ALTAI a division of the American Library Association • 50 E. Huron St. • Chicago, IL 6061; telephone 312-280-2161 • toll-free 800-545-2433 ext. 2161 • fax 312-280-3257.

Public Comment

The Library Board is interested in hearing from the public and provides the opportunity for the public to speak on any library-related issue at the Public Comment section of the agenda.

1. **Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.**
2. A sign-up sheet will be provided 15 minutes prior to the start of the Board meeting and each person who desires to speak to the Board will list their name, **indicate if they live in the IPPL district**, and the topic they will speak to.
3. Speakers will be called in the order listed on the sign-up sheet. Each speaker may present comments once during the meeting for a maximum of three minutes.
4. A maximum of five speakers will be heard at any one meeting.
5. Board members may ask questions for their own clarification but will not provide direct responses to the speakers nor engage in discussion on the particular topic at that time.

The Board President is responsible for the orderly conduct of the meeting and shall rule on the appropriateness of speakers' presentations relative to the purpose of the Public Comment period. The Library Board as a whole shall have the final decision on such rulings. **Any person who disrupts the meeting, uses obscene or threatening language or gestures, or violates the library's behavior policy, or posed a threat to public safety will be removed from the meeting and the library.**

Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, discussion with the trustees about an employee will be held in closed Executive Session.

The Board may suspend any part of this policy by general consent, or by a vote of the board members present. Any motion to suspend shall specify the duration of the suspension of the rules.

Adopted 4/20/11, reviewed 4/17/13, reviewed & revision approved 3/18/15

SERVICES

420 Library Cards

420.1 Issuance of Library Cards

Library cards will be issued to all borrowers eligible under the library's policies. The library will not issue cards or provide service to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue/lost/damaged material) at another library in Illinois. Persons desiring a library card must fill out a registration form. Cards for minor children require that a parent or legal guardian sign the application in the library. Applicants or parents, if the applicant is under 18, will be asked to show verification of their current address that includes their name **in paper or electronic format**.

420.2 Responsibilities of Card Owners

Card owners are responsible for all materials checked out on his/her card. Card owners are responsible for any charges that may result from late return, loss, or damage of materials borrowed and are expected to comply with Indian Prairie Public Library District regulations **as well as those of libraries from which the card owner has borrowed materials, and Metropolitan Library System regulations**. Parents or legal guardians are responsible for materials checked out on their child's card and should be aware that there are no restrictions on borrowing of library materials and they need to be responsible for their child's selection of materials.

Generally, the library card is to be used only by the person in whose name it is issued however, family members may use each other's cards for checking out materials. Card owners are responsible for materials checked out on their cards by other individuals. In order to protect and ensure library privileges, card owners should notify the library immediately if their card is lost or stolen. Materials checked out on a card up to the time the card is reported lost or stolen are the responsibility of the card owner. A card reported as lost or stolen will be considered invalid. If the card is stolen or illegally used and a police report has been filed by the cardholder, there is no liability.

Card owners are required to report a change in address.

420.3 Renewal of Library Cards

Library cards may be renewed provided the following requirements are met:

- all debts must be cleared, and
- verification of the person's current address including their name must be presented **in paper or electronic format** so that staff may check for accuracy, and currency of eligibility, and
- if fees are applicable, they must be paid before the card will be renewed.

Minors age 14 - 17 do not require a parent's or guardian's signature to renew his or her library card.

420.4 Replacement of Cards

Replacement cards will be issued as needed. The library shall request current identification before issuing a replacement card. The first replacement card is free. There is a fee for subsequent replacement cards.

420.5 Resident Library Card

A resident is defined as an individual living within the corporate boundaries of the Indian Prairie Public Library District, including those who rent their homes. As such, the individual

is entitled to a library card at no fee and the full services of the Indian Prairie Public Library. The card holder also has reciprocal borrowing privileges at other libraries. The card is valid for five years as long as the person resides at the registered address and it is renewable as long as eligibility is retained.

420.6 Non-resident Fee Cards

The Indian Prairie Public Library Board authorizes the issuance of non-resident library cards as allowed by Illinois law. A non-resident is defined as an Illinois resident whose principal residence is outside the boundaries of the Indian Prairie Public Library District and in an area not served by a library. The card entitles the individual to all services provided by the Indian Prairie Public Library including reciprocal borrowing privileges at other libraries. The fee is to be equitable and proportionate to the fee paid by residents. The Illinois State Library General Mathematical Formula is used to determine the fee with the formula recalculated annually with changes effective July 1. The fee entitles a card to be issued to all residents of the household. No refunds will be given for Indian Prairie non-resident fee cards except a prorated refund may be given to non-residents who become residents of the Indian Prairie Public Library District. The card is valid for one year. If the patron moves, the patron does need to reapply for a new card.

420.7 Non-resident Taxpayer Cards

A non-resident taxpayer is defined as an individual living outside the boundaries of the Indian Prairie Public Library District who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning a taxable property within the district. Upon presentation of the most recent tax bill cards will be issued to all residents of the household at no fee. The card entitles the individual to all the services provided at the Indian Prairie Public Library as well as reciprocal borrowing privileges extended by other libraries. The card is valid for five years as long as the person continues to own the property and it is renewable as long as eligibility is retained.

420.8 Business Cards

Businesses, including municipalities, schools and churches, located within the corporate boundaries of the Indian Prairie Public Library District are eligible to receive an Indian Prairie Public Library Business Card for no fee. Applicants shall be required to show proof of business location at the time of application. The president, owner or CEO of the business or the school principal must sign the application. The card will be mailed to the business. The business is responsible for all materials checked out on the card. This card entitles the Business to services provided at the Indian Prairie Library only. No interlibrary loan services will be provided to schools. The card is valid for one year as long as the business resides at the registered address and it is renewable as long as eligibility is retained.

420.9 Non-Resident Business Cards

Businesses (including municipalities, schools and nursing homes) located in areas without tax-supported public library services, may purchase a non-resident card based upon the fee formula adopted by the Indian Prairie Public Library and the policies for business cards listed under 420.8.

SERVICES

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430 Circulation of Materials

430.1 Loan Periods and Renewals

In order that all members of the community may share equally in the use of library materials, the Library Director shall establish various loan periods and renewals for the various types of formats. The Library Director may set restrictions on the types and amounts of materials that may be borrowed when checked out at Indian Prairie. Information on loan periods, renewals and limitations for specific items are available at the Checkout Desk and on the library's website.

430.2 Special Loans

430.2-1 Vacation loans for six weeks are available to Indian Prairie cardholders for 21-day materials. Limits may be put on high demand or reserve materials.

430.2-2 Courtesy Loan

A cardholder in the SWAN database is permitted courtesy loans of library materials if he or she has forgotten his library card. The patron shall be required to provide information that will be verified in the SWAN database.

430.3 Reserves

Reserves for items in the SWAN database may be placed online by any SWAN cardholder. Staff will place reserves for items in the SWAN database **for Indian Prairie and SWAN cardholders.** Staff will place reserves for non-SWAN items for Indian Prairie cardholders only. Indian Prairie cardholders may have up to 30 active holds at one time.

430.4 Rental Books

Additional copies of many books with waiting lists are available in the rental collections. After 2 days a daily rental fee is applied. These books are not holdable or renewable.

430.5 Reference Materials

Reference materials circulate only under special circumstances, determined by the library staff; see Section No. 440 - Reference Service Policy.

430.6 Reciprocal Borrowing

The library will provide reciprocal borrowing privileges to individuals presenting a valid reciprocal borrowing card from another library. Reciprocal borrowers are subject to the circulation policies as set by Indian Prairie Public Library.

430.7 Indian Prairie Responsibilities as an ILL Lender

Indian Prairie reserves the right to decide whether or not a particular item will be provided. Indian Prairie will fax up to ten (10) pages in response to a library's photocopy request. Indian Prairie is not responsible for the quality of the copy provided.

431.1 Overdue Fines

431.1-1 Overdue fines for all items are \$.25 per day per item except for new Adult feature film DVDs, Playaway Views, console games, kits, ~~Leap Pad Equipment, Tech Takeout, E-readers, and digital equipment~~ **and miscellaneous equipment** which are \$1.00 per day per item.

431.1-2 Fine calculation starts with the first day after the due date and is counted for every day the library is open. The maximum fine is equivalent to the overdue fine multiplied by 42 days or the price of the items, whichever is less.

431.2 Fees

431.2-1 A \$.25 per day fee is charged per book rental starting from the second day after checkout.

431.2-2 The patron is responsible for ILL fees charged by the lending library or system. These may include charges for photocopies, census microfilm, and books or other materials. For out-of-state interlibrary loan materials the patron will be charged \$5.00 per request. The library will charge \$10.00 to libraries requesting Indian Prairie Library materials who are not in the cooperative.

431.2-3 Collection agency fees will be added to all referred accounts.

431.3

Lost Materials

Responsibility for proper care of borrowed materials rests with the cardholder. In the event materials are lost or damaged the cardholder or parent, if the patron is under 18 years old, will be liable for payment of charges and costs for repair or replacement. The library will consider accepting replacement items that are unused and in excellent condition but the final decision will rest with the selector. Materials not returned within 6 months of due date will be considered lost. The patron will be billed the cost of item plus processing fees, collection agency costs, and billing fees. See Section No. 420 - Library Cards.

431.3-1 Indian Prairie Public Library Lost Materials

Replacement costs for lost items will be determined by the price in the SWAN database. The cost for lost parts will be determined by the approved cost list.

A \$5.00 processing fee per item will be charged in addition to the replacement cost of the item. Collection agency fees shall be added to delinquent accounts that are referred to a collection agency.

Patrons who return a "lost & paid" item within 30 days of payment for the item will receive a refund for the cost of the item minus overdue fines if they have the receipt. The library does not refund the processing fee or any collection agency fees that were charged.

431.3-2 Interlibrary Loans

Replacement costs for lost items lent through Interlibrary Loan will be charged according to the price schedule set by the owning library and will be subject to additional fees if incurred. No replacement items can be accepted.

431.4 Damaged Materials

431.4-1 Indian Prairie Public Library Materials

If library materials are damaged, the patron will be charged an amount determined by the current price list for damaged materials. If materials are determined to be damaged beyond repair, replacement cost and processing fee will be charged.

431.4-2 Interlibrary Loan Materials

The patron will be responsible for charges as determined by the owning library.

431.5 Payment

Cash, credit cards, or personal checks will be accepted for payment. A \$15.00 fee will be assessed for returned checks. Any fines and miscellaneous charges ~~\$5.00 and under~~ owed to another library can be paid at Indian Prairie Public Library. **Bills and miscellaneous charges over \$5.00 owed to another library must be paid where the bill was incurred.**

432 Homebound Services

432.1 Eligibility

An institution or individual must have a valid Indian Prairie library card. An application for homebound delivery must be submitted. (See Appendix 430.8)

432.1-1 Individuals

Any person residing within the Indian Prairie Public Library District and who is temporarily or permanently unable to come to the library due to a physical limitation, illness, advanced age or short term convalescence is eligible for homebound service. A doctor's certificate may be required.

432.1-2 Institutions

Any residential institution located within the Indian Prairie Public Library District is eligible for homebound service in order to serve the needs of the institution's residents.

432.2 Materials

Any circulating item, with the exception of rental books, can be requested for homebound delivery as well as interlibrary loans. Indian Prairie reserves the right to decide whether or not a specific item can be supplied. A patron may have up to 20 items delivered to them at one time.

432.3 Loan Period

Items are checked out for their normal circulation period but extended loans may be arranged. Items can be renewed as permitted by library policy. Borrowing privileges will be suspended when an item is six weeks overdue.

432.4 Fines

Fines will be waived; however, the patron, whether individual or institution, is expected to return materials when due and is responsible for the replacement cost of lost or damaged items.

432.5 Deliveries

Deliveries are scheduled according to availability of volunteers and staff. The patron must notify the Outreach Coordinator forty-eight hours before the scheduled delivery to make changes or additions. Library items will not be left unattended or unsigned for.

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433 Suspension and Limitation of Privileges

433.1 Suspension of Privileges

Whenever fines or bills against a cardholder exceed ~~\$20.00~~ ~~\$10.00~~, borrowing privileges will be suspended until fines and fees are below ~~\$20.00~~ ~~\$10.00~~.

433.2 Residential Institutional Cardholder Suspension

Whenever the card of a residential institutional cardholder has more than five (5) items listed as overdue or one item is being billed, borrowing privileges may be suspended until the items are returned or fees are paid.

433.3 Suspension of Family Privileges

Borrowing privileges may be suspended for a patron and all members of the patron's immediate family (spouse, child, parent, sibling) living at the patron's address if total fees and fines for the family exceed \$100.00. Once fees and fines for all family members have been paid borrowing privileges will be reinstated.

433.4 Limitations

When a cardholder has a history of problems with overdues and bills the library may choose to limit the number of items a patron may check out at one time and may limit the number of reserves that a person may have in place at any one time.

Adopted 4/13/88, Revised 11/16/88, 11/15/89, 5/15/96, 12/17/97, 3/15/00, 8/15/01, 11/20/02 (eff. 12/1/02), Complete review & revision approved 1/17/07, Revision 7/18/07, 8/15/07, 9/19/07, 2/20/08, 5/20/09, 4/20/11, 7/20/11, 4/17/13, complete review & revision approved 3/18/15, Revision 10/19/16

SERVICES

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Information REFERENCE

440 -- Reference Information Services

440.1 - Philosophy

Assisting the public with their **information reference** needs, including **reference**, reader's advisory, **and training** is one of the most important functions of the Indian Prairie Library. The staff's first priority is to help patrons access materials and information and to provide instruction in the use of the library's resources. The Library has developed the following policies to ensure the highest possible quality of personalized and proactive reference service.

440.2 - Availability of Service

Reference Services are provided to patrons of all ages all hours the library is open. To enable staff to assist as many patrons as possible, limits may be placed on the number of **reference** questions that can be accepted per patron per day. Use of equipment or **reference** materials may be limited if others are waiting.

440.3 – Assisting Patrons

The adult and youth services desks are staffed by a professional librarian or other staff members who have been trained to provide reference and readers advisory services. Requests are handled with impartiality and confidentiality. When assisting a patron, the staff member devotes full attention to that patron's question until it is either answered or it is determined by the staff person that additional research needs to be done at a later time. At very busy times the librarian may temporarily limit the time spent with one patron; but will complete the question within that business day or the next. The staff will decide when all reasonable sources have been exhausted. Neither the Indian Prairie Library nor the library staff is liable for any damages incurred as the result of using information provided by library staff or resources.

440.3-1 Telephone Requests

The patron who comes into the library for service takes priority over the patron who telephones. The number of questions answered over the phone for one person may be limited by time available.

440.3-2 One-on-One Assistance Book a Librarian

When extended personalized library training or assistance is requested by a patron, time may be scheduled with a specific **staff person librarian** for one-on-one assistance. ~~A three-day notice is required and appointments are limited to one hour, although additional sessions may be scheduled if needed.~~ Appointments are limited to Indian Prairie cardholders. **Advance notice may be required during busy hours and time may be limited.**

440.3-3 Circulation of Reference Materials

At the staff person's discretion, Indian Prairie cardholders may check out reference materials from the reference desk for return on the next business day. Longer loans are available at the staff person's discretion. High demand items, multi-volume sets, and titles costly or difficult to replace are not available for reference loan.

Reference materials incur a fine of ~~\$1.00~~ ~~\$.50~~ per hour for each hour overdue. Fines are assessed only during the hours the library is open.

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Lost or damaged reference materials are subject to costs and fees as outlined in Section #431.3.

440.3-4 Special Inquiries—Special inquiries will be treated in the following way:

- Appraisals - patrons will be directed to probable sources of information.
- Business, legal, tax and medical inquiries - staff will provide information but not interpretation.
- Personal recommendations – other than for library materials and library equipment staff will not recommend or endorse a product or a service.

440.4- Evaluation and Review of Reference Information Services Policy

The Reference Information Services Policy is reviewed biannually by reference-staff, administration, and the board of trustees.

Adopted 4/13/88, Rev. 11/16/88, 3/15/89, 6/20/90, 3/13/91, 6/17/92, 9/16/92, 2/7/96, 9/17/97, 4/15/98, 5/16/01, 9/18/02, 12/18/02, 2/18/04 (eff. 3/1/04), 12/15/04, 4/20/05 (eff. 4/25/05), 1/21/09, 4/20/11, reviewed 4/17/13, complete review & revision approved 3/18/15

SERVICES

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450 - Library Sponsored Programming

450 - Objectives

One of the ways to serve the cultural, educational and leisure needs of the community is through programs related to the interests and needs of the residents of the district. Library sponsored programs also present a valuable opportunity to promote the library, to attract new patrons, and to showcase library materials. Library programming shall support the library mission and strategic plan. Youth Services provides programming for youth birth through twelfth grade, parents and caregivers, schools and educators. **Adult Services provides services for 12th grade and older.**

450.1 - Cost to Patrons

Generally, programs will be free of charge but costs for materials or supplies needed by program participants may be charged to participants.

450.2 Sale of Merchandise by Speakers

Guest speakers/performers may sell items to the public under the following conditions:

450.2-1 - Merchandise is not promoted through the program and the sale of merchandise does not interfere with the program.

450.2-2 - Enjoyment of the program is not hindered for people uninterested in purchasing merchandise .

450.2-3 - Merchandise is sold at a cost no higher than the retail price of the item.

450.2-4 - The sale immediately precedes or follows the program.

450.2-5 - Merchandise offered for sale is appropriate to the presentation.

450.2-6 - All sales of merchandise must be approved in advance by staff.

450.3 - Attendance

Indian Prairie cardholders may take precedence over non-cardholders for library sponsored programs.

450.4 - Library Co-sponsored Programs

The library may co-sponsor programs with local organizations or government entities. These programs shall support the library's mission and strategic plan and be promoted by the library (See also #660 - Use of Meeting Rooms.)

SERVICES

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455 - Group Tours/Programs

The library encourages school and community groups to visit the library.

455.1 - Groups Requesting Tours/Programs

The library requests two weeks advance notice. The library may be able to schedule a program with less notice. A group's preferred date may not be available due to staffing levels, program schedules or time needed for program preparation.

455.1-1 - Cancellation/Late Arrival

Groups that cannot come at the arranged time are requested to call and cancel their visit. Because of the heavy demand made on library staff time, groups arriving ten minutes late for a program may have their visit shortened accordingly.

455.1-2 - Chaperones

Groups must be accompanied by an appropriate number of their own staff or leaders.

456 – Proctoring

Proctoring is available to Indian Prairie cardholders only. The Adult Services staff will not monitor exams on a one-on-one basis, but will verify hours student was in the library taking an exam, and will fill out forms. If the exam must be taken online, the student may bring a laptop computer or reserve one of the library's computers.

The student must make arrangements in advance to reserve a conference room and to have the exam directed to the library staff member who will proctor it. After completion, the staff member will see that the exam is returned to the school. Postage and reimbursement for printing costs must be provided by the student.

SERVICES

471 Social Media

Social media refers to any online platform created and maintained by IPPL staff that allows users to connect, contribute and share content or commentary. Online platforms include, but are not limited to: blogs, social networking sites, and video and photo sharing sites, etc. The Social Media Policy incorporates the staff conduct section of the personnel code.

Comments, posts and messages are welcome on IPPL social media sites, provided they do not contain:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

All social media sites affiliated with the Library will be regularly screened by library employees. All postings which contain any of the above will be immediately removed and the poster barred from posting any subsequent messages to Library social media sites.

Adopted 4/17/13; complete review 3/18/15

SERVICES

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475 Miscellaneous Equipment

The Library Director shall determine rules of use, loan periods, fees, fines, or costs as appropriate for equipment available for use by the public. Information regarding use of equipment is available at each service desk and on the library's website.

Patrons using library equipment are responsible for its care and will be held liable for damages to the equipment. Any problems or malfunctions should be reported immediately.

Adopted 3/19/97, Rev. 9/17/97, 4/15/98-(eff. 5/1/98), 3/22/99-(eff. 5/1/99), 2/21/01-(eff. 3/1/01), 5/16/01, 10/17/01, 12/18/02, 2/18/04 (eff. 3/1/04), 12/15/04, 2/16/05, 4/20/05 (eff. 4/25/05), 9/21/05 (eff. 10/3/05), 12/21/05 (eff. 12/27/05), Complete review & revision approved 4/18/07, Rev. 1/21/09, 8/19/09, 4/20/11, complete review 4/17/13, complete review & revision approved 3/18/15

SERVICES

490 Process for Patron Complaint

Library patrons are provided with a variety of opportunities to make comments or ask questions about the library. All Board meetings are open to the public and include an opportunity for public comment about agenda items. Patron comment forms are available throughout the library and on the web site. The Library Director reviews all comment forms. Comments are also accepted by staff at the public service desks.

In general, patrons' questions or comments about library services and materials are directed to the staff responsible for that area of the library. If the staff person does not respond to the satisfaction of the patron, the patron may speak with the Head of the Department. All complaints are reported to the Library Director.

If the matter is still not resolved to the patron's satisfaction, the patron may present a written complaint or comment to the Library Director. The Library Director will review the matter and respond to the patron in a timely manner. If the matter is not resolved to the patron's satisfaction, the patron may speak with or write to the Board President who will review the matter and respond to the patrons. If the matter is not resolved to the patron's satisfaction a written complaint may be forwarded to the Board of Trustees. The Board will review the matter and determine either a final response to the patron or schedule a hearing to review the complaint.

In the case of complaints about materials see section 545 *Reconsideration of Library Materials*.

Adopted 8/19/09, Rev. 4/20/11, complete review 4/17/13, complete review 3/18/15

This policy must be reviewed by the Board biannually.

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MATERIALS SELECTION POLICY

501 - Philosophy

The Indian Prairie Public Library District strives to provide all people with access to diversified collections of literary, educational, informational, and recreational materials. Indian Prairie endeavors to build a popular collection representing varying points of view. In accordance with Serving Our Public: Standards for Illinois Public Libraries, Indian Prairie will allocate not less than 12% of its operating budget on materials annually.

505 - Access to the Collection

The library director, trustees and staff do not restrict access to library materials. The choice of library materials by users is an individual matter. Responsibility for library materials used by children rests with their parents or guardians. Parents who wish to supervise their children's selections are encouraged to come to the library with their children and/or to preview materials before allowing their children access. (See Appendix E) While a person may reject materials for himself or herself or for his or her children, he/she cannot exercise censorship to restrict access by others. The Indian Prairie Board of Trustees supports intellectual freedom and endorses the Library Bill of Rights of the American Library Association (See Appendix A), the Freedom to Read statement of the American Library Association and the Association of American Publishers (See Appendix B), and the Freedom to View statement of the Educational Films Library Association (See Appendix C) and Access to Electronic Information, Services and Networks adopted by the ALA Council (See Appendix D).

515 - Responsibility and Criteria for Selection

Staff conduct selection according to the materials selection policy. Because it is impossible for staff to examine all items being considered for purchase, they depend on reviews found in standard sources and other selection aids. Suggestions for materials to be purchased are welcome from patrons, trustees and staff. An attempt will be made to borrow, through interlibrary loan, any item requested which is out of print or that the library determines does not meet the criteria for selection.

Within the framework of financial resources and available space, staff use any of the following criteria to select materials:

Informational materials that are accurate and up-to-date

Popular demand; the number of copies purchased varies with the expected demand.

Curriculum support.

Diversity of subjects, ideas and opinions.

Relevance to community interests and needs

Literary quality

Reputation and or significance of author or illustrator.

Attention given by critics, reviewers and/or professional selection aids.

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Current or historical significance

Availability of materials and informational resources in the community or the library system.

Price

Quality of format including technical quality of non-book materials.

In Youth Services staff will not purchase CDs marked with a "parental advisory". In Youth Services staff purchase DVDs rated G, PG and PG13 and games rated E, 10+, and Teen. Games rated mature are purchased and shelved in the Adult Services Department. In Adult Services, DVDs rated X or "NC-17" will not be added to the collection. The library does purchase DVDs that are not rated.

525 – Gifts (see also 1100)

525.1 – Materials

In accepting donations of any materials intended for the library, the right of the final disposition of such gifts is reserved for the Library Director and staff. The same criteria for inclusion in the collection that are used for purchase decisions shall be applied to gifts. Gifts that cannot be added to the collection shall be disposed of at the discretion of the Library. They may be given to the Friends of the Library for its book sale.

The library will not accept donations of the following:

- encyclopedias more than 5 ~~10~~ years old
- magazines over one year old
- National Geographic
- Reader's Digest Condensed Books
- text books more than 2 years old
- books that are musty, mildewed, or soiled
- books with ripped covers or pages or broken spines.
- record albums

525.2 - Cash

Cash gifts donated as memorials or for other purposes are accepted for the purchase of library materials. The general nature or subject area of the materials to be purchased may be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policy of the library. (See also 1100.2 Commemorative Book Program, 1100.3 Donations of Materials and 1100.7 Recognition of Gifts).

535 – Evaluation and Weeding of the Collection

In order to provide a vital collection of materials, items must be removed according to the same criteria by which new materials are added. Library staff continually evaluate and weed library collections using professional best practices and their professional judgment to make final determinations. A continual weeding process takes place.

Materials may be withdrawn if in poor physical condition, if the information contained is no longer current or accurate, if there are more duplicate copies than needed, or if the material,

except for that with specific value, does not circulate for a period of time as specified in the Indian Prairie Collection Development Plan. 49

Withdrawn materials may be given to another library, offered to the Friends of the Library for sale, or disposed of. Withdrawn materials will not be saved for specific persons.

545 - Reconsideration of Library Materials

Residents of the District are free to voice their concern about specific library materials. Patrons who wish to have materials reconsidered will be referred to the librarian responsible for that area of the collection to discuss the matter.

After discussion with the staff, patrons who wish to further pursue questions about reconsideration of materials shall then prepare a formal written complaint by completing the "Library Materials Reconsideration Form," (See Appendix E) The Board of Trustees shall be notified of the receipt of all completed Reconsideration forms. Upon receipt of a completed form, the Library Director and the professional staff will review the material, and make a decision regarding the action to be taken. The Library Director shall then promptly, by written notification, inform the individual who has raised the question and the Board, of the decision which has been made. Information about all formal complaints made to the Library Director and their disposition shall be a part of the monthly report of the Director to the Board.

In the event that the decision made by the Library Director and the professional staff is not satisfactory to the patron, the patron has the right to present his complaint to the Board of Trustees. This shall be accomplished by written request to the President of the Board asking that the matter be placed on the agenda of a regular, public Board meeting. The President of the Board shall then schedule this within a reasonable period of time, and shall provide written notice to the requestor of the date and time of the meeting at which the Board will consider the matter.

The Board shall review the material in question and base the final decision concerning action to be taken on the criteria for selection and maintenance of the collection as defined in its official Materials Selection Policy. The person who has raised the question shall receive written notification of the action taken by the Board.

Appendices:

- A. Library Bill of Rights
- B. Freedom to Read Statement
- C. Freedom to View Statement
- D. Access to Electronic Information Services and Networks
- E. Library Materials Reconsideration Form

Approved 5/11/88, Rev. 5/16/90, 5/15/96, 1/21/09, 4/20/11, reviewed 4/17/13, reviewed 3/18/15, revision 1/20/16

LIBRARY BILL OF RIGHTS

American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of views on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the American Library Association Council on January 23, 1980.

Adopted 5/11/88

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 15, 1953; revised January 28, 1972 by the American Library Association Council.

Adopted 5/11/88

FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed by the ALA Council January 10, 1990.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Adopted 5/11/88

Appendix D

ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS:

An Interpretation of the LIBRARY BILL OF RIGHTS

The world is in the midst of an electronic communications revolution. Based on its constitutional, ethical, and historical heritage, American librarianship is uniquely positioned to address the broad range of information issues being raised in this revolution. In particular, librarians address intellectual freedom from a strong ethical base and an abiding commitment to the preservation of the individual's rights.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to minors as well as adults. Libraries and librarians exist to facilitate the exercise of these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its CODE OF ETHICS and in the LIBRARY BILL OF RIGHTS and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Issues arising from the still-developing technology of computer-mediated information generation, distribution, and retrieval need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people, for reasons of technology, infrastructure, or socio-economic status do not have access to electronic information.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

THE RIGHTS OF USERS

All library system and network policies, procedures or regulations relating to electronic resources and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including GUIDELINES FOR THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES, REGULATIONS AND PROCEDURES AFFECTING ACCESS TO LIBRARY MATERIALS, SERVICES AND FACILITIES.

Users should not be restricted or denied access for expressing or receiving constitutionally protected speech. Users' access should not be changed without due process, including, but not limited to, formal notice and a means of appeal.

Although electronic systems may include distinct property rights and security concerns, such elements may not be employed as a subterfuge to deny users' access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Users also have a right to information, training and assistance necessary to operate the hardware and software provided by the library.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

The rights of users who are minors shall in no way be abridged. (See: Free Access to Libraries for Minors: an Interpretation of the Library Bill of Rights; Access to Resources and Service in the School Library Media Program; and Access for Children and Young People to Videotapes and Other Nonprint Formats.

EQUITY OF ACCESS

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries and information services that receive their major support from public funds (50.3; 53.1.14; 60.1; 61.1). It should be the goal of all libraries to develop policies concerning access to electronic resources in light of ECONOMIC BARRIERS TO INFORMATION ACCESS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS AND GUIDELINES FOR THE DEVELOPMENT AND IMPLEMENTATION OF POLICIES, REGULATIONS AND PROCEDURES AFFECTING ACCESS TO LIBRARY MATERIALS, SERVICES AND FACILITIES.

INFORMATION RESOURCES AND ACCESS

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries and librarians should not deny or limit access to information available via electronic resources because of the librarian's personal beliefs or fear of confrontation. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.

Libraries acting within their mission and objectives must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. Libraries have an obligation to provide access to government information available in electronic format. Libraries and librarians should not deny access to information solely on the grounds that it is perceived to lack value.

In order to prevent the loss of information, and to preserve the cultural record, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically.

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries. (See: Diversity in Collection Development: an Interpretation of the Library Bill of Rights)

Adopted by the ALA Council, January 24, 1996

Adopted by the Indian Prairie Public Library District Board of Trustees, May 15, 1996

LIBRARY MATERIALS RECONSIDERATION FORM

Author

Title

Book Periodical Other

Publisher

Request initiated by

Address

City

Zip

Phone #

email

Do you represent:

Yourself

An organization (name)

Other group (name)

1. Did you read, view, or listen to the entire work?

2. To what in the work do you object? (Please be specific. Cite pages or portion, if applicable)

3. What are your reasons for objecting?

4. Have you read any reviews of this work?
If yes, specify

5. What would you like the library to do about this material?

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____ Date _____

Received by _____ Date _____

prohibited. The library is not responsible for damage or loss to vehicles.

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The library's insurance company must approve the Certificate of Insurance. The group must insure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following the event.

609 Animals

Only registered assistive animals and police animals are allowed in the library. Proof of registration of animal may be requested. Animals that are part of a library sponsored program are exempt from this prohibition.

610 Solicitation on Library Property.

No organization or individual shall be permitted to solicit donations, sell tickets or ask library personnel to sell tickets, conduct electioneering, petition signatures, solicit information, or distribute advertising material. **Circulation of petitions and distribution of literature is allowed outside of the library building and must be conducted at a reasonable distance, 20 feet or more from the front of the entrance doors and to the left and right of the entrance doors. This activity may not disrupt library operations, impede people from entering or leaving the library, or create unsafe traffic patterns on the library's sidewalks; it is not allowed in the parking lot due to safety issues and it is not allowed in the library building. This policy does not supersede laws regarding electioneering and soliciting of votes. No organization or individual will be permitted to solicit donations, sell items or ask library personnel to sell items on library property.** No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

- A library sponsored sale or solicitation
- A Friends of the Library sale or solicitation which has been approved by the library director.
- An Indian Prairie Library Foundation sale or solicitation approved by the library director.

Community organizations or governmental entities within the library district may be given permission by the Library Director to use the library as a collection point for items such as Citizen of the Year Nomination forms, scholarship applications, collection of eyeglasses etc. as space permits. The library accepts no responsibility for such items.

611 Serious or Repeat Violations of Library Rules

This list is not all inclusive of behaviors for which patrons may be expelled from library property. Patrons who violate the library's rules of behavior will be advised of the problem and asked to stop the unacceptable behavior or activity. Patrons who continue to misbehave will be asked for identification and required to leave the building for the day. In the case of misconduct which is extreme, the offender will be asked to leave the building immediately, or the police may be called.

Patrons who cause repeated problems in the library will be warned that they will be barred from the library or using a particular service if the behavior continues. In the case of minors a letter will be sent

USE OF LIBRARY FACILITIES

CONFERENCE ROOMS

650 Use of Conference Rooms

The library provides small rooms for individuals or small groups to work, study, create, or meet. There is no charge for use of a conference room. A valid Indian Prairie Library card in good standing is needed to reserve a room.

The rooms may not be used for classes or seminars that are advertised to the public and are not library-sponsored programs. Nor may the rooms be used for business promotions or the promotion of products or services. No singing, playing of musical instruments that can be heard by others or music played on speakers is allowed in the rooms.

The library has developed procedures to assist patrons in the use of the rooms. These procedures include (but are not necessarily limited to):

- Room reservation process
- Time limits for use of the rooms
- Priority usage
- Maximum number of people allowed in each room
- Age restrictions

Adopted 5/15/96, Revised 3/15/00, 7/1/02, 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, complete review 2/17/10, Rev. 4/20/11, Complete review 3/21/12, Complete review 3/19/14, Complete review 10/21/15

USE OF LIBRARY FACILITIES

59

MEETING ROOM/BOARD ROOM

660 Meeting Rooms

The Library Meeting Room **and Board Room** are designed primarily to meet the operational needs of the library and to provide accommodations for educational, informational, cultural, and civic functions of the Indian Prairie Library District community. These spaces are provided for group, not individual, use in the following order of priority:

- Programs or meetings sponsored or co-sponsored by the library.
- Library related meetings and programs, including Friends of the Library, Indian Prairie Library Foundation, and library organizations such as LACONI and RAILS.
- Local governments serving the district.
- Local **community** groups and organizations, both non-profit **and ad-hoc**, with members who have an Indian Prairie Library card **in good standing**.
- Businesses located within the Indian Prairie District.
- Indian Prairie Library cardholders **with a card in good standing** participating in or conducting recitals.

660.1 Permission to use these spaces does not constitute endorsement of a group's policies or beliefs.

660.2 Activities are restricted to non-physical activities permitted by the library's insurance carrier. Except for library, Friends of the Library or Library Foundation programs, the spaces may not be reserved for social gatherings such as receptions, showers, birthday parties, dances, etc., or for fundraising or money-making purposes such as bake sales, or presentations of products or services.

660.3 The library reserves the right to refuse the use of these spaces to any group or individual for any activity deemed unsuitable for the library's facilities or which may interfere with the ordinary functions and activities of the library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property. A person or group denied permission to use one of these spaces may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing to the Library Director one week prior to the Board meeting.

660.4 Facilities Available Description of Rooms

- Meeting Room - seating for up to 100 auditorium style or 48 seated at eight folding tables; built-in sound system and projector, screen, podium, mini-kitchen with sink and refrigerator.
- Board Room - seating for ten at conference table, flat screen television, sink and counter.

In addition, the library offers Conference Rooms that are available for groups and individuals. See Policy #650 for rules and regulations covering the use of these rooms.

Groups are responsible for setting up the space for their own use. Library staff are not responsible for setup.

660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a laptop capable of accessing the Internet. Subject to availability, **the library has a variety of equipment available as listed on the library website.** ~~the following equipment may be reserved for use: slide projector, LCD projector, DVD, and clavino.~~ The equipment may not be taken out of the library. Users are responsible for operating any audiovisual equipment they require. Instruction in the use of equipment can be scheduled through the Administrative Office. **Instruction must be scheduled in advance of the meeting.**

660.6 Hours

Meetings shall be held during regular library hours and rooms cleared at least 15 minutes before closing time. Setup and cleanup must be accomplished during regular library hours.

660.7 Fees

There is no fee for use of the Meeting Room or Board Room by library organizations, non-profit organizations with members who live in the district, and local governments. There is a fee for the Meeting Room and Board Room of \$25.00 per hour for recitals, and businesses. Applicable fees must be paid at the time of application.

If the Meeting Room is reserved for a recital, one free practice time for use of the Clavinova (digital piano) in the room may be arranged by advance appointment through the Administrative Office. The practice session must be held when the room is not reserved for another party.

660.8 Reservation Procedures

Reservations should be made on ~~the Room Reservation Form on~~ the library's website. Groups will be booked in order of priority (See #660). The Meeting Room and Board Room may be reserved up to three months in advance. A separate booking must be completed for each date. Reservations will be held for 10 minutes and then the room may be used by another group.

The booking must be completed by an adult (18 years old or older) Indian Prairie Library District cardholder **with a card in good standing** who will ~~serve as the contact person,~~ attend the meeting **and assume all responsibilities described in this policy.** **The name and contact information of the person who has oversight of the meeting and will assume all responsibilities listed in this policy must be given as a contact for purposes of the library and for individuals who want to contact the organization or business.** **The names and numbers of contact persons will be given to individuals who request them.** If a governmental entity uses a room, an employee of the governmental body must sign the application, attend the meeting, and assume all responsibilities described in this policy.

660.9 Cancellation

The library reserves the right to cancel any reservation due to unforeseen circumstances. The library may also cancel a reservation if library policies or procedures are violated. In the event the library cancels a reservation, any fees will be refunded.

Meetings canceled by an individual or group at least 7 days before the meeting will receive a full refund of any fees paid. No refund will be given for meetings canceled with less than 7 days notice. Notice must be given to the Administrative Office. Groups who regularly do not provide at least three days' notice that they are cancelling the meeting will forfeit their right to book library meeting space.

660.10 Refreshments and Care of Facilities and Equipment

Simple refreshments may be served (coffee, punch, doughnuts, cookies, box lunches, etc.) Alcoholic beverages are **not** allowed per policy #670. All groups must provide their own support for setup and cleanup. Refreshment supplies (cups, paper goods, coffee, tea, etc.) must be provided by the group. The library does not provide service to store supplies, make coffee, provide office supplies, or photocopies. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.

The rooms are to be left as found. If there is damage to a room or equipment, the contact person as well as the organization will be held responsible and will promptly compensate the library for repairs, cleaning or loss.

660.11 Restrictions

No admission charges, collections, tuition, sales, or other money raising activities are permitted, except those sponsored by the library or library related groups. Groups may charge attendees for the actual costs of materials used in a program, i.e., workbooks, handouts, supplies.

Minors may use the rooms with adult supervisors (at least one adult per 10 children) who will assume complete responsibility for the activities in and condition of the premises.

The individual or organization booking a room is responsible for compliance with federal, state, and local laws. Americans with Disabilities Act (ADA) compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as:

Individuals with disabilities who plan to attend (insert title) meeting and who require certain accommodations to participate are requested to call (insert name and number) one week in advance of the meeting date.

The name, address and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Friends of the Library and the Library Foundation. Except in the case of library-related organizations, publicity should in no way imply library sponsorship. Publicity may include the library's name and address but may not include the library phone number as a contact.

660.11 Indemnification

Any group using the Meeting Room or Board Room shall indemnify and hold harmless the Indian Prairie Public Library District as well as respective officials and employees, from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees arising out of, or resulting from, the occupancy or use of the room. The library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the Meeting Room or Board Room.

Adopted 11/20/96, Rev. 9/17/97, 2/21/01, 12/21/05, Complete review & revision approved 1/17/07, complete review 2/17/10, complete review & revision approved 3/21/12, 4/17/13, Complete review & revision approved 3/19/14, complete review & revisions approved 5/18/16

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

The Board of Library Trustees (the Board) recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the library during library fundraising events or during programs of a cultural or educational nature.

The Board may allow the sale or serving of alcoholic beverages in the library subject to the following:

- Alcoholic beverages may be permitted only at library fundraising events or programs of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

Who may serve alcohol?

- Alcohol may be served by third party vendors/caterers/organizations.
- Alcohol may be served by library staff or volunteers who are approved by the Library Director.

Where may alcohol be served?

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room or in other public areas when the library is closed, provided as there is a means by which to:

- Prevent access to the general public;
- Prevent alcohol from being removed from the premises by attendees;
- Prevent the sale or distribution of alcohol to persons under the age of 21.

Liability Insurance

The Library Director shall assure that the library maintains dram shop liability insurance in maximum insurance coverage limits, or third party vendors/caterers/organizations shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided **at least two weeks prior to the event**. The library shall be named as an additional insured on such coverage.

Library Rules and Regulations

All library rules and regulations shall remain in effect at all times

Local Laws

The library and third party vendors/caterers/organizations shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

Application to Serve Alcoholic Beverages

A third party vendor/caterer/organization shall submit an Application to Sell/Serve Alcoholic Beverages **for each event** in a form to be provided by the library.

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

Reservation of Rights

The Board reserves all rights and discretion with respect to enforcing this Alcoholic Beverages Policy.

Adopted 11/16/16

VIDEO SURVEILLANCE

680 Video Surveillance

The Indian Prairie Public Library District strives to maintain a safe and secure environment for its staff and patrons and to protect public property. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. Cameras are placed in interior and exterior areas as determined necessary by the library director. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms. All recordings are the property of IPPL.

Signage will be posted at the library entrance informing the public that security cameras are in use.

Video data is recorded and stored digitally and is considered confidential and secure. Video footage will be retained for up to a period of 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.

Staff may have access to live video feeds in order to monitor areas. Access to archived footage in pursuit of suspected or documented incidents of criminal activity or violations of the library's rules of behavior or actions disruptive to the library is restricted to the Board of Trustees, the library director, assistant library director, librarians in charge (LIC), monitors, or a designated employee. Access is allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.

In situations involving criminal activity or violations of the library's rules of behavior, still images may be shared with library staff.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If a request is made under the Freedom of Information Act to inspect or copy real time or recorded imagery the library will redact any images that should be redacted under the Illinois Library Confidentiality Records Act and/or the Illinois Freedom of Information Act and shall make the remaining images available for inspection and copying.

Unauthorized access and/or disclosure of video footage by an employee may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording has a responsibility to immediately inform the library director.

This policy shall not impose any responsibility on the library, its Board of Trustees, or its employees to protect against or prevent personal injury or loss of property.

IDENTITY PROTECTION POLICY

Indian Prairie Public Library District (Library) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.*

Social Security Number Protection

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request (Appendix A).

The Library shall not:

1. Intentionally publicly post, publicly display, or communicate in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the communication is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Library shall not:

1. Collect, use, or disclose a SSN from any individual unless:

IDENTITY PROTECTION POLICY

- (i) Required to do so under State or Federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - (ii) The need and purpose for the SSN number is documented before collection of the SSN; and
 - (iii) The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website;
 3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSN's from the information or documents before allowing the public inspection or copying of the information or document.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Appendix A

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each unit of local government to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN).

This statement of purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why does the Library collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services

What does the Library do with Your Social Security Number?

- We will only use your SSN for the purpose(s) for which it was collected;
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy to your SSN.

Questions or Complaints about this Statement of Purpose

Write to the Library, Attn: Library Director

Adopted 4/20/11, reviewed 4/17/13, reviewed 3/18/15

PERSONNEL CODE – Selection of Personnel

801 Selection of Personnel

The Library Director is appointed by the Board. Staff appointments are made by the Director or his/her designee with approval by the Board of Trustees.

Selection of personnel is based on the essential requirements of each position as stated in the job description. Candidates are evaluated on their educational, professional, technical, intellectual and personal qualifications as these apply to the position sought.

801.1 Equal Opportunity Employer

The Indian Prairie Public Library is an equal opportunity employer. Discrimination relating to employment based on race, color, national origin, ancestry, sex, pregnancy, religion, age, disability (mental or physical), genetic information, military status, marital status, order of protection status, sexual orientation or gender identity is strictly prohibited. Violation of the library policy against discrimination will result in disciplinary action including the possibility of termination. Any employee who feels that she or he is a victim of discrimination on the job should contact the Library Director or Assistant Director immediately.

801.2 Background Checks

Background checks are conducted to promote a safe work environment for staff and patrons and to protect organizational assets such as people, property and information. All applicants 18 years of age or older are required to undergo a criminal history check as a condition of employment. This includes verification of their social security number and a check of the sex offender registry. A credit check may be done if appropriate to the particular position applied for. Having a criminal history or criminal conviction will not automatically preclude employment. The privacy of the information obtained will be secure and will not be shared with persons who do not have a need to know.

801.3 Employment-at-will

The Personnel Policy is not an employment contract of any kind and is not intended to create contractual obligations of any kind. All library employment is deemed "at will" employment, with no promise of permanent employment.

801.4 Promotions and Transfers

When a vacancy occurs consideration will be given to present employees. Administration reserves the right to reassign personnel without posting a vacancy if it is deemed in the best interest of the library. The library is free, however, to seek candidates from outside the library to fill each position with the best qualified person. Transfers between departments, on either a temporary or permanent basis, may be made upon the recommendation of the heads of the affected departments and the approval of the Director. Employees interested in being considered for a job opening must fill out a job application or submit a resume and participate in an interview as any other applicant would. If an employee is hired for a new position, the beginning date in the new position will become the review date.

801.4 Reappointment

Staff members who resign in good standing may be considered for reappointment at a future

PERSONNEL CODE – Personnel Practices

802.7 Union Membership

No employees shall be prohibited from or required to join any organization or union. Membership in any organization or union shall be voluntary and not be a condition of employment.

802.8 Drug-Free Workplace

Whenever employees are working they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs, being under the influence of alcohol or illegal drugs and possessing or consuming alcohol. Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this policy will be terminated. In accordance with the Drug-Free Workplace Act of 1988, the Library provides an Employee Assistance Program that provides assistance and referrals with alcohol and drug abuse problems. An employee must notify the Library Director of any criminal drug conviction for a violation occurring in the workplace, no later than five working days after such conviction. An employee who fails to notify the Library Director within five days is subject to immediate dismissal.

This policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and promptly disclose any restrictions to their supervisor.

While the Compassionate Use of Medical Cannabis Pilot Program Act allows patients to possess and use "medical cannabis" by a licensed physician it does prohibit use of medical marijuana in any public place including public libraries. As such an employee may not use or store medical marijuana on library premises. By providing a physician's note, an employee may be allowed to leave the library premises for the purposes of consuming medical marijuana as directed by their physician. However, use of medical marijuana may not impair the employee in such a way that their performance is affected. An individual is considered impaired when he or she manifests specific, articulable symptoms that decrease or lessen performance of duties or tasks including symptoms of speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness, disregard for the safety of others or carelessness that results in any injury to others or to property. Employees who are impaired are in violation of this policy.

802.9 Workplace Harassment

It is a violation of the policies of the library for any employee or unpaid intern to engage in any harassment based on sex, race, gender, gender identity, national origin, religion, disability, pregnancy, age, military status, and any other category protected by State or Federal law. The library will be responsible for harassment of a person only if the library becomes aware of the conduct and fails to take reasonable corrective action.

PERSONNEL CODE – Staff Conduct

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803 Staff Conduct

803.1 Staff Obligations

The Indian Prairie Public Library is a public service institution. Each staff member's attitude and demeanor is important in establishing the image the library presents to the public. Each employee's attitude should be one of courteous, friendly, and attentive service to the patron. The library's mission requires personnel to value and respect the varying needs, skills, and abilities of library users. Library service will be given to all patrons regardless of race, color, national origin, ancestry, sex, gender identity, religion, age, disability (mental or physical), pregnancy, sexual orientation, genetic information, military status, marital status, or order of protection status. We strive to continually deliver the highest quality service. To that end, and to maintain a positive reputation within the community, employees cannot state, publish or distribute anything that is considered harassment, threatening, libel or slander, bullying, or considered maliciously false or discriminatory against co-workers, managers, patrons, vendors or suppliers, any organization associated or doing business with the library, or any members of the public including those who post to the library's web site or social media. This does not mean that staff may not discuss their terms of employment. All employees, when acting as a representative of the Indian Prairie Public Library, are expected to conduct themselves in accordance with the Code of Ethics of the American Library Association. The library's anti-harassment and EEO apply to staff conduct.

Staff members are responsible for maintaining a spirit of cooperation and teamwork with their co-workers. Employees are expected to conform to the policies and procedures of the library and of their department.

Library work created by staff belongs to the library and must be maintained on library approved storage and software.

803.2 Privacy of Information Between Staff and Public

The relationship between library staff and patrons is confidential. Information about patron records, circulation records, use of computers or other equipment, or reference assistance may not be revealed to the public or to a governmental agency without authorization by the Board of Trustees. A parent or legal guardian is entitled to information as to the materials reserved or checked out by the parent's minor child.

803.3 Absence and Tardiness

Employees are expected to report for work when scheduled. In the event an employee is unable to report for work or remain at work as scheduled he/she should notify the immediate supervisor or person in charge of the department as far in advance as possible. Employees are expected to be ready to work at the beginning of their scheduled time. Employees are responsible for notifying their supervisor or the person-in charge of the department as soon as possible if they cannot report for work on time and to indicate when they expect to arrive. Repeated tardiness or unexcused absences will result in disciplinary action or termination.

803.4 Staff Meetings and Staff Institute Day

PERSONNEL CODE – Paid Leaves of Absence

Part-time employees regularly scheduled less than 20 hours per week do not acquire vacation. They may request unpaid vacation leave. Over a one-year period unpaid vacation leave should not equal more than two times the number of hours regularly scheduled to work each week unless special arrangements are made per section 806.4 Other Leaves Without Pay.

805.1.3 Changes in Schedule

Employees whose hours are reduced so that they no longer acquire vacation time will be paid for the vacation time accrued on the first payroll following the reduction in hours.

805.2 Personal Business Day

Full-time employees will be allotted two personal business days each fiscal year on July 1. Part-time employees will be allotted 8 hours of personal business time each year on July 1. Personal business days/hours are not cumulative and unused hours are not paid at the time of retirement or termination.

805.3 Holidays

The library is closed and full-time employees are paid for one 7.5 hour shift or given one compensatory day for one regular 7.5 hour shift if not regularly scheduled to work on the day that the holiday falls for the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When Independence Day or Christmas Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

Part-time employees who regularly work more than 20 hours a week will be paid for the hours they are normally scheduled, up to 7.5 hours, if normally scheduled to work a day upon which a holiday occurs. Part-time employees scheduled to work less than 20 hours do not receive holiday pay. Employees taking unpaid leave of absence will not receive holiday pay.

805.4 Sick Leave

Eligible employees acquire paid sick leave monthly beginning on the date of employment. Accumulated unused sick leave is not paid at the time of retirement or termination.

Sick leave will be granted by the supervisor for the following reasons: illness, injury, or medical appointments scheduled during the employee's regular work hours for themselves or for the **employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.** ~~or for family (spouse, child, parent or member of employee's household) illness.~~ Medical appointments should be arranged as far in advance as possible and with consideration of the library's schedule. Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury. Sick leave may also be used if time is taken off in the case of personal disasters such as fire and flood.

If sick leave continues for more than the average number of hours an employee is scheduled to

work in one week, the employee may be required to provide a statement from his or her doctor stating that the employee is able to return to work, what work can be performed and when a

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PERSONNEL CODE – Paid Leaves of Absence

full work schedule can be resumed. **If sick leave for a family member as described above continues for more than the average number of hours an employee is scheduled to work in one week the library may require a doctor's note stating there was a qualifying reason for the leave.** The Library may designate such leave as Family or Medical Leave. Claiming sick leave under false pretenses may be cause for dismissal.

805.4.1 Full-time employees accrue twelve days of sick leave per year at a rate of 7.5 hours per month. Unused sick days are accumulated up to a maximum of 240 days.

805.4.2 Part-time employees regularly scheduled to work 20 hours or more weekly accrue hours of sick leave per month equivalent to the number of average hours they work in a week divided by 5. Unused sick hours are accumulated.

805.4.3 Part-time employees regularly scheduled less than 20 hours per week do not earn sick leave. They may request unpaid sick leave, however, over a one-year period unpaid sick leave should not equal more than two times the number of hours regularly scheduled each week.

805.4.4 Failure to Return to Work

An employee who fails to return to work or is unable to return to work at the expiration of a disability leave shall be discharged from the library.

805.5 Bereavement Leave

Absence with pay for up to five scheduled work days is allowed to full-time employees and to part-time employees working 20 hours or more per week for the death of a spouse, domestic partner, child, stepchild, grandchild, parent, or stepparent. **In the case of the death of a child an additional five days may be taken as vacation, sick time, or unpaid time. "Child" is defined as "an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis."** Absence with pay for up to three scheduled work days is allowed to full-time employees and to part-time employees working 20-hours or more for death of a father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, great-grandparent or other member of the employee's immediate household. Additional unpaid time in any instance is allowed at the discretion of the Library Director. Time allowance for other funerals may be arranged at the discretion of the Supervisor and may be taken as vacation, sick time, **or unpaid time or as compensatory time to be made up within four weeks.** **Staff who work less than 20 hours per week may take the same amount of time as listed above in the form of unpaid leave.**

805.6 Jury Duty

Employees shall be given paid time off for jury duty. The employee must present a copy of his summons as far in advance as possible, but at least within 15 working days of the date when

Director's Report
March 2017

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Agenda

Omnibus:

On the omnibus are the policies reviewed by the Policy Committee. Some have recommended changes and others do not. There is a cover sheet which indicates this.

Old Business:

We'll continue the discussion about RFID and self-check. I've included new information for you about loss of DVDs and CDs, the majority of which are in security cases. I recommend that the library not move to RFID at this point in time and purchase just the self-service software for self-checkout and self-checkin stations. The library can evaluate the patron experience as well as the addition of an additional self-checkout station and a new self-checking station.

New Business:

SWAN is offering a new service – auto renewals for items checked out by patrons. I've written a memo with information about this. I'd like to board to start discussing whether or not the library should offer this service.

Laura has provided information about the Building Maintenance/Repair budget line. We've seen this budget line spike this year and last year and we want to share information about this with the trustees.

Statement of Economic Interest

You each should have received an email with information about the Statement of Economic Interest. This is the second year for filing online. Please print out a copy of the verification email you receive and give it to Maria as it is very important that we track that each trustee filed their statement. You will not receive a similar request from Cook County.

Library 30th Anniversary

July 1, 2018 will be the 30th anniversary of the formation of IPPL. I have put together a staff committee to start planning for 2018 to highlight the anniversary. I will share more information about the direction we are going at the April board meeting. We will be taking ideas from the trustees as well.

Historical Library Photos and Documents

Marian and Marianne are going through lots and lots of photos and some documents and newspaper clippings to determine what should be digitized. Joe is working with volunteers to have the photos and documents digitized.

Countryside Bank

Countryside Bank contacted me about meeting with staff to discuss ways that Countryside could sponsor programs for Kids & Teens and for adults. The bank has already identified a

number of K&T programs they would like to sponsor. Mary Dames is the bank's contact to the library. Mary is a long-time resident and is now working as the Relationship Banker at the Darien branch.

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SWAN

The SWAN Board will be having a retreat on Tuesday, March 14 to discuss the board's role in the organization, organizational stewardship, review and change, if necessary, agree upon norms, understand inferential thinking and discuss how to better communicate as a board, and how to assess board performance.

The term "Stacks" has been used by SWAN in the catalog to indicate that the location of an item on shelf. We've decided to not use that term and, instead, give a more precise location such as "Adult New Fiction" or "Adult Novels".

SWAN members voted in the affirmative to add the 19 libraries from the LINC and Magic consortiums to SWAN. SWAN is planning that the new libraries will come on board in April/May 2018.

HCS Food Pantry at Anne M. Jeans.

The food pantry is up and running. Natalie, Tony, and I went there to see the setup and to meet with Deb Baker who is the Director of Hinsdale Community Services (HCS). Deb shared with us how the service works. We talked about how we can create partnerships and provide services at the food pantry. Right now there isn't any additional space to hold programs except in the school gym. However, District 180 has approved a building project which will provide more space for the food pantry as well as a community room. We anticipate being able to use the community room for classes. We also talked about how we could set up a library with discarded and donated materials in the new space. (It would be run on the honor system.) In the meantime, Natalie is planning a program at the food pantry which would promote the Summer Reading Club. K&T staff will also consider doing some programming there during food pantry hours. We also are thinking about being at the pantry every so often to share information with the adults and signing people up for library cards. Deb is very enthusiastic about the library being visible at the food pantry. She has seen this work well at other pantries.

Staff

Staff Institute Day is Friday, March 31. We have planned the usual State of the Library information presented by myself and the department heads. We'll also honor staff for their longevity. SCARCE will be presenting a program on the environment. (This is the final step in the library receiving the Green Flag.) We will also have a technology session. In the afternoon staff will be visiting libraries to see how they manage their user experiences. Each staff person will have a list of services to try out at the library. Staff are expected to take notes and come back for a discussion in their department, that afternoon, with ideas on how we can improve our services and identify areas we are doing well.

Phyllis Marie Davini has been hired as a Circulation Services Page starting March 15 at a salary of \$9.13/hour.

Sharing

I met with the directors of the Downers Grove Library and the Woodridge Library to share what we're doing at our libraries.

Nancy attended the HR Roundtable hosted by the Management Association.

Continuing Education

Online class – Storytelling 101 for Fundraising. Laura, Marianne and I are taking this 6 week online course to receive training on how to use storytelling to fundraise and to share the impact that the library has in peoples' lives.

Meetings

- SWAN Board meeting
- SWAN quarterly directors' meeting
- Two department heads meetings
- Policy Committee meeting
- Meeting with Vicki to discuss my performance appraisal
- 30th Anniversary brainstorming
- Willowbrook Coalition Executive Board meeting
- Meeting with Deb Baker of Hinsdale Community Services with Natalie and Tony
- Debbie one-on-one
- Laura one-on-one
- Natalie one-on-one
- Tony one-on-one
- Ann one-on-one

- Nancy and Jamie met to review new employment laws.
- Nancy met with MB Financial to review their banking services.
- Nancy met with Maria and Stacy to discuss office procedures.
- Stacy and Maria met twice to update each other about what is happening in the office.

Jamie Bukovac, Director

Assistant Director's Report

March 2017

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Building:

We have had heavy rainstorms and the café has not leaked.

We have a couple of spots where water is dripping in at other parts of the roof probably due to missing shingles. Our shingles are under warranty.

I am currently getting quotes on parking lot crack sealing, sealcoating and striping.

Upholstery cleaning will take place this month,

I am meeting with one last expert to help us with our tuck-pointing bid next week, so look for a recommendation in April.

Social Media Team:

Our staff Social Media Team met in late February. We reviewed analytics, best practices, and strategies to try to increase our followers and engagement on Facebook, Instagram and Twitter. TJ is also experimenting with Tinder to interact with the 20 and 30 somethings.

Here are some interesting statistics as of February 24, 2017:

Facebook Number of Followers:

2015: 1,057
2016: 1,216 (+159)
2017: 1,284 (+168)

Facebook Fans:

Women-73%
Men- 25%

Facebook Engagement:

Women – 84%
Men- 14%

Ages of Followers on Facebook:

	Women:	Men:
25-34	16%	8%
35-44	5%	5%
45-54	4%	4%

Twitter:

Current Number of Followers: 830

Female – 69%
Male- 31%

Community:

The How to Expo application deadline just closed Monday, March 6th. We received 22 applications from community members on a wide variety of topics. The How to Expo committee will be meeting next week to make final decisions regarding presentations.

At Staff Institute Day this month, SCARCE will be out to do an education presentation, which will be the last step in getting our Green Flag from DuPage County.

Friends of the Library:

The Book Nook made \$646 in February.

The Friends' concert *You Oughta Be in Pictures* by Petra van Nuis and guitarist Andy Brown on Sunday, February 26th was a full house! 70 people attended. The March 2nd afternoon movie, "Florence Foster Jenkins" also had a great turnout – 78 people.

The Friends have some upcoming programs:

Thursday, March 16th; movie: *Hell or High Water* (Shown under annual license fee \$1,423))

Sunday, April 9th; program: *Hamilton's Women* by Leslie Goddard (\$350)

Saturday, May 6th; movie: *Guardians of the Galaxy* (in conjunction with Free Comic Book Day) (Shown under annual license fee \$1,423)

Marketing:

Marianne's report for January is attached.

Meetings:

- 2/21 Department Head Meeting
- 2/23 One-on-one with Marianne
- 2/28 One-on-one with Jamie
- 2/28 Social Media Committee
- 3/1 30th Anniversary Brainstorming Meeting
- 3/6 One-on-one with Jamie
- 3/7 Department Head Meeting
- 3/9 One-on-one with Marianne
- 3/15 How to Committee
- 3/15 Library Board Meeting

Continuing Education:

- 3/7 The Storytelling Non-Profit Master Class (Week 1)
- 3/14 Webinar
- 3/15 The Storytelling Non-Profit Master Class (Week 2)

Submitted by: Laura Birmingham

Marketing Department Report – February 2017

Teen Job Fair

IPPL, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry will host their third annual Teen Job Fair on Saturday, April 8, from 1 to 3 p.m. at the library. Heidi is in charge of planning the event, and Marianne is helping to promote participation to local businesses as well as attendance to teens seeking employment, internships, and/or volunteer opportunities.

How-To Expo

Planning is underway for the 2017 How-To Expo scheduled for Saturday, April 29, 1-4 p.m. Marianne created a promotional video using photos from the 2016 event using Animoto, and it has been shared on social media. It can be viewed at howtoexpo.ippl.info. Marianne also plans to create a Selfie Station with a backdrop and props based on the workshop topics for participants to take social media photos during the event.

Reading Resolution

As part of Strategy 2.1.3, Marianne and Jennifer initiated the 2017 Reading Resolution project, which will utilize and promote the library's readers' advisory services throughout the year. The Reading Resolution promotion encourages adults to set a reading goal, meet it, and turn in their reading logs to be entered into a drawing for a \$100 gift card to their favorite bookstore.

Story Plan

As directed by Strategy 5.2.4, Marianne has developed a plan for how to tell the library's story using outcomes, focusing on how residents benefit from the library. Her November Share Your Story question, "Are you thankful for the library?", prompted 40 responses, and volunteer Deb Barrett is following up with a handful of the commenters to interview them and write their stories for promotional use.

Darien Park District

Per Action 5.2.2.7, Marianne submitted items to the Darien Park District for their spring brochure, which will be mailed to residents in March.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block items for the March/April issue. Items for the May/June issue are due April 1.

Suburban Life

Natalie Williams is writing a *Suburban Life* Community Voice column about the Seed Library and spring gardening programs for an April issue.

Newsletter

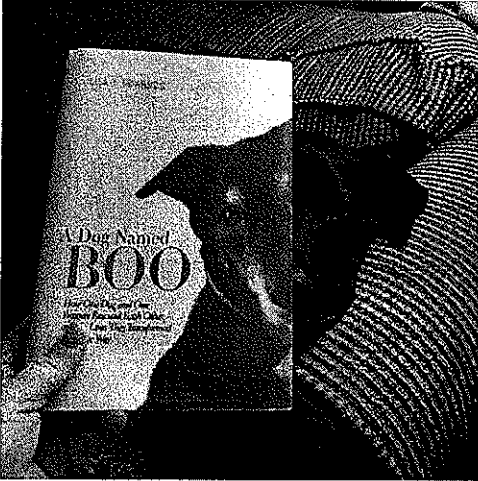
The spring newsletter was delivered to resident mailboxes starting Feb. 18 and into the week of Feb. 20. Production of the summer newsletter will begin mid-April, and it will be delivered to resident mailboxes by Saturday, May 20.

eNews

There are currently 17,566 (+84) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent a special eNews on Feb. 24 to promote the library's spring robotics programs, including the LEGO Sumo Challenge.

Social Media

The library's organic reach on Facebook continues to grow. The post with the largest reach was Marianne's Feb. 1 Argonne program post, which reached 1,337 people and received 14 likes and 4 shares. In addition, the total number of page likes has grown to 1,391 (+7).



The library has also added an Instagram account to its social media platforms, and Marianne is contributing program and event photos when available, as well as some library history photos for Wayback Wednesday, Throwback Thursday, and/or Flashback Friday. She also submitted this photo for Bookface Friday, which was posted to Instagram (22 likes), Facebook, and Twitter on Feb. 24.

Marianne's Meetings

Meetings

Meetings w/Laura on Feb. 9 and 23
 Meetings w/Theresa on Feb. 2 and 16
 Fundraising meeting w/Jamie & Laura on Feb. 9
 Website Committee meeting on Feb. 13
 ExSTEMaganza logo meeting w/Natalie & Theresa on Feb. 14
 Social Media Team meeting on Feb. 28

Continuing Education

Nonprofit 911: Seven Steps to a Written Fundraising Plan webinar on Feb. 28

Theresa's Meetings

Meetings

Website Committee meeting on Feb. 13
 ExSTEMaganza and Summer Challenge logo meeting w/Natalie & Marianne on Feb. 14
 Adult computer homepage meeting w/Dave on Feb. 23

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the spring newsletter and new shelf topper signs for the Kids & Teens Department.

Marianne Ryan, Marketing Coordinator
 March 9, 2017

Adult Services Monthly Report

January 2017

I've begun preparing my staff to get into a user experience mindset. I asked them to read the first chapter in the *Useful, Usable, Desirable* book and to look at the library as a patron. We discussed this at the department monthly meeting and identified service touchpoints and barriers to service. I will use these as a springboard to our library visits for staff institute day.

SWAN was able to set up reports I could run in BlueCloud Analytics – the resource for extracting Sirsi/Dynix data from SWAN – so that I could do an analysis of circulation statistics on Adult Services materials. I compared calendar year 2016 to calendar year 2014 (we skipped calendar year 2015 as that was the migration year for SWAN software and some data was lost in the migration). We are using this data to determine if there are any patterns to see why circulation has been dropping.

We continue to implement initiatives to clean up the collection. Besides using CREW (Continuous Review, Evaluation, and Weeding), which is a best practices for weeding, we are eliminating excessive duplicate copies of items (books, CDs, DVDs, etc.) due to decreased demand. Because of our one copy to two holds policy on most material, when something is initially popular we could easily have 10 or more copies in the collection, but they would always be out due to demand. However, as interest wanes, these extra copies then take up shelf space and it is no longer necessary to keep so many copies.

Along with Natalie, I met with a representative from Countryside Bank to discuss partnership opportunities. I am currently working with Jez and Cindy on getting a list of possible events or sponsorship opportunities. Jez has already arranged for them to come do a first-time homebuyers seminar in the fall.

From what I can tell, we had a marked increase in attendance for adult programs this month, even excluding AARP tax preparation. I think this is attributable to our MeetUp presence, as we have seen an increase in attendees from people who have seen our events on MeetUp.com. I will do a deeper analysis and report on this next month. It will be interesting to see if these numbers sustain or if this was a one-off occurrence.

Monthly Highlights

- Shirley completed her marketing plan for presenting our business services to the business community. She has also arranged a lunch and learn with the Darien Chamber, to be held April 19, to demonstrate our online business resources to those interested in learning about them.
- Jennifer has been busy weeding the beginning of the fiction collection. She has almost gotten all the way through D and you can definitely see the improvement, in terms of visual appeal, for what she has gotten through. Book club resource services has continued to grow and we are up to 15 requests as of February (we initially had six requests when the service launched in September/October). Jennifer has been surprised that we have only had two duplicate requests for titles out of the 46 requests we have taken since launch.
- Mary K. presented a program in conjunction with members of the Darien Historical Society on the history of the Darien area, highlighting the people and places of Lace and Cass. She has also begun her Great Decisions discussion series and has had a lot of interest, so much so she has had to cap attendance as the audience size was starting to get too large for discussion purposes.

- Joe continues to implement his ESL marketing initiative and sent 75 brochures (attached) introducing our services to District 63 and sent an additional 75 brochures (on top of what he had sent last month) to District 61. He notes that the ESL conversation group has seen an increase in participation, drawing 16 people to its February 18 session, the largest group it has attracted in a long time.
- Jez developed a survey to send out to our 20s/30s population. After sending it, she received 150 responses in the first 24 hours! She also worked with Kids & Teens to plan and execute a Valentine's Day themed drop-in where we asked patrons to write a Valentine to the library to celebrate Library Lover's Month. Then, the valentines were displayed at service desks and on the library's Instagram account.
- Cindy had a number of highly successful programs, including an Oscar themed concert on February 26. She arranged this for the Friends group and 70 people attended. She also researched presenters for the upcoming How-To Expo; worked with Natalie on the March 19 Author Fair; and began booking programming for the summer.

Community

- Shirley attended the WB/BR Chamber luncheon on February 1 and the Darien Chamber Coffee Connection on February 28.
- As previously stated, Jennifer provided 15 book groups with discussion resources (nine via e-mail, six by print pickup). She had one person take advantage of our personalized reading suggestions service.
- Mary K. attended the Darien Historical Society meeting on February 8. She also received a comment on the library's local history blog on the entry "Tiedtville, Sante Fe Park and Santa Fe Speedway":
 - "I lived just down the street from SFS during the 80s and have many great memories of attending the races with my father. The noise "pollution" was such that the Speedway gave free passes (and line-skipping privileges) to local residents. I remember the neighborhood being pretty bummed when it closed in the mid 90s, and I find it especially depressing to see it converted to a typical suburban neighborhood with no clues to its past. Even growing up in the area I was completely unaware of the older history of the area, and would love to see pics of the original park!"
- Joe has been coordinating with a local Boy Scout troop to do a drop-in to take place in March.
- Jez reports that of the 95 people the Jobs & Careers e-newsletter went to, 92% opened it and read it. The newsletter recorded 77 links clicked.

Contributing to the Profession

- Tony had an e-mail exchange with Migdalia Hernandez of the La Grange Park Public Library regarding our microfilm reader/printer and the scope of our reference collection.
- In her role as chair of the eMediaLibrary group, Jennifer arranged conference calls for the group with two OverDrive ebook representatives and had discussions with group members regarding RTL (request to library) settings.
- Joe continues to coordinate the Libraries English and Reading Network (LEARN) program "Assisting Immigrant Communities from Undocumented to Citizenship" that will take place on March 15 at Oak Park.

- Jez had communications with Lauren Maxwell at Geneva Public Library regarding programming for 20 and 30 somethings (Geneva is just getting started). Jez also provided information to Suzy Wulf at Niles Public Library about our switch from Evanced to Communico (which is used for program and meeting room registrations).

Continuing Education

- Shirley, Jennifer, Mary K. and Jez all took webinars regarding the new Baker & Taylor 360 ordering system.
- Tony had a demonstration on a possible new language resource called Pronunciator.
- Jez attended a webinar called *E-mail Newsletters Made Easy(ier)*.

User Experience

- Librarians and Associates had a discussion on user touchpoints and barriers to access at the monthly department meeting.
- I have begun developing criteria I would like staff to be observant of when they visit local libraries on staff institute day.

Meetings

Date	Meeting	Staff
1-Feb	WBBR Chamber Luncheon	Shirley
2-Feb	Meeting with Jamie to discuss business services	Tony & Shirley
7-Feb	Department Head Meeting	Tony
8-Feb	One-on-One	Tony & Jennifer
8-Feb	CREW Discussion with Debbie Sheehan	Tony
8-Feb	Darien Historical Society	Mary K.
9-Feb	One-on-One	Jennifer & Mary S.
13-Feb	One-on-One with Jamie	Tony
13-Feb	Author Fair Meeting with Natalie	Cindy
13-Feb	Web Site Committee Meeting	Jennifer
14-Feb	Large Type Weeding Meeting	Jennifer & Christine M.
15-Feb	Monthly Department Meeting	All staff
15-Feb	Adult Services Selectors	Tony, Jennifer, Shirley, Mary K., & Jez
16-Feb	Meeting with Countryside	Tony
21-Feb	One-on-One	Tony & Jez
21-Feb	Department Head Meeting	Tony
22-Feb	One-on-One	Tony & Joe
23-Feb	One-on-One	Tony & Mary K.
27-Feb	One-on-One with Jamie	Tony
28-Feb	Social Media Committee Meeting	Tony & Jez
28-Feb	Darien Chamber Coffee Connection	Shirley

Programs

Date	Time	Program	Staff	Attendance
1-Feb	2:00 PM	Drama Reading Group		6
1-Feb	7:00 PM	Darien's History	Mary K.	25
2-Feb	7:00 PM	Biltmore Estate	Cindy	37
2-Feb	1:30 PM	Thursday Afternoon Movie: <i>Money Monster</i>	Joe	20
2-Feb	5:00 PM	Lobby Drop In: College of DuPage		9
3-Feb	6:30 PM	#LibSocial: Movie Night - <i>Room</i>	Jez	8
4-Feb	10:00 AM	ESL Conversation Group	Joe	9
6-Feb	7:00 PM	Argonne National Laboratory	Cindy	24
6-Feb	6:00 PM	Chess Club		15
6-Feb	9:00 AM	AARP Tax Aide		23
8-Feb	1:00 PM	Opera Lover's Lecture: <i>Carmen</i>	Cindy	23
8-Feb	2:00 PM	Drama Reading Group		6
8-Feb	7:00 PM	Novel Idea Book Club		17
8-Feb	7:00 PM	SCORE Roundtable: How to Keep Customers and Grow...	Shirley	4
10-Feb	9:00 AM	AARP Tax Aide		19
13-Feb	6:00 PM	Chess Club		15
13-Feb	7:00 PM	Great Decisions	Mary K.	25
13-Feb	9:00 AM	AARP Tax Aide		19
14-Feb	2:00 PM	Lobby Drop In: Valentine's Day Cards	Jez	26
15-Feb	2:00 PM	Drama Reading Group		6
16-Feb	6:30 PM	Crime Readers Book Club		11
16-Feb	7:00 PM	TED Talks: Communicating in the Digital Age	Mary K.	14
16-Feb	1:30 PM	Thursday Afternoon Movie: <i>Café Society</i>	Joe	23
17-Feb	6:30 PM	#LibSocial: Fast Friending	Jez	Cancelled
17-Feb	9:00 AM	AARP Tax Aide		29
18-Feb	10:00 AM	ESL Conversation Group	Joe	16
20-Feb	6:00 PM	Chess Club		13
20-Feb	9:00 AM	AARP Tax Aide		25
21-Feb	6:30 PM	SCORE Small Business Drop In	Shirley	1
22-Feb	1:00 PM	4th Wednesday: Citizen's Utility Board Clinic	Cindy	12
22-Feb	2:00 PM	Drama Reading Group		6
22-Feb	6:30 PM	GenLit Book Club		8
23-Feb	1:00 PM	Genealogy Group	Mary K.	28
23-Feb	7:00 PM	SCORE: Social Media 101	Shirley	32
24-Feb	9:00 AM	AARP Tax Aide		25
26-Feb	2:00 PM	Friend's Concert: You Oughta Be in Pictures	Cindy	70
27-Feb	7:00 PM	Great Decisions	Mary K.	21
27-Feb	9:00 AM	AARP Tax Aide		28
			Total:	698

Select comments:

Biltmore Estate: America's Downton Abbey

Jeff Mishur is so interesting. Every program I have attended has been so informative and presented in such an interesting way that keeps my attention. Thank you!

Citizens Utility Board Clinic

I enjoy all of your programs, especially those for seniors.

You Oughta Be in Pictures:

I love these programs.

Always very interesting and educational programs. Keep up the excellent job of bringing outstanding programs to our community.

Volunteers

- Thirteen volunteers completed 131 hours of service.
 - Court Ordered/Community Service: 10 volunteers performed 120.25 hours of service.
 - Regular volunteers: two volunteers completed 5.25 hours of service.
 - Veteran's History: one volunteer completed 5.5 hours of service.

Proctoring

There were no proctoring sessions this month.

Classes

There are ESL classes in the area. To find out where, call the Ask Us Desk at 630/887-8760 ext. 240 or go to adultslearnenglish.org.

ESL Conversation Group

Practice your English on the first and third Saturdays of the month at 10 a.m. in the Board Room of the library. You do not need to register!

More Help

To learn more about ESL at the library or ask questions, please contact Joe Popowitch at 630/887-8760 ext. 240 or email joep@ippl.info.

M I S S I O N

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

**ESL
and Life Skills**

**For
Learning
English**

A D D R E S S
401 Plainfield Rd., Darien, IL 60561-4207
630/887-8760 | ippl.info | joep@ippl.info



H O U R S

Mondays-Fridays: 9 a.m.-9 p.m.

Saturdays: 9 a.m.-5 p.m.

Sundays: 1 p.m.-5 p.m.

Drive-up book returns are always open.



Indian Prairie
Public Library

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ESL

The Indian Prairie Public Library has materials for learning English, math, and skills for everyday living like filling out a job application.

We have books, DVDs, newspapers, CDs, and CD-ROMs.

Anyone can use these materials inside the library.

To take them home, you must have a library card. It can be from any public library.

If you live in the Indian Prairie Library district, the card is FREE.

To see if you live in the district, stop at the Checkout Desk or call 630/887-8760.

Learn English...

On a Laptop or iPad

Stop by the Technology Center to use Laptop 5 to practice English using *Reading Horizons*, or use one of the literacy apps on our iPads.

Using Mango Languages

Use Mango Languages to learn English in the library or from home with an Indian Prairie Library card (on a computer or smartphone).

Using Books About:

- American culture
- Dictionaries
- Reading, writing, and grammar
- Speaking
- TOEFL
- Job skills

Using DVDs on:

- Accent and pronunciation training
- American culture
- Grammar

Using a Newspaper:

- *News for You*
- *Easy English News*

For New English

Speakers:

- Business, job, and life skills
- Math
- Newspapers
- Reading
- Easy to read books and stories
- Speaking practice
- Accent and pronunciation CDs
- Writing and grammar practice CDs
- Books on CDs
- Grammar CDs
- TOEFL CDs

Tutoring

There is room for tutoring in our Conference Rooms. They can be reserved at the Ask Us Desk, or by calling 630/887-8760 ext. 239. You must have an Indian Prairie Library card to reserve a room.

Circulation Services

February 2017

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Patron visits were up 4% from last year (34,080 this year compared to 32,699 last year)

Total checkouts and renewals for February were down from last year by 6,256 or 10%. We had 54,369 items circulated this month as compared to 60,625 last year. Electronic circulation was almost even with last year – 4,611 circulations this year while we had 4,699 circulations last year.

ILL's processed were also just about even with last year. We processed 8,090 this year and 8,125 last year. A total of 8,205 holds were placed in February. Patrons placed 6,285 (77%) holds while staff placed 1,920 (or 23%) holds.

19,784 items were checked out or renewed by staff at the desk. This is 36% of total checkouts/renewals. 24,050 items were checked out or renewed by patrons at one of our self-check machines, 5,924 items were renewed by patrons through Enterprise or BookMyne and 4,611 items were electronically checked out by patrons – for a total of 34,585 items checked out through some sort of self service. This is 64% of total checkouts/renewals.

Community

On February 17, I worked with Dave Bunn to reshoot my part of a video that was put together for school classes. In this video, I welcome the children to the library, explain where to get a library card and that they need to bring their “grownup” with them. I also showed them where to check out and return items.

The Passport Service will start Monday, March 13. Passport Acceptance has been a major part of my life these days. All Circulation Associates and Supervisors have been trained. Due to State Department rules, substitutes may not be Passport Agents. All of the forms and supplies have been ordered and procedures have been written. Although our target start date was mid-March, the U.S. Department of State “jumped the gun” and listed us as an acceptance facility on their web site. We have already had people calling and coming in for passports. Our web page received 104 hits after only 3 days of being live (with a coming soon banner on the top). We think this will be a very popular service.

Continuing Education

Nancy Hudson, Gail Johnson, Patricia Czuba and I attended an email security presentation given by Ann Stovall on February 7. Ann discussed ways to ensure that our computers are not compromised by malicious emails.

I met with Tony Lucarelli on February 8 to discuss “Crew” (Continuous Review Evaluation and Weeding) – a best practices model for weeding. As the selector for Crafts, it is important that I am up to date on weeding techniques.

User Experience

The Circulation staff have been given the first chapter of “Useful, Usable, Desirable” to read. They have been asked to look for UX touch points in their jobs as well as around the library. We will be discussing this at Staff Institute.

Workshops and Meetings Attended:

Feb. 1	SWAN Circulation User's Group – Tinley Park
Feb. 7	Department Heads
Feb. 10	Met with Ann Stovall to develop a new passport page for our web site.
Feb. 12	Circulation Department Meeting to discuss passport procedures
Feb. 13	One on One with Jamie
Feb. 15	One on One with Nancy Hudson
Feb. 16	Sandra Pointon – Lemont Library – discussed passport acceptance at their library
Feb. 21	Department Heads
Feb. 23	One on One with Nancy
Feb. 27	One on One with Jamie
Feb. 28	Social Media Committee

Debbie Sheehan
Head of Circulation Services

TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT February 2017

Improvements for Public & Strategic Goals

- Wi-Fi Hotspots – Starting March 1, 5 Wi-Fi hotspots were available for IPPL cardholders to checkout. All five hotspots were checked-out the first two days they were available. Thanks to the Library Foundation for this donation.
- Training Laptops – Twelve training laptops were upgraded with new hard drives to improve performance and to extend the laptops lifespan.
- 1-on-1 Technology Scheduled Coaching – We are trying a new way of reaching out to our members that need technology assistance. We started by offering 18 scheduled one-one-one, 30-minute help session with Dave or T.J. As of March 1, we have filled all but three of the sessions. The Topics for the sessions include Android phone settings, using the cassette to MP3 converter, using the slide to digital image converter, Windows 10, and organizing photos.

User Experience (UX)

- Technical Services Staff- I have started to post UX articles on our department blog. At our department meeting, we went through two exercises listing how many touchpoints a user has to go through to find a book and our department’s impact on user experience.
- Technology Desk Staff- T.J. conducted an exercise to get UX suggestion from staff to improve services. Some ideas included a way to print double sided using the scanner, a card swipe/chip credit card reader for paying for print jobs, a paper shredder, and an electronic stapler.

Technical Services

- Vendor Migration – Our main book vendor Baker & Tyler is offering a new online ordering platform. We migrated at the end of February and the new system is easier to use, each selector now has their own login and they can customize their own setting. (April)

Technology Services Projects/Issues

- Security Camera – A standalone security camera was installed by the Technology Center desk for additional security on the storage cabinets used for technology equipment and devices. It will record video during open hours. (Brett/Ann)
- Website Issues -From Feb 7-24, we experienced slowness and reliability issues with our web host. Dave and I worked closely to monitor and track when our site went down or was running slowly. Our webhost had a network issue with backend storage, which caused days of instability. Then our specific server had a string of unfortunate software issues, which caused us even more instability and our site went down for approx. 6 hours. As of Feb. 24, we have not experienced any slowness or downtime.

- Community Site Hosting- Dave and I have been coordinating the efforts to move all of our hosted sites to our new webhost. We have successfully moved over Darien Historical Society, Adults Learn English, and Darien Women's Club. We are in the process of moving over our last hosted website for Literacy DuPage.
- Video Creation Process: T.J. started to watch and gather examples of instructional videos from other libraries and organizations, so he could work with Dave to create a video style and format. We will use this to create promotional and instructional videos for library services and resources.

3D Printing- We processed 12 print requests.

Wi-Fi Usage- 5,525 Wi-Fi total connections; 4,927 were from patrons using their own device.

Community- Nothing to report this month.

Sharing

- T.J. shared information about our 3D printer and procedures to Riverside Library
- I shared information about our Communico experience with Tinley Park Library and our Roku Services with Public Library of Brookline in Maine.

Contributing to the Profession

- I presented and spoke on a panel at the LACONI meeting about our website redesign process.
- T.J. presented and spoke on a panel at the Audio/Visual Interest Discussion Group meeting about our Tech Takeout Services.

Public Technology Programs & Classes

- We held nine classes with a total attendance of 94.
- One-on-one patron requests: T.J. – Organize and transferring photos to laptop; Ann- Microsoft Outlook organization.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 2/7 (3 P.M.)	App Attack: Money Management	Dave	8
Tuesday 2/7 (6:30 P.M.)	Intermediate Excel	Ron	12
Thursday 2/9 (6 P.M.)	Excel Features- Pivot Tables	Ron	14
Thursday 2/9 (7:30 P.M.)	Excel Features- Functions	Ron	14
Saturday 2/11 (10 A.M.)	Trending Tech 2017	Dave	6
Tuesday 2/14 (1 P.M.)	Computer Basics	T.J.	3
Wednesday 2/15 (10 A.M.)	Intermediate iPad/iPhone	Dave	12
Sunday 2/19 (2 P.M.)	Online Dating	T.J.	11
Saturday 2/25 (10 A.M.)	Intermediate Android	Dave	14

Training & Continuing Education

- T.J. -RAILS webinar titled "Programming Ideas in Makerspaces"; Instructional Design Essentials: Creating Video Training.
- Brett- Three part one-hour webinar series on IT security for libraries.
- Ann- Finished training staff on email security to help reduce potential security attacks on the library's equipment and network; three part one-hour webinar series on IT security for libraries.
- April- Two webinars on the new Baker & Taylor software - setting up grids and administration

Meetings

- Feb 1, 7, 14, 23, 28- One-on-one meetings with T.J.
- Feb. 3- I attended an IT Round Table West meeting at Elmhurst library
- Feb. 6, 20 - One-on-one meetings with Anna
- Feb. 7 - Department Head Meeting
- Feb. 8- T.J. met with Dave regarding his yearly performance review
- Feb. 8 - One-on-one meeting with Brett
- Feb. 10- Met with Debbie to create a new webpage for passports
- Feb. 13- Dave and I attended the website committee meeting
- Feb. 14, 28- One-on-one meetings with Jamie
- Feb. 15- Technical Services department meeting
- Feb. 16- Dave, T.J., Brett and I attended the Technology Committee meeting
- Feb. 17- One-on-on meeting with April
- Feb. 22- I attended the RAILS Technical Services meeting at Mount Prospect Library
- Feb. 24- Technology Center Desk monthly meeting
- Feb. 28- T.J. attended the Social Media committee meeting
- Feb. 28- I met with Geri regarding her yearly performance review

Ann M. Stovall, Head of Technical & Computer Services, March 9, 2017

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**Youth Services
Monthly Report to the Board
February 2017**

Programs

In February, Youth Services presented 39 programs at IPPL with 941 people in attendance. (This does not include the events and services we provided out in the community. See also Community section)

Date	Description	Staff	Attendance
1-Feb	Maker Lab	Tyler	9
1-Feb	Baby Brilliance	Jane	27
2-Feb	Talented Toddlers	Katie	27
2-Feb	Talented Toddlers	Katie	23
2-Feb	Fantastic Families Storytime	Heather	31
4-Feb	LEGO Chain Reactions	Tyler	11
6-Feb	Talented Toddlers	Katie	31
6-Feb	Junior Genius	Katie	14
7-Feb	Junior Genius	Katie	21
7-Feb	Baby Brilliance	Jane	27
8-Feb	Maker Lab	Tyler	10
8-Feb	Baby Brilliance	Jane	29
9-Feb	Talented Toddlers	Katie	30
9-Feb	Talented Toddlers	Katie	28
9-Feb	Fantastic Families Storytime	Heather	30
13-Feb	Talented Toddlers	Katie	23
13-Feb	Junior Genius	Katie	13
14-Feb	Junior Genius	Katie	19
14-Feb	Baby Brilliance	Jane	37
14-Feb	STEM for Homeschoolers: Math Makers	Monica	23
14-Feb	Valentine's Card Drop-In	Heather	28
15-Feb	Maker Lab	Tyler	9
15-Feb	Baby Brilliance	Jane	27
16-Feb	Talented Toddlers	Katie	33
16-Feb	Talented Toddlers	Katie	23
16-Feb	Fantastic Families Storytime	Heather	24
20-Feb	Butterfly Birthday	Monica	53
21-Feb	Baby Brilliance	Jane	45
22-Feb	Baby Brilliance	Jane	26
23-Feb	Talented Toddlers	Katie	26
23-Feb	Talented Toddlers	Katie	29
23-Feb	Mini-scientist academy: Weather wonders-Cancelled	Monica	0
24-Feb	Minecraft Club	Tyler	19
24-Feb	Rocket League Tournament	Tyler	7
26-Feb	Fantastic Families Storytime	Heather	37
27-Feb	Talented Toddlers	Katie	32
27-Feb	Junior Genius	Katie	11

28-Feb	Junior Genius	Katie	16
28-Feb	Baby Brilliance	Jane	33
TOTAL:			941

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)

Butterfly Birthday

Monica Dzierzbicki presented the Butterfly Birthday program for Presidents Day. Local author and curator of the Salt Creek Butterfly Farm, Lori Harris, read her book Butterfly Birthday. Lori also presented materials on local butterflies and how families can support them by growing and plants. One of the big-wow moments came with two tiny Monarch caterpillars were found in the milkweed plants. Families stayed to create tie-dye butterflies and a textile butterfly life-cycle.

STEM for Homeschoolers

Monica Dzierzbicki presented the Homeschoolers STEM program: Math Madness. This is the third in our monthly programs offered for area home schooling families. The program had 23 parents and children-ranging in ages from toddlers to 5th grade. Activities focused on a wide variety of self-paced math action stations. These included coding mice, banking, Venn diagrams, iPads with Tiggly Math and Osmo Tangrams, as well as group activities. Several of the families have been regularly attending and are enthusiastic for the Spring Session.

Maker Lab

Tyler Works completed the winter programming session. He was encouraged by the success of the Maker Lab program and will be exploring way to develop it further. The model of allowing participants to explore topics they were interested and supporting them was effective rather than trying to plan a structured class. It significantly cut back on the amount of staff time required to plan and prep without diminishing the learning outcomes. Possible future directions would be planning quarterly themed labs, such as the robotics lab coming up in March.

Community

Date	Description	Staff	Attendance
2-Feb	Whole Foods Storytime	Katie	47
6-Feb	Event Planning with Christina and Holly from Burr Ridge Village Center	Natalie	3
8-Feb	Invention Convention	Tyler	
8-Feb	Teens for Excellence after-school book club -canceled	Monica	0
13-Feb	Chick-fil-A Storytime	Jane	
14-Feb	Meeting with rep from Robert Crown RE: partnerships	Natalie	2
15-Feb	exSTEMaganza Planning with ROE and Gower	Natalie	6
16-Feb	Meeting with Mary from Countryside Bank and Tony	Natalie	3
20-Feb	Girl Scout tour of IPPL	Natalie	29
22-Feb	Hinsdale South High School Coding Club	Tyler	
27-Feb	Eisenhower Jr. HS LADSE students tour, story & activities	Monica	

(Supporting Strategic Plan: 3.1 The library is visible in the community. 3.2 The library creates partnerships throughout the community that provide mutual benefits and enhance the community.)

WouldShop

In the WouldShop, Heather Forster Jensen featured two themes in February, the first connected to Valentine's Day, with supplies and directions on how to make Norwegian woven heart baskets and paper and design suggestions to create animals out of various heart shapes. The second display which will continue into March is "Triangle Engineering," as a lead-in to the Mid-Kid Build-a-Palooza event on March 4. Children and their caregivers can build with paper triangles they make themselves with materials provided.

Displays

Heather Forster Jensen created two different book displays for February. For Early Literacy, the themes were "Valentine's Reads" and Black History Month, featuring historical stories. For Mid-Kids, the themes were similar: "Friends Forever" and Black History Month, featuring biographies.

Seed Library

Number of Checkouts: 2

Number of Seed Packets Checked Out: 4

Number of Donations: 0

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 2.4 The library introduces new technologies and provides opportunities for residents to experiment.)

Continuing Education

Date	Description	Staff
7-Feb	STEAM Webinar (Week 3) - STEAM for K-6	Heather
14-Feb	Tinker Meeting	Tyler
14-Feb	STEAM Webinar (Week 4) - Full STEAM Ahead	Heather
18-Feb	Anderson's Authors Breakfast	MD
27-Feb	Baker & Taylor software training	Katie

(Supporting Strategic Plan: 4.1 The library provides a collaborative, supportive workplace and staff are confident in their ability to serve guests.)

STEAM Webinar

Heather Forster Jensen is signed up for a 4-week course on STEAM (Science, Technology, Engineering, Art, Math) programming. Heather completed her readings and assignments for this month. She created two separate program proposals as part of the class, one for preschoolers and their caregivers about clouds and weather and one for 4-6 graders about optical illusions.

Contributing to the Profession

Date	Description	Staff
3-Feb	IL Youth Services Institute Conference Presentation Planning	Tyler
11-Feb	Monarch Readers Meeting	Katie
14-Feb	Tinker Meeting	Tyler

Pages

The Youth department Pages continue to shelf materials quickly and efficiently. They have completed their fourth collection shelf-reading project. We again saw a decrease in the number of mis-shelved items. The drop wasn't as significant as previous drops, but this was expected. Overall, there was about a 50% decrease in mis-shelved items found since the first shelf-reading project. One Page remarked she has an increased understanding of why are doing this after reading the first chapter in *Useful, Usable, Desirable*. The Youth Pages will meet on March 14 to discuss *Useful, Usable, Desirable*.

Meetings & Planning

Date	Description	Staff
6-Feb	LEGO sort next step and storage per Tyler	Jane, Tyler
6-Feb	Communico error on April 8, Teen Job Fair, Stacy P	Jane, Stacy
6-Feb	Interview with practicum student - Sue Gage	Natalie
7-Feb	Dept Heads	Natalie
9-Feb	Seed Swap & Community Garden program planning with Mary Krekelberg	Monica, Natalie
13-Feb	Website Committee	Tyler
13-Feb	STEM for Homeschoolers presentation meeting with Monica	Jane, Monica
13-Feb	Meeting with Cindy Kline RE: Local Authors Fair	Natalie
13-Feb	One-on-one with Jamie	Natalie
14-Feb	Tested programming registration on Communico	Jane, Katie
14-Feb	Marketing meeting with Marianne & Theresa RE: Summer	Natalie
15-Feb	Library Board Presentation	Tyler
15-Feb	Fiber Fest planning meeting with Heidi	Natalie, Heidi
16-Feb	Technology Committee	Tyler
16-Feb	K&T Staff Meeting	Natalie, Tyler, Katie, Heidi, Jane, Heather
28-Feb	Meeting with Natalie on summer session requirements for room reservations in June	Jane, Natalie

User Experience (UX)

The K&T staff have been working through the UX plan that Natalie created last fall. This month, they accomplished the following:

- ✓ Read Chapters 7-8 of "Useful, Usable, Desirable"
- ✓ Discussed User breakdowns and how to overcome negative situations

Submitted by Natalie Williams, Head of Youth Services 3/7/2017

STATISTICS FOR	Feb. 2017	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	31,755	34,896	265,969	286,402	-7.13%
Teen	2,076	2,595	21,763	23,125	-5.89%
Kids	15,927	18,435	135,401	157,014	-13.77%
TOTAL	49,758	55,926	423,133	466,541	-9.30%
Electronic Circulation	4,611	4,699	35,324	35,276	0.14%
GRAND TOTAL CIRC.	54,369	60,625	458,457	501,817	-8.64%
% Reciprocal Borrowing	16%	14%	13%	13%	
Patron Visits	34,080	32,699	284,205	284,167	0.01%
<u>Current Cards</u>					
Resident	175	207	20,709	21,297	-2.76%
Non-Resident	69	52	997	911	9.44%
TOTAL	244	259	21,706	22,208	-2.26%
Non-Resident Households	46	31	464	507	-8.48%
<u>Patron Assistance</u>					
Adult - Reference	2,819		23,979		
Kids - Reference	1,149	1,332	9,737	11,067	-12.02%
Technology - Reference	963		7,500		
TOTAL REFERENCE	4,931	4,470	41,216	36,218	13.80%
Adult - Other	1,087		6,745		
Kids - Other	2,077	1,720	19,130	14,596	31.06%
Technology - Other	76		920		
TOTAL OTHER	3,240	4,311	26,795	30,376	-11.79%
GRAND TOTAL ASST.	8,171	8,781	68,011	66,594	2.13%
<u>ILL/Reserves</u>					
Holds	8,205	7,812	62,563	62,268	0.47%
ILLs Sent	3,481	3,522	29,089	28,076	3.61%
ILLs Checked Out	4,168	4,172	33,795	34,054	-0.76%
ILLs Received	4,609	4,603	37,438	36,226	3.35%
<u>Programs - Adult</u>					
# Programs	15	10	90	70	28.57%
Attendance	328	392	1,714	1,783	-3.87%
<u>Technology Classes</u>					
# Programs	9	6	67	53	26.42%
Attendance	94	54	674	564	19.50%
<u>Individual Technology Training</u>					
# of Patrons	57	54	641	632	1.42%
<u>Groups</u>					
# Programs	15	16	94	101	-6.93%
Attendance	202	184	1,043	1,038	0.48%
<u>Others</u>					
#Programs	7	7	15	15	0.00%
Attendance	168	108	324	349	-7.16%
<u>Programs - Teen</u>					
# Programs	5	3	66	55	20.00%
Attendance	47	49	915	808	13.24%
<u>Programs - Kids</u>					
# Programs	37	49	284	220	29.09%
Attendance	934	951	7,900	6,007	31.51%
GRAND TOTAL ATT.	1,830	1,792	13,211	11,181	18.16%

STATISTICS FOR	Feb. 2017	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,173	3,319	27,457	29,865	-8.06%
Kids Computers	1,317	1,149	11,672	11,772	-0.85%
Teen Laptop	173	125	1,696	1,571	7.96%
Adult Laptop	171	183	1,284	1,614	-20.45%
TOTAL PATRON USE	4,834	4,776	42,109	44,822	-6.05%
Hours Used					
Adult Computers	2,371	2,340	19,828	20,655	-4.00%
Kids Computers	742	735	7,364	7,796	-5.54%
Teen Laptop	192	171	2,176	2,022	7.62%
Adult Laptop	317	341	2,271.50	2,544	-10.71%
TOTAL HOURS USED	3,622	3,587	31,639.50	33,017	-4.17%
Wireless Total Connections	8,280		69,527		
IPPL Total Web Site Access	26,139	27,175	201,191	224,256	-10.29%
IPPL Total Page Views	39,942	57,271	312,352	451,616	-30.84%
Subscription Database Logins	2,554	2,035	16,995	20,531	-17.22%
Outreach-Homebound					
Items Delivered	147	146	1,192	1,212	-1.65%
Volunteers					
Number Active	54	49			
Hours Worked	343.00	344	2,717.50	3,749.50	-27.52%
Staff Training Hours	103.50	634.50	766.50	1,113.75	-31.18%
Room Use					
Youth Room	29	35	148	230	-35.65%
Meeting Room					
Library	43	43	306	281	8.90%
Non-Library	14	8	60	69	-13.04%
Conference Rooms	375	347	2,995	1,902	57.47%
Lobby Programis	5	2	33	36	-8.33%
Board Room					
Library	15	20	134	137	-2.19%
Non-Library	19	20	149	171	-12.87%
Clavinova	0	0	0	6	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - February 2017

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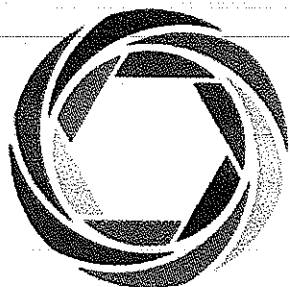
BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1000	8	6	1002	36	139	44	145
Non-Fiction	49901	296	663	49534	2381	4801	2677	5464
Fiction	38587	357	607	38337	2550	3228	2907	3835
ADULT TOTALS	89488	661	1276	88873	4967	8168	5628	9444
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17370	124	228	17266	663	295	787	523
Fiction	27798	215	16	27997	1408	3996	1623	4012
KIDS TOTALS	45189	339	244	45284	2071	4291	2410	4535
TEEN								
Non-Fiction	724	1	1	724	52	112	53	113
Fiction	3507	30	62	3475	403	445	433	507
TEEN TOTALS	4231	31	63	4199	455	557	486	620
BOOK TOTALS	138908	1031	1583	138356	7493	13016	8524	14599

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6537	38	3	6572	344	20	382	23
Music CD	9686	18	2	9702	238	1047	256	1049
Playaway	365	0	2	363	4	10	4	12
DVDs (DVD & Blu-ray)	19674	158	426	19406	1048	995	1206	1421
CD-ROMs	87	0	1	86	0	3	0	4
Console Games (Feb 2016)	32	12	1	43	40	3	52	4
ADULT TOTALS	36381	226	435	36172	1674	2078	1900	2513
KIDS								
Audio Books	707	0	1	706	4	11	4	12
Music CDs	933	3	0	936	45	17	48	17
Playaway	97	0	0	97	10	1	10	1
DVDs (DVD & Blu-ray)	4899	12	5	4906	421	143	433	148
Playaway Launch Pads (New)	19	0	0	19	5	1	5	1
KIDS TOTALS	6655	15	6	6664	485	173	500	179
TEEN								
Audio Books on CD	232	0	0	232	8	3	8	3
Playaway	43	0	0	43	7	0	7	0
DVDs (DVD & Blu-ray)	619	0	0	619	53	17	53	17
CONSOLE GAMES	569	5	8	566	66	22	71	30
PC-GAMES	58	0	0	58	0	0	0	0
TEEN TOTALS	1521	5	8	1518	134	42	139	50
AUDIOVISUAL TOTALS	44557	246	449	44354	2293	2293	2539	2742
COLLECTION TOTALS	183465	1277	2032	182710	9786	15309	11063	17341

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Feb. 2017

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26331	222	0	26553	1726	1553	1948	1553
TOTALS FOR ALL AGES	142,062	222	0	142,284	1726	0	1948	1553
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,424	17		2,441	115	0	132	0
eMedia (Overdrive Advantage)	733	9		742	54	0	63	0
Fiction								
eMedia (Overdrive Consortium)	10,056	77		10,133	544	0	621	0
eMedia (Overdrive Advantage)	2,977	31		3,008	415	0	446	0
ADULT TOTALS	16,190	134		16,324	1128	0	1262	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	87	2		89	6		8	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,432	21		1,453	105	0	126	0
eMedia (Overdrive Advantage)	172	3		175	15	0	18	
KIDS TOTALS	1,697	26		1,723	120	0	152	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	2		2	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,324	29		2,353	168	0	197	0
eMedia (Overdrive Advantage)	420	6		426	45	0	51	
TEEN TOTALS	2,875	35		2,910	215	0	250	0
BOOK TOTALS	162,824	417		163,241	3189	0	3,612	1553

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	5,575	115		5,690	1118	0	1233	0
Yearly Total for All Ages	337,340	115	0	337,455	1118	0	1233	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,686	11		3,697	114		125	0
eMedia Advantage (Overdrive)	482	13		495	88		101	0
Movies								
Preloaded Roku Titles	673	16		689	107		123	
ADULT TOTALS	4,841	40		4,881	309	0	349	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	250	1		251	14		15	
eMedia Advantage (Overdrive)	4	0		4	3		3	
Movies								
Preloaded Roku Titles	113	2		115	26		28	
KIDS TOTALS	367	3		370	43	0	46	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	201	3		204	35		38	0
eMedia Advantage (Overdrive)	24	0		24	6		6	0
TEEN TOTALS	225	3		228	41	0	44	0
AUDIOVISUAL TOTAL	342,773	161		342,934	1511	0	1672	0
COLLECTION TOTALS	505,597	578		506,175	4700	0	5,284	1553



Library Trustee Forum

Illinois Library Association

Workshop Agenda February 18, 2017

- 8:00 - 9:00 a.m. Continental Breakfast and Networking
- 9:00 - 9:15 a.m. Welcome and Introductions
- 9:15 - 10:30 a.m. Stop Censorship in its Stacks
Presented by Kristin Pekoll, American Library Association
- 10:30 - 10:45 a.m. Break
- 10:45 a.m. – Noon Stop Censorship in its Stacks
Presented by Kristin Pekoll, American Library Association
- Noon - 1:00 p.m. Lunch and Forum Business Meeting
- 1:15 - 2:15 p.m. Legislative Update
Derek Blaida, ILA Legislative Consultant
- 2:15 - 2:30 p.m. Break
- 2:30 - 3:30 p.m. Legal Q&A
Roger Ritzman, Peregrine, Stime, Newman,
Ritzman & Bruckner, Ltd.

Workshop Sponsored by



Illinois Library Trustee Workshop February 18, 2017

First Discussion: Stop Censorship in the Stacks. The speaker is from the American Library Association.

Speaker reminded all that First Amendment constrains governments and not businesses such as Facebook, etc. Discussion focused on the rights that government cannot abridge. Child pornography, liable, imminent danger are carve-outs. The core rights are free to establish religion, freedom to exercise religion, freedom of speech, freedom of the press, right of assembly, re-dress of grievances. Several lively discussions ensued.

Meetings Policy. Discussion over "public" meetings. Question arose over library policy and whether it should specifically state that criminal behavior and similar activities be prohibited on library premises. Our policy prohibits these types of behaviors – do we need to spell out criminal?

Complaints. A discussion arose over how complaints are handled. Recommendation from ALA speaker is for library to consider both complaint form and reconsideration form (the latter being a suggestion to do something, the former being a complaint about something). One patron suggested that the forms be put next to the "suggestion box." The speaker suggested the forms be tucked away and provided upon request. The library already follows this practice.

Challenges. The speaker and several library trustees stated that while it is ok to share challenges with other libraries, content should be limited to the material without disclosing challenger's name. Speaker suggested guerilla censorship (five or six patrons monopolizing book's usage) could be worked around by putting copy of material in reference.

Religion. A discussion arose over whether a patron could use a conference room to pray. Speaker said yes. The issue arose over whether other patrons could be offended, and if so, what remedies might be available (blinds).

Censorship. Speaker said critically important not to violate any library policy on the subject. Library has policy which determines nature of collection.

Privacy. Lively discussion over whether parents can ask for circulation information about minor children's usage (those under 17). Both speaker and lawyer said no, that the law refers to patrons and individuals and does not carve out minors. So, our policy (480.2) needs to be changed. Some libraries acknowledged that family cards allow parents to see on-line circulation information for all members of the family, or that late notices often get sent to family e-mails.

Public Attacks. Plainfield Library asked if en masse public attacks were rising. Ritzman said no. The ALA speaker says education and common ground might help. Messenger Trustee said their Board does not address questions raised at a Board meeting at that time – they may or may not address, but at a later date.

Rising Issues. Unpublishing (content found offensive, stores take book off shelves. A Birthday Cake for George Washington). Hate Speech, Selection and Self-Censorship (25% say previous book challenge influences book buying, rises to 46% when administrator challenges the book).

Lobbyist Derek Blaida spoke about Illinois legislative and budget issues.

Attorney General Madigan is again trying to challenge the ability of the state to pay state employees in the absence of budget appropriation. Issue may go to Supreme Court.

There is talk of a "global legislative deal" that will address revenue increases, spending cuts, and pension. This bill could include property tax freeze. Speaker says local governments will need to address funding through referendums and other means, if a property freeze is enacted for any significant period. The budget currently being discussed by Governor Rauner is said to have a shortfall of \$4.7 - \$7 billion.

Derek said four specific bills that impact various libraries are awaiting approval and are supported by the ILA.

Theft of Libraries Act (under consideration) would make it a Class 4 Felony to take anything – a paper clip, a piece of paper, an envelope - from a library. ILA opposes bill. Immigration Bill (House 426) is being supported by ILA. Cities could lose funding for being sanctuary cities. More to come, but potentially significant financial consequences.

There appears to be a HB373 that will improve tax levy accuracy in timely fashion. Also, there may be a house bill that would allow Trustees to put non-binding questions on ballot. Finally, there is another House Bill that apparently requires public referendums for annexations.

Lawyer Roger Ritzman was third speaker and provided information on legal matters.

Focused on constraints put on by some local government units. For example, residency and agenda items are common constraints. PAC ruled too restrictive. Then PAC said that local government should have provided key terms and significance of action to help public understand separation agreement. Illinois Supreme Court disagreed. The fact the Supreme Court took case is significant as they accept very few cases (1%) filed with their Court each year. Ritzman took this to mean the Supreme Court is looking to cull the PAC's powers.

Also discussion on when public comment is allowed. Some local bodies have public comment periods at start and end of meeting, others just start of meeting. Our policy is not specified.

Ritzman says recent court case in theory approved right of closed session to take preliminary vote of matter before returning to open session to final vote. Ritzman said to make clear in the minutes that the vote in closed session was preliminary and that final tally was done in open session.

Ritzman emphasized that public funds can be used to educate on referendums but not advocate. Err on side of caution.

Ritzman suggested that if surpluses are accruing in any operating accounts they be transferred to special accounts for future use.

Ritzman said that Terms begin for elected Trustees May 15, 2017. Trustees are required to complete the electronic training curriculum within 90 days of taking Oath of Office and file the certificate of training with Library. While there appears to be no penalty for not taking the training and Board action should not be jeopardized, Ritzman said to err on side of caution and have Trustees complete the training.



Library Trustee Forum
Illinois Library Association

Stop Censorship in its Stacks

Kristin Pekoll, Assistant Director of the ALA Office for Intellectual Freedom

Intellectual Freedom 101

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

—Amendment I, U.S. Constitution

What is Intellectual Freedom?

What does Intellectual Freedom have to do with Libraries?

Library Bill of Rights

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

www.alastore.ala.org/detail.aspx?ID=11955

Interpretations

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. These documents are policies of the American Library Association, having been adopted by the ALA Council.
www.ala.org/advocacy/intfreedom/librarybill/interpretations

- Access for Children and Young Adults to Nonprint Materials: Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."
- Access to Digital Information, Services, and Networks: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.
- Access to Library Resources and Services for Minors (previously named Free Access to Libraries for Minors): Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.
- Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation.
- Access to Resources and Services in the School Library Media Program: The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and

services of a school library media program, the principles of the Library Bill of Rights apply equally to all libraries, including school library media programs.

- **Challenged Resources:** The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the Library Bill of Rights, and that is approved by the appropriate governing authority.
- **Diversity in Collection Development:** Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.
- **Economic Barriers to Information Access:** A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves. While the roles, goals and objectives of publicly supported libraries may differ, they share this common mission.
- **Evaluating Library Collections:** The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.
- **Exhibit Spaces and Bulletin Boards:** Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit

space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

- **Expurgation of Library Materials:** Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any).
- **Importance of Education to Intellectual Freedom:** Through education programming and instruction in information skills, libraries empower individuals to explore ideas, access, and evaluate information, draw meaning from information presented in a variety of formats, develop valid conclusions, and express new ideas. Such education facilitates intellectual access to information and offers a path to intellectual freedom.
- **Internet Filtering:** In the span of a single generation the Internet has revolutionized the basic functions and operations of libraries and schools and expanded exponentially both the opportunities and challenges these institutions face in serving their users. During this time many schools and libraries in the United States have installed content filters on their Internet access. They have done so for a variety of reasons, not least of which is the requirement to comply with the Children's Internet Protection Act (CIPA) in order to be eligible to receive federal funding or discounts through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program (E-rate), or to comply with state filtering requirements that may also be tied to state funding. Their rationale for filtering is that it is better to have filtered access than no access.
- **Intellectual Freedom Principles for Academic Libraries:** A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work.
- **Labeling Systems:** The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to

digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

- Minors and Internet Activity: The digital environment offers opportunities both for accessing information created by others and for creating and sharing new information. The rights of minors to retrieve, interact with, and create information posted on the Internet in schools and libraries are extensions of their First Amendment rights.
- Library-Initiated Programs as a Resource: Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation.
- Meeting Rooms: Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."
- Prisoners Right to Read: The American Library Association asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps and segregated units within any facility.
- Privacy: Privacy is essential to the exercise of free speech, free thought, and free association. See also Questions and Answers on Privacy and Confidentiality.
- Rating Systems: Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems appearing in library public access catalogs or resource discovery tools present distinct challenges to these intellectual freedom principles.
- Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed.

- Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.
- Services to People with Disabilities: ALA recognizes that persons with disabilities are a large and often neglected part of society. In addition to many personal challenges, some persons with disabilities face economic inequity, illiteracy, cultural isolation, and discrimination in education, employment, and the broad range of societal activities. The library plays a catalytic role in their lives by facilitating their full participation in society.
- The Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.
- User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system.

What is Censorship?

Judicial Support

Notable First Amendment Court Cases

www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/courtcases

"The very purpose of a Bill of Rights was to withdraw certain subjects from the vicissitudes of political controversy, to place them beyond the reach of majorities and officials and to establish them as legal principles to be applied by the courts. One's right to life, liberty, and property, to free speech, a free press, freedom of worship and assembly, and other fundamental rights may not be submitted to vote; they depend on the outcome of no elections." — Supreme Court Justice Robert Jackson, *West Virginia State Board of Education v. Barnette*, 319 U.S. 624 (1943)

"The right to receive ideas is a necessary predicate to the recipient's meaningful exercise of his own rights of speech, press, and political freedom...students, too are beneficiaries of this principle." *Board of Education v. Pico*, 457 U.S. 853 (1982)

"Our review of the Supreme Court's decisions confirms that the First Amendment does not merely prohibit the government from enacting laws that censor information, but additionally encompasses the positive right of public access to information and ideas ... this right, first recognized in *Martin v. Struthers* and refined in later First Amendment jurisprudence, includes the right to some level of access to a public library, the quintessential locus of the receipt of information." — Judge Morton Greenberg, *Kreimer v. Bureau of Police, Morristown* 958 F.2d 1242 (3d Cir. 1992)

"Once the government can demand of a publisher the names of the purchasers of his publications, the free press as we know it disappears. Then the spectre of a government agent will look over the shoulder of everyone who reads. The purchase of a book or pamphlet today may result in a subpoena tomorrow. Fear of criticism goes with every person into the bookstall. The subtle, imponderable pressures of the orthodox lay hold. Some will fear to read what is unpopular, what the powers-that-be dislike. When the light of publicity may reach any student, any teacher, inquiry will be discouraged. The books and pamphlets that are critical of the administration, that preach an unpopular policy in domestic or foreign affairs, that are in disrepute in the orthodox school of thought will be suspect and subject to investigation. The press and its readers will pay a heavy price in harassment. But that will be minor in comparison with the menace of the shadow which government will cast over literature that does not follow the dominant party line. If the lady from Toledo can be required to disclose what she read yesterday and what she will read tomorrow, fear will take the place of freedom in the libraries, book stores, and homes of the land. Through the harassment of hearings, investigations, reports, and subpoenas government will hold a club over speech and over the press."—U.S. Supreme Court Justice William O. Douglas,

United States v. Rumely, 345 U.S. 41 (1953)

Rising Issues and Nuances

- Social Justice
- Hate Speech
- Diversity in Publishing
- Un-banning a Book
- Parental notification
- Trigger warnings
- Graphic novels
- Artwork
- Filtering
- Video cameras and surveillance
- Labeling
- Parenting Shelves
- Programs
- Immigration Raids

Worst Case Scenario

Step One: Patron complains about a book in the library.

Step Two: Patron fills out the reconsideration form.

Step Three: Library board votes to remove the book from the collection.

Step Four: Different patron sues the library board.

Step Five: Judge rules in favor of communities First Amendment protected access to information.

Step Six: Library is responsible for expensive legal fees.

Protecting and Promoting Intellectual Freedom Through Library Collaboration

As difficult as it may be in some cases, trustees must be very careful to separate their personal opinions from the philosophy of the library as an institution.

Core Policies

Does your library have this policy? What is it called? When was it last updated?

Collection Development

Request for Reconsideration

Internet Use

Use of Meeting Rooms and Exhibit Spaces

Privacy and Confidentiality

User Behavior and Library Use

Finding Your Local Champions

Category	Potential names
Elected representatives	
Civic leaders (Rotary, Lion's, etc.)	
Educators	
Businesses	
Faith-based	
Non-profit	

Supporting Your Library Staff

Offer Trainings, Support Education and Professional Membership

Reporting

About the ALA Library

Ask the ALA Library

Challenge Support

Report: Defend the Public's Freedoms

How to Respond to Challenges and Concerns about Library Resources

Formal Written Requests for Reconsideration

Guidelines for Reconsideration Committees

Conducting a Challenge Hearing

Working with the Media

Selection Policy

Answering Questions about Youth and Access to Library Resources

Frequently Asked Questions About Books and Reading

Frequently Asked Questions from Authors and Publishers

Guidelines & Standards

Libraries Ready to Code

Library-related Acronyms

Publications

Resource Guides

Topics A to Z

Transforming Libraries

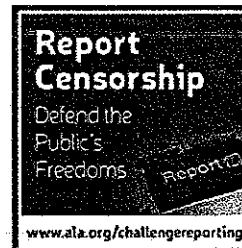
Share this page

Challenge Reporting

Since 1990, the ALA Office for Intellectual Freedom has maintained a database on challenged materials. ALA collects information from two sources: media reports and reports submitted by individuals. Reports of challenges culled from media across the country are compiled in the *Journal of Intellectual Freedom and Privacy*. (Subscriptions to JIFP include access to the archives of the *Newsletter on Intellectual Freedom*) those reports are then compiled in the *Banned Books Week Resource Guide*.

All personal and institutional information submitted via this form is kept confidential. For material challenges, book titles and reasons may be disclosed upon inquiry. If you have questions or would like to report the challenge over the phone, don't hesitate to call 1-800-545-2433 x4226 or email qif@ala.org

Hover over the blue information icon for additional guidance. ⓘ



1. What are you reporting? * ⓘ

- Materials Challenge (books, movies, music, magazines)
- Internet-related Challenge (filtering issues, access to computers, use policies)
- Library Service (meeting rooms, programs, author visits, exhibits, hold shelf practices)
- Patron Privacy or Confidentiality Issue (personally identifiable information, circulation records)
- Hate Crime (defacement of library property to target a specific group, use of swastikas or other symbols of intimidation, harassment or assault on library property)
- Other

If the previous response is "Materials Challenge"

Title

Author or Performer

Type of Item

If this report needs to include multiple items, you can include them on a supplement form linked below.

2. Please describe the incident. * ⓘ

Office for Intellectual Freedom

Services

- Speaking & Consulting www.ala.org/offices/intellectual-freedom-consulting-services
- Challenge Support www.ala.org/tools/challengesupport
- Banned Books Week www.ala.org/bbooks
- Choose Privacy Week www.chooseprivacyweek.org

Resources

- Intellectual Freedom Manual www.alastore.ala.org/detail.aspx?ID=11353
- Intellectual Freedom News ala.informz.net/ala/profile.asp?fid=3430
- Intellectual Freedom Blog www.ala.org/offices/oif
- Journal of Intellectual Freedom and Privacy <https://journals.ala.org/index.php/jifp>
- Webinars www.ala.org/advocacy/intellectual-freedom-elearning
- Website www.ala.org/advocacy/intfreedom

Office for Intellectual Freedom www.ala.org/oif

American Library Association

50 East Huron Street, Chicago, Illinois 60611

Jamie LaRue, Director

jarue@ala.org

312-280-4222

For challenge support:

Kristin Pekoll, Assistant Director

kpekoll@ala.org

312-280-4221

For filtering, meeting rooms and privacy support:

Deborah Caldwell Stone, Deputy Director

dstone@ala.org

312-280-4224

For Banned Books Week support:

Ellie Diaz, Program Officer

ediaz@ala.org

312-280-4225

Connect on Social Media



www.twitter.com/oif



www.facebook.com/ALAOIF



www.youtube.com/user/OIFTube

100th Illinois General Assembly

| 2017 Spring Session |

SUPPORT STATE FUNDING FOR LIBRARIES

- APPROVE** Fiscal 2017 state general appropriations to fully fund the Illinois Secretary of State's 2017 grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. A specific example of crucial state funding is the Illinois Talking Book program which serves over 16,000 adults and children who cannot read print due to a physical or visual limitation. Approve appropriations for the Illinois State Library as well as appropriations for higher education which include state university and community college academic libraries.
- APPROVE** Fiscal 2018 state appropriations for both general revenue and Live and Learn funds to the Illinois Secretary of State for equalization and per capita grants for public libraries, school libraries and library systems. Approve appropriations for the Illinois State Library as well as appropriations to higher education which include state university and community college academic libraries.

ILA INITIATIVES

- SUPPORT** Senate Bill 851 / House Bill 373! Sponsored by Sen. Hutchinson (D-40, Olympia Fields) and Rep. Willis (D-77, Northlake).
This legislation is an initiative of village public libraries that will improve public disclosure of anticipated library tax levies by moving the disclosure date closer to when a levy must actually be approved. Identical legislation was approved by the House in 2016, but was not called for a final vote in the Senate.
- SUPPORT** Bill Numbers and Sponsors to Follow.
This proposal allows any library established under the Illinois Local Library Act and the Public Library District Act to place non-binding, public advisory referendum questions on the ballot if approved by its board of trustees and complies with Illinois Election Code requirements.

LOCAL CONTROL

- OPPOSE** Proposed Property Tax Freeze Legislation!
A statewide property tax freeze totally preempts local control. Local library trustees' primary duty is to manage local revenues and expenditures. A freeze nullifies this most basic responsibility. A freeze is especially harmful when the state has failed to provide funding support for local libraries and continues to impose unfunded mandates.
- OPPOSE** Legislation which limits access to information in libraries or imposes unconstitutional burdens on intellectual freedom. Legislation mandating statewide Internet filters is an example of legislation that ILA opposes because it takes away local control. Legislation which impairs free speech or impacts the Library Confidentiality Act should also be strongly opposed.

Strong Libraries = A Strong Illinois



Illinois Library Association, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654
phone: 312-644-1896; fax: 312-644-1899; e-mail: ila@ila.org; www.ila.org

Illinois Library Association

115th U.S. Congress

| First Session |

KEY ISSUES

Calibrating Security & Privacy

Protecting patron privacy has been a core library value and practice for over a century. Every state in the nation specifically protects individuals' library borrowing records. Librarians believe that we must not and need not trade civil liberties for security and are committed to sensibly amending the PATRIOT ACT, FISA, and other key surveillance statutes and orders accordingly. Maximizing transparency and oversight are key priorities.

Assuring Fast & Fair Internet Access

Robust and equitable public access to information is a fundamental goal of all librarians. High-speed broadband is essential to that access and full participation in the digital age. America's libraries are critical existing infrastructure essential to achieving universal broadband access, adoption, and use, particularly in rural communities. Investing in fast, fair and affordable broadband networks for libraries will help create jobs, build a skilled workforce, and bring the benefits of the Internet and e-commerce to all Americans.

Protecting Copyrights & Enabling Innovation

Copyright is the "traffic code" for much of the information that flows through the Internet and society. Libraries respect it and spend more than \$4 billion annually for copyrighted works. As the Supreme Court has affirmed, ILA believes that "fair use" and other legal exceptions to copyright assure its consistency with the First Amendment and are vital to the health of our innovation economy, culture, and democracy.

Maximizing Government Information Access

Librarians are dedicated to government transparency and the broadest possible public access to non-classified government information. ILA strongly supports legislation to make all non-confidential Congressional Research Service reports available online without charge, and the fastest possible free public access to scientific articles published by the recipients of federal funds.

Helping States Leverage Federal Library Funding

Every state determines how best to use its population-based share of \$156 million in annual matching grant funding through the Institute of Museum and Library Services. Funds enable a wide range of programs and services including: child literacy; broadband access; e-rate application; job search training; and veteran reintegration and support. ILA urges rapid reauthorization of the Museum and Library Services Act and the essential "Grants to States" program it contains.

Strong Libraries = A Strong Illinois



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phone: 312-644-1896; fax: 312-644-1899; e-mail: ila@ila.org; www.ila.org

Illinois Library Association


Chamber Report
March 2017

On Feb. 28, I attended the Darien Chamber Coffee Connection at the Republic Bank in Darien, which had a much smaller turnout than usual. (Normally 6-8 people attend.) I spoke with Renata Kanopka, Vice President and Business Development Banker at Republic, about how our resources might benefit her business clients. She will pass along our information to them. For the future, I have requested from Theresa a flyer highlighting our business programs that I can make available at meetings like this, and send to interested businesses or organizations.

On March 1, I went to the Willowbrook/Burr Ridge Chamber luncheon meeting at Chuck's Southern Comforts Cafe along with Marianne Ryan. She had a slot on the agenda and promoted our upcoming teen jobs fair. (See Marianne's report.) I connected with Torrence Riley (Costco) and Denise Marchetti, (Mutual of Omaha) who are working on the Business Expo coming in June, regarding my participation on that committee. Meetings for this as well as the big push will begin in April. The presentation of the day, by motivational speaker Ben Pohl, covered distracted driving.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison

rails



e-news

New Sparks Podcast on DPLA and DPLAFest

In the [latest Sparks podcast](#), RAILS Executive Director Dee Brennan talks with Andrew Medlar from Chicago Public Library about the [Digital Public Library of America \(DPLA\)](#) and DPLAFest, April 20-21, in Chicago.

[Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit railslibraries.info/sparks to listen via your computer/laptop.

DPLAFest is open to all and advance registration is required. The cost is \$150 and includes access to all DPLAFest events, including a reception on April 20. [Register](#) and view the [schedule](#).

Agenda Available for March 30 RAILS Member Update

The next RAILS Member Update will be Thursday, March 30, from 10 a.m.–noon. RAILS Executive Director Dee Brennan will host the update from our Burr Ridge service center. Members can attend at Burr Ridge, at a variety of other videoconference locations, or via one-way streaming video (RAILS Live). [See more information/register](#).

Topics include the new Directors University and other leadership development initiatives; an update on our e-initiatives, including [Popup Picks](#) and resources to support self-publishing in your community; RAILS [discounts/group purchases](#); updates on our [overlay project](#) and proposed museum pass program, and more. [See agenda](#).

Directors University in Springfield

The first annual Directors University will be held June 5–8 in Springfield. This week-long university is intended for first-time public library directors from libraries of all sizes across the state. Workshops will focus on developing both administrative and leadership skills and will provide opportunities for networking, team building, and informal discussion. Applications will be accepted March 1–27. Fifty applicants will be selected. [Learn more/apply](#). Questions? Contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

RAILS Board: Call for Nominations Begins March 13

Are you or someone you know interested in becoming a volunteer RAILS Board member? RAILS invites nominations for five positions on the RAILS Board:

- 3 public library trustee seats (to be filled by board members from RAILS public libraries)
- 1 academic library seat (to be filled by an individual employed at a RAILS academic library)

March 8, 2017

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Upcoming Meetings

[March 30 RAILS Member](#)

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RAILS Networking Events

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Upcoming RAILS CE

[March 14 Cloud-Based](#)

[Technologies](#)

[March 29 Collection](#)

[Development](#)

[April 6 Open Access](#)

[Resources](#)

[May 2 Grant Writing](#)

RDA Cataloging

[April 11 - Burr Ridge](#)

[April 12 - Algonquin](#)

[April 24 - Coal Valley](#)

[April 25 - East Peoria](#)

Running More Successful

Terms for all positions begin July 2017 and end June 2020. The nomination form will be available on the RAILS website on Monday, March 13.

Spin RAILS' Website Wheel at Youth Services Institute

Visit RAILS in the exhibit area at the [Illinois Youth Services Institute](#) in Springfield on Friday, March 10, 11:30 a.m.—4:30 p.m. If you are attending the conference, be sure to stop by to spin our "website wheel," pick up some great giveaways, and to find out what RAILS can do for youth services staff.

Compensation and Benefits Survey

Through RAILS' partnership with the Management Association (MA), all public libraries may participate in MA's 2017 Library Survey of Compensation and Benefits. Participants will receive free access to the survey results. To participate, email surveys@hrsourc.org by Friday, April 21. Results will be available by July 2017. Questions? Contact [Joe Filapek](#).

Webinar on Open Access Resources for Filling Interlibrary Loan Requests April 6

Tina Baich will offer an overview of open access materials that are available to fill interlibrary loan requests in this webinar on Thursday, April 6, 1:30–3:00 p.m. Learn about online tools to locate open access resources. Log into L2 for more [information/registration](#).

Grant Writing for Libraries: Strategies for Success

RAILS is partnering with Infopeople to offer a four-week online course about the library grant planning and writing process. The course runs from May 2 to May 30 and space is limited. The registration fee is \$25. See L2 for more [information/registration](#). (Login information will be provided before the course begins.)

Legal Issues for Supervisors Workshops

Management Association will present two identical workshops on legal issues for supervisors. Participants will learn how to address legal issues that managers commonly encounter such as employee medical conditions, potential harassment, wage concerns and more. Log into L2/register at your location of choice using the links below.

- [Wednesday, May 10](#), 12:30–4:30 p.m., Fondulac Public Library District (East Peoria)
- [Wednesday, May 17](#), 12:30–4:30 p.m., Bensenville Community Public Library District

RDA Cataloging Workshops

Lynnette Fields, Director of Technical Services at Southern Illinois University Edwardsville, will present a workshop on RDA (Resource Description and Access) cataloging. Learn about FRBR (Functional Requirements for Bibliographic Records), see a demonstration of the RDA Toolkit, and practice original and copy cataloging using RDA. Choose one location/date below, and log into L2 to register.

- [Tuesday, April 11](#), 9:30 a.m.—4:30 p.m., RAILS Burr Ridge service center
- [Wednesday, April 12](#), 9:30 a.m.—4:30 p.m., Algonquin Area Public Library
- [Monday, April 24](#), 9:30 a.m.—4:30 p.m., RAILS Coal Valley service center
- [Tuesday, April 25](#), 9:30 a.m.—4:30 p.m., RAILS East Peoria service center

Running More Successful Board Meetings Workshops

Nancy Sylvester, author and professional parliamentarian, will cover what you need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Choose one location/date below, and log into L2 to register.

[April 29 - Sycamore](#)

[Legal Issues for Supervisors](#)

[May 10 East Peoria](#)

[May 17 Bensenville](#)

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Other RAILS CE Opportunities

[Leverage Cloud-Based Technologies Webinar, March 14](#)

[Linked Data Summit March 16](#)

[Collection Development Webinar March 29](#)

RAILS Networking/Continuing Education Group Grants

RAILS is offering a limited number of grants to member networking groups to fund continuing education events available to RAILS members and of interest to a wide range of library staff. Priority will be given to networking groups that have not received a grant in the past 12 months. The next application deadline is March 31. Questions? Contact [Joe Filapek](#) at 630.734.5132. [View grant application/conditions.](#)

RAILS Multitype Collaborative Grants

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. Applications for the second round of grants will be accepted through April 28, 2017. See [application form/details.](#)

RAILS is pleased to award grant funding for five collaborative projects from the first round of grant applicants. [See the list of award recipients.](#)

East Peoria Area Networking Opportunity

All RAILS members are invited to a networking lunch on Friday, April 28, at 11:30 a.m., at the RAILS East Peoria service center. This is a perfect opportunity for all library staff in the area to connect with the RAILS Board and staff and other colleagues. Attendees are invited to stay for the RAILS Board meeting in East Peoria at 1 p.m. [Register/more information.](#)

Intellectual Freedom Survey

The Illinois Library Association (ILA) Intellectual Freedom committee has prepared a survey and welcomes input from staff at all levels from different types of libraries who are responsible for collection development. The information received will help determine how to better support ILA members, especially in times of intellectual freedom challenges. [Take the survey.](#) The deadline is March 24.

Trends in Weeding and Collection Development Workshop March 16

LACONI's Reference/Adult Services section (RASS) and the Reference Association of South Suburban Libraries are offering a weeding and collection development workshop on Thursday, March 16, 9:30 a.m.–12:30 p.m., at the RAILS Burr Ridge Service center. This event is partially funded by a RAILS [networking/continuing education group grant.](#) See L2 for [more information/registration.](#)

Small Library Educational Development Day (SLEDD) April 6

Registration is open for SLEDD on Thursday, April 6, at the Mendota Civic Center. This mini-conference will focus on social media, marketing, and legal issues. RAILS staff will talk about [BiblioBoard](#) and [eRead Illinois.](#) The full day cost is \$26 per person and covers food/beverages. This event is partially funded by a [RAILS networking/continuing education group grant.](#) See

Project Next Generation Grant Webinar March 9

This webinar on Thursday, March 9, at 2:30 p.m., will help public libraries complete a successful Project Next Generation (PNG) Grant proposal. Registration for the webinar must be done through [L2](#). See additional grant details on the [PNG Grant application webpage](#). The application deadline is March 31, 2017.

2017 Illinois Library Association (ILA) Conference Call for Programs

Libraries of all types and sizes are invited to submit program proposals for the 2017 ILA Conference, "Rise Up!" The conference will be held at the Tinley Park Convention Center, October 10-12, 2017. More information, including possible topic ideas, is available on the [ILA website](#). The deadline for submission is Friday, March 24.

Reaching Forward South April 7

Reaching Forward South, "Don't Underestimate the Power of the Library," will be held April 7, at Eastern Illinois University. Select from sessions on Advocacy, Programming, Technology, and Staff/Staffing. New this year are Office Hours, where experts will be available for one-on-one consultation. The cost is \$75 and includes lunch and prizes. See [more information/register](#).

Let's Move! Libraries Project Survey

The Library and Information Studies Department at the University of North Carolina is seeking your help. [Fill out this short survey](#) about any movement-based programs or services your library provides/has provided/will provide. Survey results will be shared on the [project website](#) in Fall 2017.

ILA Intellectual Freedom Award Nominations

The Illinois Library Association (ILA) Intellectual Freedom Committee is seeking nominations of an individual or group for outstanding contributions in defending intellectual freedom. See [more information](#).

RAILS Library Director News

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


RAILS Member Question of the Month

Every month, RAILS features the answer to a frequently asked member question. If you have a question you would like us to feature, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

Can libraries still report patrons who owe fines/fees to a collection agency and will that affect the patron's credit rating?

RAILS received this response from our attorney regarding this issue: "We looked into the question raised as to whether overdue library fines can be reported by collection companies to the Credit Reporting Agencies (Equifax, Experian, and TransUnion). Based on our review, it appears that library fines can no longer be reported to the Credit Reporting Agencies." [Read more...](#)

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e-news

Directors University in Springfield

The first annual Directors University will be held June 5–8 in Springfield. This week-long university is intended for first-time public library directors from libraries of all sizes across the state. Workshops will focus on developing both administrative and leadership skills and will provide opportunities for networking, team building, and informal discussion. Applications will be accepted March 1–27. Fifty applicants will be selected. [Learn more/apply](#). Questions? Contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

Illinois Talking Book Outreach Center Update (ITBOC)

In January 2016, the Illinois State Library (ISL) informed RAILS, the Illinois Heartland Library System, and the Chicago Public Library, that grant funding for talking book services for library systems would end after FY2016 due to the Illinois budget impasse. ISL offered to take over these services at that time. The RAILS Board voted to use RAILS funding to continue operating the [Illinois Talking Book Outreach Center \(ITBOC\)](#) through FY2017 while we continued to monitor state funding. Unfortunately, the Illinois budget impasse continues. Since RAILS no longer receives funding to provide talking book services, the RAILS Board voted to transfer these services to ISL as of September 1, 2017. This will give us time to plan for a smooth service transition.

As of September 1, the [Illinois State Library Talking Book and Braille Service](#) will handle reader advisory service for talking book patrons throughout Illinois. Budgetary constraints will likely impact traditional outreach, such as exhibits at senior fairs and presentations to groups. To mitigate this impact, ITBOC is focusing on recruiting public libraries to serve as talking book ambassadors and RAILS will continue to promote talking book services to our members and others throughout the state. [See more information](#) about this change.

To find out how your library can become a talking book ambassador, contact [Rose Chenoweth](#), ITBOC Director.

Supporting the Self-Published Community Webinar

Self-publishing is growing at an explosive rate. What does this mean for your library? How can you better support local authors, artists, and others in your creative community and connect your patrons with this new local content? Get the answers to these and other questions by attending one of two identical webinars on [Tuesday, March 7, at 2 p.m.](#) or [Wednesday, March 8, at 10 a.m.](#)

You'll also learn more about a group purchase RAILS is offering for three BiblioBoard products

March 1, 2017

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Upcoming RAILS CE

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[March 14 Cloud-Based Technologies](#)

[March 23 Discipline and Discharge](#)

[March 29 Collection Development](#)

RDA Cataloging

[April 11 - Burr Ridge](#)

[April 12 - Algonquin](#)

[April 24 - Coal Valley](#)

[April 25 - East Peoria](#)

Visit RAILS at Youth Institute

RAILS will have a table in the exhibit area at the [Illinois Youth Services Institute](#) in Springfield next week. Exhibit hours are on Friday, March 10, from 11:30 a.m.–4:30 p.m. If you are attending the conference, be sure to stop by to spin our "website wheel," pick up some great giveaways, and to find out what RAILS can do for youth services staff.

Annual Certification Deadline is March 31

All RAILS libraries must complete the annual online certification form on the [Illinois State Library's certification website](#) to certify that they are meeting system membership requirements. Before completing the form, all libraries are required to complete the annual [Interlibrary Loan \(ILL\) Traffic Survey](#) that covers July 1, 2015–June 30, 2016.

All RAILS libraries must complete the ILL survey and certification form by Friday, March 31 to remain eligible for system services such as delivery, continuing education, grant projects, and other programs/services. [See more information](#). If you have any questions, contact the RAILS Certification Team at certification@railslibraries.info or 630.734.5160.

RAILS Member Update March 30

The next [RAILS Member Update](#) will be Thursday, March 30, 10 a.m.–noon. Topics include RAILS' involvement in several leadership development initiatives; [DPLAFest](#); an update on our e-initiatives, including [Popup Picks](#) and resources to support self-publishing in your community; [RAILS discounts/group purchases](#); an update on our [overlay project](#), and more. [See more information/register](#).

Recording of Making Meetings Work Webinar Available through March 7

If you missed the Management Association's recent webinar, "Making Meetings Work," sign into the RAILS website (with your email address and password used for L2) to [view the recording](#) and handout in the CE Archives section through March 7.

Linked Data Summit March 16

Midwest Collaborative for Library Services (MCLS) is hosting a virtual Linked Data Summit on Thursday, March 16, 8:30 a.m.–2:30 p.m. RAILS has arranged for group viewings at the RAILS Burr Ridge and East Peoria service centers. Topics include an update on the Library of Congress BIBFRAME pilot project, a presentation from Zepheira, and several libraries will discuss their linked data projects. See L2 for more [information/registration](#).

Collection Development Webinar March 29

Sheila Ruh, speaker for the Illinois Reading Council, will offer best practices for library collection development plans and management in this webinar on Wednesday, March 29, 1:30–3:00 p.m. Learn how to maximize your financial resources and market your collection. Log into L2 for [more information/registration](#).

RDA Cataloging Workshops

Lynnette Fields, Director of Technical Services at Southern Illinois University Edwardsville, will present four identical workshops on RDA (Resource Description and Access) cataloging. Learn about FRBR (Functional Requirements for Bibliographic Records), see a demonstration of the RDA Toolkit, and practice original and copy cataloging using RDA. Log into L2/register at your location of choice using the links below.

- [Tuesday, April 11, 9:30 a.m.–4:30 p.m.](#), RAILS Burr Ridge service center

Board Meetings

[April 22 - Matteson](#)[April 29 - Sycamore](#)

**Certification/Networking
Events**

[March 7 Rockford](#)

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- [Tuesday, April 25, 9:30 a.m.–4:30 p.m.](#), RAILS East Peoria service center

Running More Successful Board Meetings Workshops

Nancy Sylvester, author and professional parliamentarian, will cover what you need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Two identical workshops will be held. Log into L2 to register to attend one of the following:

- [Saturday, April 22, 9:30 a.m.–12:30 p.m.](#), Matteson Public Library
- [Saturday, April 29, 9:30 a.m.–12:30 p.m.](#), Sycamore Public Library

Other RAILS CE Opportunities

[Simple Strategies for Social Media](#) webinar, March 2

[Leverage Cloud-Based Technologies](#) webinar, March 14

[Best Practices for Employee Discipline and Discharge](#), March 23

RAILS Networking and Certification Assistance Event in Rockford

The RAILS Certification Team will attend a networking event at the RAILS Rockford service center on Tuesday, March 7, 10 a.m.–noon, to help you complete the required annual online certification form and Interlibrary Loan Traffic Survey on the spot (see above). Bring your laptop or use one of the computers we will have available. Refreshments will be served. You'll also have the opportunity to network with other attendees and hear the latest RAILS news. [Register/more information.](#)

East Peoria Area Networking Opportunity

All RAILS members are invited to a networking lunch on Friday, April 28, at 11:30 a.m., at the RAILS East Peoria service center. This is a perfect opportunity for all library staff in the area to connect with the RAILS Board and staff and other colleagues. Attendees are invited to stay for the RAILS Board meeting in East Peoria at 1 p.m. [Register/more information.](#)

Program Schedule Available for DPLAFest

Tattoos, metadata, and social media, oh my! Register now for DPLAFest, April 20–21, in Chicago. The two-day event is open to all and advance registration is required. The cost is \$150 and includes access to all DPLAFest events, including a reception on April 20. [Register here and view the schedule.](#)

Library OnConference March 9

Library OnCon is a networking event for public library staff taking place virtually through Google Hangouts. This year's "Seize the Moment" conference is being co-sponsored by RAILS and will feature two presenters from the Howard County Library System who will share ideas and inspiration for connecting your library to your community in fresh, engaging ways. [More information/register.](#)

Librarians Working Together (LWT) Staff Development Day

Registration is open for the 7th annual LWT Staff Development Day on Friday, March 10, at Faranda's Banquet Center, in DeKalb. This mini-conference will focus on customer service, programming, and collection development. [See more information.](#) The cost is \$23 per person and covers food/beverages. This event is partially funded by a RAILS [networking/continuing](#)

Consideration of RFID

Information regarding missing items

We recently inventoried some of the popular DVD genres that are in security cases:

- The total number of DVDs in these genres is 9,563.
- The total value of these DVDs is \$184,823.00.
- The total number of missing through Feb. 2017 is 320. That is 3.35% of these collections.
- The value of the missing items is \$5,199.00. That is 2.81% of the value of these collections.

This is the list of genres inventoried and the percentage missing from each collection:

Drama (majority in security cases)	2.54
Adventure (majority in security cases)	4.23
Musicals (no security cases)	2.82
Sci – Fi (majority in security cases)	5.11
Horror (majority in security cases)	4.00
Comedy (75% in security cases)	3.45
War (50% in security cases)	3.33
Suspense (68% in security cases)	2.69
Blu-Ray (majority in security cases)	9.34
Western (just a few in security cases)	2.94

We recently inventoried some of the popular CD genres. Some of these are in security cases and some are not:

- The total number of CDs in these genres is 6,367.
- The total value of these CDs is \$81,773.00.
- The total number of missing through Feb. 2017 is 304. That is 4.77% of these collections.
- The value of the missing items is \$3,733.00. That is 4.56% of the value of these collections.

This is the list of genres inventoried and the percentage missing from each collection:

Country (not in security cases)	7.11
Dance (not in security cases)	2.56
Electronica (50% in security cases)	3.03
Pop (77% in security cases)	1.89
Rap (100% in security cases)	2.15
R & B (58% in security cases)	0.54
Rock (86% in security cases)	6.45

Self Service Scenarios

No security scenario

Upfront cost \$9,470.00
Annual maintenance \$675.00; 5 years = \$3,375.00
Upfront cost + 5 years maintenance \$12,845.00

Current scenario – security cases on popular DVDs/CDs, RFID just on items in security cases, no security gates

Upfront cost \$33,970.00
Annual maintenance \$5,949.00; 5 years = \$29,745.00
Upfront cost + 5 year maintenance \$63,715.00

Recommended scenario – RFID on all items, security gates, no security cases on popular DVDs/CDs

Upfront cost \$62,700.00
Annual maintenance \$3,887.00; 5 years = \$19,435.00
Upfront cost + 5 year maintenance \$82,135.00

Everything scenario – RFID on all items, security gates, security cases on popular DVDs/CDs

Upfront cost \$71,500
Annual maintenance \$7,500.00; 5 years = \$37,500.00
Upfront cost + 5 year maintenance \$109,000.00

Auto Renewal of Items on SWAN

SWAN is offering the option to libraries to provide auto-renewal to patrons.

- Any item that can be renewed would automatically be renewed.
- Items that cannot be renewed include items where the renewal limit has been reached, the title has holds, or the item is from a library outside of SWAN.
- Patrons who receive email notices would receive an email notice telling them which items could not be renewed and which items were renewed. Patrons who receive notices by text or the automated phone system would not receive auto renewal notification but could review their account to see which items were renewed and which items were not renewed.
- Even if IPPL chooses to not select auto renewal, IPPL items sent through ILL to another library which has chosen auto renewal would be checked out under the lending library's loan rules and the IPPL items would be auto-renewed.
- Oak Lawn Public Library has been testing the service for SWAN. They state that their patrons appreciate it. For December and January Oak Lawn saw a 40% decrease in their fine revenue. The director said this is not an issue for them.
- Other consortium in Illinois are offering auto renewal. Some libraries in the consortium have chosen to offer auto renewal and some libraries have chosen to not offer auto renewal:
 - I talked to St. Charles Library has been offering auto renewal for over a year. They state that their patrons appreciate it. They have seen a 30% decrease in fine revenue but that is not important to them (they budgeted just \$80,000 in fine revenue as part of a \$7.8 million budget.)
 - Glenn Ellyn Public Library which to not offer auto renewal because of the potential loss of fine revenue. This is an important revenue line for them.

This is an informational memo about the Building Maintenance/Repairs Line (63800). This line is currently \$21,607 over our budgeted amount with four months to go in this fiscal year. Here are some of the reasons why this line is over this year:

- Projects that were not budgeted came out of this line:
 - LED Sconce light replacement (Kids and Teens) \$4,540
 - Reupholster of chair and ½ and arm covers \$1,555
- There was a billing glitch with our HVAC service company, Kroeschell. Just over \$9,000 worth of bills from last fiscal year did not show up until months into the current fiscal year. Therefore, the \$9,000 had to be charged to this year’s budget. (Please know that I had a face-to-face conversation with the Vice President of Kroeschell who assured me that this would never happen again. Since meeting with him, the billing has been much more efficient.)
- The HVAC system is aging and is in need of more frequent repair. For a building our size, we have a complicated system. We have a maintenance contract with Kroeschell, which covers inspection and maintenance of the boiler, the chiller, the automation system, and the air handler. So far this year, we have paid just over \$26,000 to Kroeschell for repairs. Without that \$9,000 that should have been paid last year, the figure would be around \$17,000. In 2015-2016, we paid \$22,592.89 (which should have been \$31,663.66).

There are four months left in FY2016-2017. We will need to pay regular maintenance contracts for March, April, May and June bills. Maintenance contracts will total \$5,251. Additionally, we will have repair bills, which is an unknown amount.

I am currently working on budget recommendations for 2017-2018 and I will request that we increase the Building Repair/Maintenance line.

For your information, here is a history of what we have expenditures in the building line since FY2009-2010:

Fiscal Year	Actual Spent
FY09-10	48,025.70
FY10-11	48,900.59
FY11-12	42,768.81
FY12-13	36,711.31
FY13-14	43,343.28
FY14-15	45,356.16
FY15-16	65,103.77 (Includes \$9,000)
FY16-17 (So far)	62,607.19 (without \$9,000)

Submitted by:

Laura Birmingham

Kids & Teens

A mother was leaving via the upper hallway with her toddler. The toddler was wearing one of our "Book Bundles" and as he walked along he said, "Thanks mom for getting be a backpack with stuff in it!" "It's got numbers and I really need some numbers!" Thanks Katie for such a great resource for our community.

Circulation

Patron remarked that she went to the online dating seminar and said "T.J. is so cute. I learned a lot at the seminar."

A regular patron was returning some music cds and suggested that the blue problem forms we insert should have a sticky edge so that they are fixed on the cd case.

When are you going to get the cloth library bags like DG has? And when are you going to get the RFID to check everything out at once?

Elderly patron complained we raised late fees to .25 cents a day and we don't have a 3 day grace period. Woodridge and Hinsdale still only charge .10 cents.

Patron filling out a new card registration form remarked, "Why are you having me fill out this card when you are entering my information in the computer anyway? It seems like double work to me."

A patron had a question about the upcoming TED Talks Program. I answered his question and he commented "This place is a jazzy place".

After I notarized a document for a patron they said "You can do anything at the library."

Adult

While at a program at another library, a patron of that library said that Indian Prairie is the first to have new romance books. She comes to our library frequently because of our romance book collection.

After helping a patron with a tax appointment, she said, "I love your library, and I love all that you do for us."

"I wanted to thank Mary K. for recommending Michael Palmer, who writes medical thrillers. Once I listened to the first one, I had to go back and listen to the rest of his novels. I was happy to discover a new author."

A patron commented that Audra is awesome and very knowledgeable. "She is always helpful!"

February 2017 Listening Posts

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Patron commented that we should be more mindful of where we put the "current issue" stickers on magazines. Often, they cover up the title or an important part of the cover image.

Patron does not like the face out shelving for DVDs. She never looks beyond the first few DVDs. She prefers spine out shelving. She likes the shelving at Woodridge Library. She also does not like trying to get down to reach items on the bottom shelf. It is too hard.

The patron said she does not like that the fines were hiked up from 10 cents to 25. None of the other libraries in the area have fines this high, and some have a 3 day grace period.

Patron asked if we could swap the study carrels in front of the Adult Ask Us Desk for a table to take advantage of the outlets by the carrels (all of the larger tables were in use and his setup wouldn't fit on the carrels).

Technology

Administration

One of our volunteers in Administration told me that his grandson and his grandson's friend had a wonderful time at the Lego Chain Reactions program on February 4th. He said that his grandson just loves the Lego and Minecraft programs that the library has and he wanted me to tell the K&T staff what a wonderful job they all do.

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JANUARY 6, 2017

Rumors of the Demise of Books Greatly Exaggerated

READING AMERICA: AMERICANS WHO
READ 1 TO 10 BOOKS IN PAST YEAR

AGE 65+

AGE 18-29

48%

53%

GALLUP, DEC 7-11

by Art Swift and Steve Ander

Story Highlights

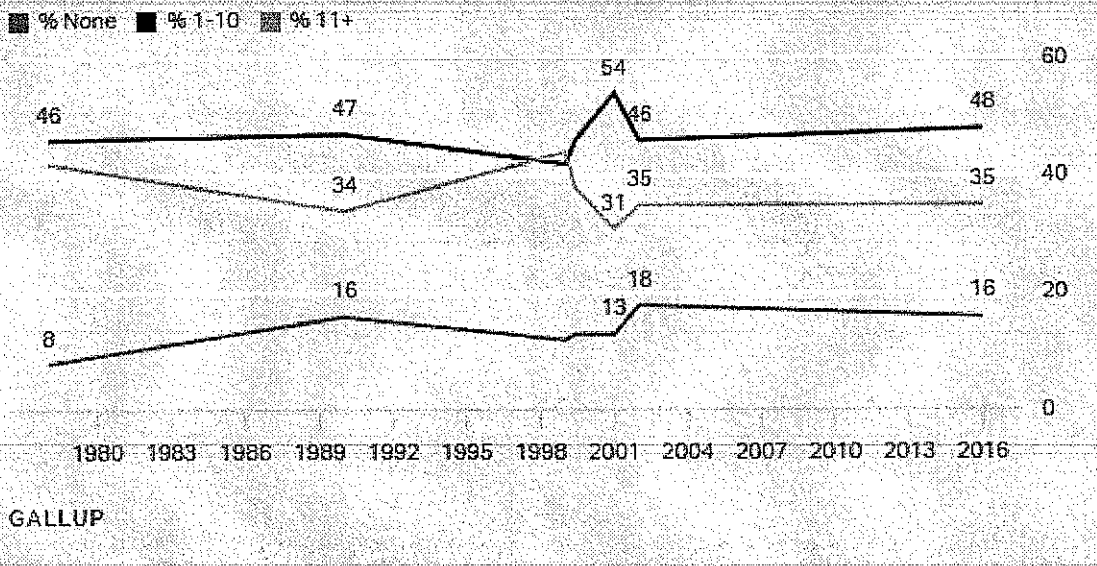
- 35% say they read more than 11 books in the past year
- 53% of young adults read between one and 10 books in the past year
- 73% prefer printed books to e-readers or audio books

WASHINGTON, D.C. -- Despite the abundance of digital diversions vying for their time and attention, most Americans are still reading books. In fact, they are consuming books at nearly the same rate that they were when Gallup last asked this question in 2002 -- before smartphones, Facebook or Twitter became ubiquitous. More than one in three (35%) appear to be heavy readers, reading 11 or more books in the past year, while close to half (48%) read between one and 10 and just 16% read none.

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Americans and Book Reading

During the past year, about how many books did you read/listen to, either all or part of the way through?



The number of Americans who say they read no books in the past year has doubled since the first time Gallup asked this in 1978, from 8% then to 16% now, but has been fairly steady near the current level since 1990.

The results are based on an open-ended question that asked half of Americans to recall the number of books they read all or part of the way through in the past year -- the trend wording -- and the other half to recall the number of books they read or listened to all or part of the way through. Given that there was no meaningful difference in the answers, the results to the two versions were combined.

Oldest Americans Reading More Than They Used To

Although the survey did not track the types of books that Americans read by age group, book reading in general is fairly similar by age group among U.S. adults. It is a bit more prevalent among the oldest and youngest age groups than among those in the middle years. Roughly nine in 10 adults aged 18 to 29 (91%) report reading at least one book in the past year -- possibly related to the required reading among college students within this age group. The percentage among those aged 65 and older is 85%. Nearly four in 10 respondents in both age groups say they read more than 10 books.

The most meaningful differences in reading behavior since 2002 are evident among Americans aged 65 and older. Collectively, they are reading more books than the same age group did in 2002. The percentage reading one or more books increased from 68% to 85%, including a four-percentage-point increase in those reading 11 or more, from 33% to 37%.

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Amount of Books Americans Read, by Age

During the past year, about how many books did you read/listen to, either all or part of the way through?

	None	1 to 5	6 to 10	11 to 50	51 or more
	%	%	%	%	%
2016					
18 to 29 years old	9	32	21	34	4
30 to 49 years old	19	34	13	26	8
50 to 64 years old	20	39	10	25	6
65+ years old	14	35	13	25	12
2002					
18 to 29 years old	13	35	13	32	7
30 to 49 years old	16	34	16	27	6
50 to 64 years old	15	29	21	28	7
65+ years old	29	26	9	22	11

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Americans Still Turning the Printed Page

With the advent of e-readers and tablets in the past decade, some futurists predicted the imminent extinction of printed books. It was said that the ability to download, read and store thousands of digital books on these devices would quickly reduce demand for the paper versions. However, this prophecy appears to be far from true -- so far. Among those who say they read at least one book last year, the vast majority say they most often read printed books, at 73%. About one in five most often read electronic books, while only 6% mostly experienced books in audio form.

Americans' Methods of Reading Books

Which do you do most often -- read printed books, read electronic books on a tablet or e-reader, or listen to audio books?

	Printed books	Electronic books	Audio books
	%	%	%
2016 Dec 7-11	73	19	6

NOTE: Asked of those who have read at least one book in the last year

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Bottom Line

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Despite Americans' ability to access more information, social networks, games and media than ever before, as well as the lingering rumors of the book's demise, Americans still say they are reading books.

Additionally, while some have alleged that technology would displace printed books, this shift has not been as swift as expected. In fact, recent industry data show that sales of printed books have been increasing. While it is unclear if Americans are reading books only partially, reading shorter books or reading lower-quality books than they used to, the fact that they are reading just as many books as they were 15 years ago could signify welcome news to aspiring authors and publishers.

This suggests that book reading is a classic tradition that has remained a constant in a faster-paced world, especially in comparison to the slump of other printed media such as newspapers and magazines.

Historical data are available in [Gallup Analytics](#).

Survey Methods

Results for this Gallup poll are based on telephone interviews conducted Dec. 7-11, 2016, with a random sample of 1,028 adults, aged 18 and older, living in all 50 U.S. states and the District of Columbia. For results based on the total sample of national adults, the margin of sampling error is ± 4 percentage points at the 95% confidence level. All reported margins of sampling error include computed design effects for weighting.

Each sample of national adults includes a minimum quota of 60% cellphone respondents and 40% landline respondents, with additional minimum quotas by time zone within region. Landline and cellular telephone numbers are selected using random-digit-dial methods.

[View complete question responses and trends.](#)

Learn more about how the [Gallup Poll Social Series](#) works.

RELEASE DATE: January 6, 2017

SOURCE: Gallup <http://www.gallup.com/poll/201644/rumors-demise-books-greatly-exaggerated.aspx>

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