

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting**  
**May 18, 2016 – 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

- |  |        |
|--|--------|
| 1. White to Bukovac re: Per Capita Grant   | Page 4 |
| 2. Reger to Bukovac re: AARP Tax Assistance  | Page 5 |
| 3. Foster to Staff re: National Library Week   | Page 6 |
| 4. Bongiovanni to Bukovac re: Darien Dash  | Page 8 |
| 5. Hinsdale South High School Deaf and Hard of Hearing School to Hartney re: Thank You | Page 9 |

- E. Omnibus Consent Agenda

- |   |            |        |
|---|------------|--------|
| 1. Minutes of Regular Board Meeting, March 16, 2016 | Page 10    | Action |
| 2. Treasurer's Report                               | Page 13&23 |        |
| 3. Action on Bill/Additional Bills                  | Page 17&27 |        |
| 4. Proposed Changes to Policies:                    | Page 32    |        |
| 410- Hours of operation                             | Page 34    |        |
| 415- Closings                                       | Page 34    |        |
| 420- Library cards                                  | Page 35    |        |
| 465- Internet                                       | Page 37    |        |
| 470- Website  | Page 39    |        |
| 474- 3D printer                                     | Page 40    |        |
| 480- Privacy  | Page 41    |        |
| 600- Use of Facilities                              | Page 44    |        |
| 620- Community Information Flyers and Posters       | Page 48    |        |
| 621- Distribution of Free Publications              | Page 48    |        |
| 630- Displays                                       | Page 50    |        |
| 635- Art Exhibits                                   | Page 51    |        |
| 660- Meeting Rooms                                  | Page 52    |        |
| 800- Personnel                                      | Page 55    |        |

Proposed Changes to Policies (continued)		
1000- Emergency closings	Page 92	
1100- Gifts	Page 93	
5. Ordinance #2016-1 Authorizing Non-Resident Cards	Page 95	
6. Policy Committee Minutes April 12, 2016	Page 97	
F. Items Deleted from Omnibus Consent Agenda		Action
G. Library Director's Report	Page 98	Information
H. Department Reports		Information
1. Assistant Director	Page 102	
2. Marketing	Page 115	
3. Adult	Page 125	
4. Circulation	Page 127&129	
5. Technology and Technical Services	Page 132	
6. Youth	Page 136	
I. Staff Report		
None		
J. Reports		
1. Chamber Reports (Ryan and Jensen)	Page 153	Information
2. RAILS	Page 154	Information
3. Building and Grounds Committee (None)		
4. Finance Committee (None)		
5. Planning/Outreach Committee (None)		
6. Policy Committee (None)		
K. Unfinished Business		
None		
L. New Business		
1. Little Free Libraries		Discussion
2. Website Preview		Information
3. HCS Family Services/District 86 Food Pantry		Discussion
4. Trustee Visits to Libraries Reports		Discussion
M. Committee Meetings		
1. Schedule Finance Committee meeting – Krupicka, Damon, Ruscitti; week of May 30 or week of June 6		
2. Schedule Plan/Outreach Committee meeting- Deshmukh, Krupicka, Ruscitti		
N. Community Events		

## O. Library Event

iPad/iPhone - Editing & Sharing Photos	5/18/2016	10:00 AM	Meeting Room
Samsung Galaxy/Android - Editing & Sharing Photos	5/18/2016	11:30 AM	Meeting Room
Drama Reading Group	5/18/2016	2:00 PM	CR 101
Movies and More--Steve Jobs	5/19/2016	2:00 PM	Meeting Room
Tech Talk - Travel Gadgets and Apps	5/19/2016	7:00 PM	Board Room
ESL Conversation Group	5/21/2016	10:00 AM	Board Room
Teen Advisory Board (TAB)	5/21/2016	2:30 PM	Meeting Room
Adult Chess Group	5/23/2016	6:00 PM	Board Room
Great Decisions	5/23/2016	7:00 PM	Meeting Room
Drop-In: eLibrary	5/24/2016	6:00 PM	Lobby
Short on Time Book Discussion Group	5/25/2016	10:00 AM	Board Room
4th Wednesdays: Traveling to Cuba	5/25/2016	1:00 PM	Meeting Room
Genealogy Group	5/26/2016	1:00 PM	Meeting Room
Intro to Windows 10	5/26/2016	6:30 PM	Meeting Room
Ask an iPad/iPhone Expert	5/26/2016	7:00 PM	Lobby
Intro to 3D Printing	5/28/2016	10:00 AM	Meeting Room
Call to Action Workshop	6/1/2016	1:00 PM	Meeting Room
Beginner's Genealogy	6/1/2016	6:30 PM	Meeting Room
ESL Conversation Group	6/4/2016	10:00 AM	Board Room
Community BUILDING Event	6/4/2016	1:00 PM	WouldShop
Gaming Lock-In	6/4/2016	7:00 PM	IPPL
Adult Chess Group	6/6/2016	6:00 PM	Board Room
Ask the Master Gardeners	6/6/2016	6:00 PM	Lobby
Artistic Effects and Glorious Gardens	6/6/2016	7:00 PM	Meeting Room
Intro to Windows 10	6/7/2016	4:00 PM	Meeting Room
Excel Basics	6/7/2016	6:30 PM	Meeting Room
Facebook 101	6/8/2016	10:00 AM	Meeting Room
Garden Buddies VolunTEEN Orientation	6/8/2016	2:00 PM	IPPL
Intro to Word	6/9/2016	4:00 PM	Meeting Room
Garden Buddies VolunTEEN Orientation	6/9/2016	4:00 PM	IPPL
Community Gardening Project with Sunny Patch	6/9/2016	6:30 PM	IPPL
Excel Basics	6/9/2016	6:30 PM	Meeting Room
iPad/iPhone 101	6/11/2016	10:00 AM	Meeting Room
Stories Together	6/11/2016	10:30 AM	Youth Room
S.T.E.M. Buddies	6/13/2016	2:00 PM	Meeting Room
Adult Chess Group	6/13/2016	6:00 PM	Board Room
Current Events Group	6/13/2016	7:00 PM	Meeting Room
Book Buddies	6/14/2016	10:30 AM	Youth Room
Chess Club	6/14/2016	2:00 PM	Youth Room
Hacking Electronics	6/14/2016	2:00 PM	

## P. Adjournment



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

March 28, 2016

Ms. Jamie Bukovac, Director  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, Illinois 60561-4207

Dear Ms. Bukovac:

I am pleased to award the Indian Prairie Public Library District a FY2016 Illinois Public Library Per Capita Grant in the amount of \$32,783.48. Over \$9.4 million is being awarded this year to Illinois public libraries serving nearly 11.5 million patrons at a rate of \$0.77085 per resident, a reduction due to state budget cuts.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the state budget impasse, payment of these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2017. All expenditures must have concluded by that date.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State  
and State Librarian

cc: Victoria Suriano, Board President  
FY2016 Indian Prairie Public Library District Per Capita File

JW:isl

5

**Jamie Bukovac**

---

**From:** Kenneth Reger <klr007@sbcglobal.net>  
**Sent:** Tuesday, April 12, 2016 4:11 PM  
**To:** Jamie Bukovac  
**Subject:** 2015 Filing Season

I would like to take this opportunity to thank you and your staff for making this another successful filing season for the AARP Tax-Aide Program. The assistance provided from your information technology department as well as those involved in scheduling the may clients that we serviced is greatly appreciated.

Thanks again and look forward to working with your staff in the 2016 filing season.

**Ken Reger**  
**District Coordinator**

1224 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
202-225-3515

2711 EAST NEW YORK STREET, SUITE 204  
AURORA, IL 60502  
630-585-7672

195 SPRINGFIELD AVENUE, SUITE 102  
JOLIET, IL 60435  
815-280-5876



COMMITTEE ON FINANCIAL SERVICES  
SUBCOMMITTEE ON CAPITAL MARKETS AND  
GOVERNMENT-SPONSORED ENTERPRISES  
SUBCOMMITTEE ON  
MONETARY POLICY AND TRADE

6

**BILL FOSTER**

CONGRESS OF THE UNITED STATES  
11TH DISTRICT, ILLINOIS

The Indian Prairie Public Library District

401 Plainfield Rd.

Darien, IL 60561

April 12, 2016

To the staff of Indian Prairie Public Library District,

To commemorate National Library Week, I took to the floor of the House of Representatives to speak about the ways in which libraries are enriching our communities every day.

I am so proud to represent a district where the local library remains an invaluable resource for so many people.

I wanted to provide you with a copy of my speech as a token of my appreciation for all of the work you are doing to make sure this rich tradition continues.

Your hard work is strengthening our communities, and making them better places to live.

Thank you,

A handwritten signature in black ink that reads "Bill Foster".

Bill Foster

Member of Congress



United States  
of America

# Congressional Record

PROCEEDINGS AND DEBATES OF THE 114<sup>th</sup> CONGRESS, SECOND SESSION

## House of Representatives

### National Library Week

HON. BILL FOSTER  
OF ILLINOIS  
IN THE HOUSE OF REPRESENTATIVES  
April 12, 2016

**Mr. FOSTER.** Mr. Speaker, I rise today to commemorate National Library Week – and to celebrate how local libraries continue to be a vital resource in communities across this nation.

Libraries have evolved beyond buildings of quiet study into engaging community centers – where people can gather to collaborate on projects, children can come to participate in educational activities, and job-seekers can use as a resource for help finding connections with employers.

National Library Week is a perfect opportunity to highlight the services being provided in libraries, by librarians and staff focused on creating environments where people can not only find the information they need – but use that information to better themselves and their communities.

Counting both public and private, there are nearly 120,000 libraries across the United States, which together employ more than 350,000 people, and provide services to millions of Americans each year.

In my district, I've seen this transformation taking place – where access to the latest technologies like 3D printers and laser cutters can often be found at the local library. Libraries across this country continue to serve as centers of education, research, and community involvement.

Thank you to the librarians and staff who strive to make the local library a gathering place for everyone – the work you are doing is strengthening this country and making our neighborhoods better places to live.

*Bill Foster*



8

March 16, 2016

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

Dear Jamie:

The Darien Chamber of Commerce will host the 16th Annual Darien Dash on Sunday, May 15th. 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

Jane -

We want to thank you so much for your kind words this morning. Your ongoing support is what makes this program so successful. Thank you for your patience, time and compassion. We look forward to your continued support!

Timbell, Linda Ser, Kay R G

10

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of March 16, 2016

**Board of Trustees Regular Meeting  
March 16, 2016 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:05 p.m. Secretary Deshmukh called the roll.  
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Diane Ruscitti, Victoria Suriano  
Absent: Crystal Megaridis  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Natalie Williams  
Others:

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

B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich 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

D. Communications and Announcements

1. Beardsley to Bukovac re: Darien Woman's Club Soap Collection
2. Guerilla Storytime Training Featuring Katie Salo

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 17, 2016
2. Treasurer's Report
3. Action on Bill/Additional Bills

Deshmukh moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Ruscitti seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point Natalie Williams gave her staff report (Item I). The Board then discussed item L2 of New Business (Sunny Patch Container Garden). Williams left at 7:50 p.m. and the Board continued with the Library Director's report and the rest of the agenda.

G. Library Director's Report

Bukovac reported that the candidate chosen for the Senior Technology Librarian position has accepted and will start on April 25.

## H. Department Reports

I. Staff Report – Natalie Williams, Head of Youth Services spoke about the ILEAD grant project she participated in last year. Williams and four other area librarians participated in three week-long visits to Springfield where they received extensive leadership training from experts in libraries and technology. For their ILEAD project they first had to identify a common need among their library community. The group recognized that they all want to be able to provide their communities with programming, technology and resources but are often limited by time and the cost of materials/technology. So they created an online resource (Shareable Library) for youth services staff around the state to share materials and ideas. This online marketplace makes it possible for librarians to share, shadow and swap their program ideas, materials, experience and expertise. They promoted their website by presenting at ILA as well as to local groups and conferences. Williams demonstrated the shareablelibrary website to the Board. The group used grant money to create their website and each of the five librarians purchased a material or technology to swap (sewing machines, ukuleles, GPS device, Ozobot Robots and Bee-Bots, LEGO WeDos). Williams said participating in the ILEAD grant project was incredibly rewarding.

## 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 - none

## L. New Business

1. How-To-Expo - Birmingham reviewed the list of participants for the library's How-To Expo scheduled for April 16. Most of the demonstrations do not require registration. The information is on our website with links to participant websites.
2. Sunny Patch Container Garden – Bukovac explained that Sunny Patch is a community container garden in Darien that would like to partner with the library by putting a vegetable container garden on our property. The group has identified families that are food insecure and grows food for these families. Youth Services would create a "Garden Buddy" program for the summer to take care of the containers but Sunny Patch is committed to taking care of the containers if we can't. Williams showed the Board the fabric raised beds (Big Bag Bed) that would be used. The Board is in favor of the idea. They agreed that this local gardening endeavor ties in with our Seed Library and is a good community partnership.
3. Trustee Visits to Libraries – At their last meeting, the Building and Grounds Committee decided the trustees should visit other libraries to see how they are using their space. Bukovac reviewed a list of eight libraries with the Board. All are brand new buildings or have been completely renovated. Bukovac hopes to have the visits completed by the May Board meeting at which time the Trustees would share their observations.
4. Strategic Plan 4.4.4 Consider the Use of Sponsorship of Services – Our strategic plan calls for the library to consider the use of sponsorships. The Board discussed the subject and the need to continually explore areas of monetary support. They noted the importance of pointing out to potential sponsors the amount of exposure and value their library sponsorship would provide them (vs. traditional business ads). The Board agreed it is a good idea to further explore sponsorship so Bukovac will work up a proposal for the Board to review.

M. Scheduled Meetings

A Policy Committee meeting was scheduled for April 12 at 12 p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:45 p.m. Krupicka moved, Ruscitti seconded to adjourn the meeting. All ayes. Motion carried unanimously.

---

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2016

Balance on hand as of February 29, 2016.....	2,784,570.60
Cash Receipts for March.....	90,799.84
Cash Disbursements for March.....	293,015.15
Cash on hand as March 31, 2016.....	2,582,355.29

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.269%	
General.....	463,291.84
Special Reserve.....	20,973.04
Children's Endowment.....	2,888.99
Endowment.....	11,183.06
MPI Investment (Corporate Fund).....	1,934,448.53

JP Morgan Chase - Checking	
General.....	17,205.52
Hinsdale Bank & Trust - Checking.....	6,669.65
JP Morgan Chase - Savings - Rate .08%	
General.....	125,090.66
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2016.....	2,582,355.29

FUND BALANCES AS OF 03/31/2016

Corporate Fund.....	2,355,740.00
Building & Maintenance Fund.....	4,604.47
I.M.R.F. Fund.....	84.63
Liability Fund.....	4,493.22
Social Security Fund.....	74.38
Special Reserve Fund.....	22,096.94
Deferred Property Taxes.....	113,054.46
Current Liabilites.....	82,207.19
Grand Total All Funds.....	2,582,355.29

### Indian Prairie Public Library District Consolidated Revenue Report for March 2016

Percent of Year: 75.00

	RECEIVED March 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 - Property Taxes	3,232.55	3,384,188.33	99.69%	3,394,610.00	10,421.67
41150 - Non-current Property Taxes	0.00	0.00	0.00%	500.00	500.00
43100 - Interest-Tax Levy	0.00	2.63	0.00%	0.00	-2.63
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>3,232.55</b>	<b>3,384,190.96</b>	<b>99.68%</b>	<b>3,395,110.00</b>	<b>10,919.04</b>
<b>INTERGOVERNMENTAL</b>					
42100 - I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42150 - YALSA/Dollar Gen Grant	1,000.00	1,000.00	0.00%	0.00	-1,000.00
42200 - Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
42300 - LIMRICC	0.00	21,714.74	0.00%	0.00	-21,714.74
<b>TOTAL INTERGOVERNMENTAL</b>	<b>1,000.00</b>	<b>26,714.74</b>	<b>56.24%</b>	<b>47,500.00</b>	<b>20,785.26</b>
<b>INTEREST</b>					
43500 - Interest - Investment	177.92	1,097.89	439.16%	250.00	-847.89
<b>TOTAL INTEREST</b>	<b>177.92</b>	<b>1,097.89</b>	<b>439.16%</b>	<b>250.00</b>	<b>-847.89</b>
<b>DESK MONIES</b>					
45100 - Copier	527.00	3,664.17	76.34%	4,800.00	1,135.83
45120 - Computer Copies	1,184.62	10,287.56	85.73%	12,000.00	1,712.44
45200 - Fines/Fees	4,897.56	35,231.65	70.46%	50,000.00	14,768.35
45250 - Gifts/Donations	330.00	1,056.00	70.40%	1,500.00	444.00
45300 - Lost Materials	656.02	7,552.97	58.10%	13,000.00	5,447.03
45350 - Non-Resident Fees	8,640.00	65,945.92	82.43%	80,000.00	14,054.08
45400 - DVD Fines	475.70	5,204.65	65.06%	8,000.00	2,795.35
45450 - Book Rental	58.75	618.53	36.38%	1,700.00	1,081.47
45550 - Meeting Room Rental	25.00	160.30	80.15%	200.00	39.70
45600 - ILL Fees	98.57	1,133.27	161.90%	700.00	-433.27
45650 - 3D Printing	54.45	397.20	79.44%	500.00	102.80
<b>TOTAL DESK MONIES</b>	<b>16,947.67</b>	<b>131,252.22</b>	<b>76.13%</b>	<b>172,400.00</b>	<b>41,147.78</b>
<b>OTHER INCOME</b>					
46700 - Miscellaneous	2.00	714.29	238.10%	300.00	-414.29
46800 - Collection Agency Fee	30.00	290.00	96.67%	300.00	10.00
* 49000 - Operating Transfer In	3,960.00	25,320.42	422.01%	6,000.00	-19,320.42
<b>TOTAL OTHER INCOME</b>	<b>3,992.00</b>	<b>26,324.71</b>	<b>398.86%</b>	<b>6,600.00</b>	<b>-19,724.71</b>
<b>GRAND TOTAL</b>	<b>25,350.14</b>	<b>3,569,580.52</b>	<b>98.56%</b>	<b>3,621,860.00</b>	<b>52,279.48</b>

\* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$19,320.42 from Building Reserve Fund for New Study Room, Adult Chairs, Replacement Sump Pump & New Sign Faces.

15

## Indian Prairie Public Library District Consolidated Expenditures Report for March 2016

Percent of Year: 75.00

	March 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	158,995.61	1,489,877.67	70.98%	2,099,153.00	609,275.33	2,142,000.00	69.56%
61310 · Benefits - Medical / Life Ins.	13,568.22	89,241.09	83.40%	107,000.00	17,758.91	132,000.00	67.61%
61320 · Employee Assistance Program	0	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	15,215.07	138,623.91	71.60%	193,612.00	54,988.09	215,000.00	64.48%
61340 · Benefits - FICA	12,006.41	113,572.38	70.48%	161,142.00	47,569.62	175,000.00	64.90%
61400 · Staff Development	1,355.92	11,211.52	56.06%	20,000.00	8,788.48	25,000.00	44.85%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	561.81	56.18%	1,000.00	438.19	3,000.00	18.73%
61710 · Workers Compensation	0.00	8,556.00	101.87%	8,399.00	-157.00	13,000.00	65.82%
61720 · Unemployment Insurance	275.48	2,607.82	73.63%	3,542.00	934.18	6,000.00	43.46%
<b>TOTAL PERSONNEL</b>	<b>201,416.71</b>	<b>1,854,252.20</b>	<b>71.42%</b>	<b>2,596,348.00</b>	<b>742,095.80</b>	<b>2,714,800.00</b>	<b>68.31%</b>
<b>MATERIALS</b>							
62100 · Books	21,543.52	154,571.55	64.09%	241,175.00	86,603.45	250,000.00	61.83%
62200 · Periodicals	3,088.89	26,109.96	78.53%	33,250.00	7,140.04	35,000.00	74.60%
62300 · Audio	4,745.56	34,069.45	73.66%	46,250.00	12,180.55	50,000.00	68.14%
62400 · Video	7,151.59	36,092.71	61.49%	58,700.00	22,607.29	60,000.00	60.15%
62500 · Multi-Media	680.51	3,796.48	47.46%	8,000.00	4,203.52	10,000.00	37.96%
62600 · Electronic Reference Resources	0.00	62,129.94	92.32%	67,300.00	5,170.06	70,000.00	88.76%
62700 · Console Games	642.79	6,070.76	86.73%	7,000.00	929.24	8,000.00	75.88%
62800 · ESL	103.76	1,136.31	56.82%	2,000.00	863.69	3,000.00	37.98%
62850 · I Lead Grant Supplies	0.00	4,000.00	100.00%	4,000.00	0.00	0.00	0.00%
62900 · Materials Supplies	1,875.00	13,581.19	54.33%	25,000.00	11,418.81	30,000.00	45.27%
<b>TOTAL MATERIALS</b>	<b>39,831.62</b>	<b>341,558.35</b>	<b>69.33%</b>	<b>492,675.00</b>	<b>151,116.65</b>	<b>516,000.00</b>	<b>66.19%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,030.86	49,525.81	66.03%	75,000.00	25,474.19	82,000.00	60.40%
63300 · Utilities (1-8-11 · Gas)	991.36	9,688.39	74.53%	13,000.00	3,311.61	50,000.00	19.38%
63300 · Utilities (1-8-12 · Electric)	7,276.28	48,376.77	66.27%	73,000.00	24,623.23	100,000.00	48.38%
63300 · Utilities (1-8-13 · Telephone)	732.33	5,086.96	84.78%	6,000.00	913.04	8,000.00	63.59%
63300 · Utilities (1-8-14 · Water/Sewer)	841.36	4,395.67	43.96%	10,000.00	5,604.33	13,000.00	33.81%
63300 · Utilities (1-8-15 · Garbage Disposal)	437.20	2,004.23	66.81%	3,000.00	995.77	50,000.00	4.01%
63400 · Maintenance Supplies	1,448.77	12,455.73	77.85%	16,000.00	3,544.27	20,000.00	62.28%
63500 · Security System Monitoring	172.00	731.00	48.73%	1,500.00	769.00	3,000.00	24.37%
63600 · Property Maintenance	6,574.85	11,748.11	46.99%	25,000.00	13,251.89	30,000.00	39.16%
63800 · Building Maintenance/Repairs	7,121.92	46,032.17	107.05%	43,000.00	-3,032.17	55,000.00	83.69%
<b>TOTAL BUILDING</b>	<b>30,626.93</b>	<b>190,044.84</b>	<b>71.58%</b>	<b>265,500.00</b>	<b>75,455.16</b>	<b>411,000.00</b>	<b>46.24%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	944.41	9,019.49	56.73%	15,900.00	6,880.51	18,000.00	50.11%
64300 · Photocopy Supplies	311.94	2,892.23	57.85%	5,000.00	2,107.77	6,000.00	48.20%
64400 · Patron Card Supplies	0.00	395.62	39.56%	1,000.00	604.18	1,500.00	26.39%
64500 · Postage	235.83	2,922.05	73.05%	4,000.00	1,077.95	8,000.00	36.53%
64600 · Non-Payment Reimbursement	0.00	1,044.07	34.80%	3,000.00	1,955.93	6,000.00	17.40%
64700 · Travel	38.88	273.17	49.67%	550.00	276.83	1,000.00	27.32%
64800 · Organizational Memberships	40.00	740.00	41.11%	1,800.00	1,060.00	2,200.00	33.64%
64900 · Bank Fees	230.79	1,839.84	73.59%	2,500.00	660.16	3,000.00	61.33%
<b>TOTAL OPERATION</b>	<b>1,801.85</b>	<b>19,126.67</b>	<b>56.67%</b>	<b>33,750.00</b>	<b>14,623.33</b>	<b>45,700.00</b>	<b>41.85%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	228.50	4,324.59	61.78%	7,000.00	2,675.41	8,000.00	54.06%
65150 · Supplies-Staff Toner	160.96	4,625.07	77.09%	6,000.00	1,374.93	8,000.00	57.81%
65160 · Supplies-3D Printer	0.00	331.52	66.30%	500.00	168.48	1,000.00	33.15%
65200 · Automation-Prof Services	2,612.50	2,712.50	54.25%	5,000.00	2,287.50	10,000.00	27.13%
65300 · Purchase of Equipment	18.95	4,484.55	22.42%	20,000.00	15,515.45	26,000.00	17.25%
65400 · Automation Equip Mnt/Repair	29.97	1,465.54	73.28%	2,000.00	534.46	4,000.00	36.64%

16

**Indian Prairie Public Library District  
Consolidated Expenditures Report for March 2016**

Percent of Year: 75.00

	March 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	137.45	8,724.94	42.56%	20,500.00	11,775.06	27,000.00	32.31%
65600 · SWAN	0.00	34,215.00	75.00%	45,620.00	11,405.00	47,000.00	72.80%
65700 · Telecommunications	189.85	1,925.06	85.37%	2,255.00	329.94	4,000.00	48.13%
<b>TOTAL AUTOMATION</b>	<b>3,378.18</b>	<b>62,808.77</b>	<b>57.69%</b>	<b>108,875.00</b>	<b>46,066.23</b>	<b>135,000.00</b>	<b>46.53%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	2,579.00	12,649.50	87.24%	14,500.00	1,850.50	26,000.00	48.65%
66200 · Credit Bureau	17.90	602.80	40.19%	1,500.00	897.20	2,000.00	30.14%
66300 · Equipment-Maintenance Repair	0.00	3,022.87	50.38%	6,000.00	2,977.13	8,000.00	37.79%
66900 · Fees - Bond Registrar	0.00	20.00	20.00%	100.00	80.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,596.90</b>	<b>16,295.17</b>	<b>73.73%</b>	<b>22,100.00</b>	<b>5,804.83</b>	<b>36,000.00</b>	<b>45.26%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
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	100.00%	2,842.00	0.00	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%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,398.00</b>	<b>99.81%</b>	<b>16,462.00</b>	<b>64.00</b>	<b>19,500.00</b>	<b>84.09%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	6,734.34	27,502.16	78.58%	35,000.00	7,497.84	37,000.00	74.33%
68111 · eNewsletter	0.00	1,638.00	109.20%	1,500.00	-138.00	2,000.00	81.90%
68210 · Marketing Advertising	207.25	1,374.75	45.83%	3,000.00	1,625.25	5,000.00	27.50%
68310 · Marketing Supplies	0.00	524.25	20.97%	2,500.00	1,975.75	4,000.00	13.11%
68410 · Marketing-Information Printing	140.93	1,476.19	29.52%	5,000.00	3,523.81	8,000.00	18.45%
68500 · Legal Notices	0.00	1,340.36	95.74%	1,400.00	59.64	2,000.00	67.02%
68600 · Special Events	2,836.08	14,700.98	54.65%	26,900.00	12,199.02	32,000.00	45.94%
<b>TOTAL PUBLIC INFORMATION</b>	<b>9,918.60</b>	<b>48,556.69</b>	<b>64.48%</b>	<b>75,300.00</b>	<b>28,743.31</b>	<b>90,000.00</b>	<b>53.95%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	6,000.00	100.00%	6,000.00	0.00	0.00	0.00%
69900 · Contingency	1,008.43	4,269.02	88.02%	4,850.00	580.98	50,000.00	8.54%
69920 · Gift/Donation Purchases	0.00	495.23	0.00%	0.00	-495.23	0.00	0.00%
** 70000 · Operating Transfer Purchases	1,980.00	17,340.42	0.00%	0.00	-17,340.42	0.00	0.00%
<b>GRAND TOTAL</b>	<b>292,559.22</b>	<b>2,577,145.36</b>	<b>71.16%</b>	<b>3,621,860.00</b>	<b>1,044,714.64</b>	<b>4,117,800.00</b>	<b>62.59%</b>

\* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund.

\*\* Operating Transfer Purchases reflects \$17,340.42 in purchases from Building Fund Reserves for New Study Room, Adult Chairs, Replacement Sump Pump & New Sign Faces.

ACTION ON BILLS March 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	48124 thru 48276	\$ 105,644.19
Chase Bank-Salaries for March	36472 thru 36498	\$ 7,478.23
Hinsdale Bank-Direct Deposits	& 21538 thru 21696	\$ 107,336.98

MONTH'S TOTAL: \$ 220,459.40

18

**Indian Prairie Public Library District**  
**Account QuickReport**  
As of March 31, 2016

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	03/03/2016	48124	Baker & Taylor	2,102.21
Bill Pmt Check	03/03/2016	48125	Basecamp Web Solutions	75.00
Bill Pmt Check	03/03/2016	48126	Borzo, Greg	200.00
Bill Pmt Check	03/03/2016	48127	Case Lots Inc.	127.90
Bill Pmt Check	03/03/2016	48128	Center Point Large Print	51.55
Bill Pmt Check	03/03/2016	48129	Colonial Life	82.53
Bill Pmt Check	03/03/2016	48130	Edmonds Incorporated	184.15
Bill Pmt Check	03/03/2016	48131	LACONIMMS	30.00
Bill Pmt Check	03/03/2016	48132	Midwest Tape	1,838.15
Bill Pmt Check	03/03/2016	48133	NCPERS Group Life	64.00
Bill Pmt Check	03/03/2016	48134	Neviol Inc.	150.00
Bill Pmt Check	03/03/2016	48135	Palrnisano, Stacy.	24.73
Bill Pmt Check	03/03/2016	48136	Penguin Random House LLC	22.50
Bill Pmt Check	03/03/2016	48137	Quill	71.34
Bill Pmt Check	03/03/2016	48138	Recorded Books, LLC	495.00
Bill Pmt Check	03/03/2016	48139	Safeguard Construction Company, Inc.	225.00
Bill Pmt Check	03/03/2016	48140	Waterlogic East LLC	238.95
Bill Pmt Check	03/04/2016	48141	American Library Association	129.10
Bill Pmt Check	03/04/2016	48142	Baker & Taylor	2,844.49
Bill Pmt Check	03/04/2016	48143	Baker & Taylor (video)	12.03
Bill Pmt Check	03/04/2016	48144	Basecamp Web Solutions	5,112.50
Bill Pmt Check	03/04/2016	48145	Birmingham, Laura	367.31
Bill Pmt Check	03/04/2016	48146	Blackstone Audio, Inc.	180.00
Bill Pmt Check	03/04/2016	48147	Blooming Color, Inc.	72.00
Bill Pmt Check	03/04/2016	48148	DEMCO	483.02
Bill Pmt Check	03/04/2016	48149	Gale/CENGAGE Learning	294.61
Bill Pmt Check	03/04/2016	48150	Heritage House Florist	54.95
Bill Pmt Check	03/04/2016	48151	Ingram Library Services	32.36
Bill Pmt Check	03/04/2016	48152	Medicom Reimbursement Spec., Ltd.	21.25
Bill Pmt Check	03/04/2016	48153	Midwest Tape	206.95
Bill Pmt Check	03/04/2016	48154	Penguin Random House LLC	220.00
Bill Pmt Check	03/04/2016	48155	Quality Books Inc.	193.05
Bill Pmt Check	03/04/2016	48156	Scharping, Ronald A.	150.00
Bill Pmt Check	03/04/2016	48157	Showcases	241.54
Bill Pmt Check	03/04/2016	48158	Thomson Reuters West	0.00
Bill Pmt Check	03/04/2016	48159	Trapp, Sandra	150.00
Bill Pmt Check	03/04/2016	48160	Williams., Natalie	20.14
Bill Pmt Check	03/04/2016	48161	Thomson Reuters West	58.94
Bill Pmt Check	03/09/2016	48162	Animal Quest Entertainment Inc.	50.00
Bill Pmt Check	03/09/2016	48163	Baker & Taylor	1,394.01
Bill Pmt Check	03/09/2016	48164	Blackstone Audio, Inc.	135.00
Bill Pmt Check	03/09/2016	48165	Deliciously Yours	300.00
Bill Pmt Check	03/09/2016	48166	Doyle Signs	1,980.00
Bill Pmt Check	03/09/2016	48167	FedEx	27.56

Indian Prairie Public Library District  
Account QuickReport

19

As of March 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	03/09/2016	48168	Gale/CENGAGE Learning	91.17
Bill Pmt Check	03/09/2016	48169	Ingram Library Services	12.99
Bill Pmt Check	03/09/2016	48170	LACONIRA	15.00
Liability Check	03/10/2016	48171	Vantagepoint	1,333.00
Bill Pmt Check	03/09/2016	48172	Midwest Tape	465.72
Bill Pmt Check	03/09/2016	48173	Niestrom, Kathy	200.00
Bill Pmt Check	03/09/2016	48174	OverDrive	681.27
Bill Pmt Check	03/09/2016	48175	Penguin Random House LLC	83.25
Bill Pmt Check	03/09/2016	48176	Phillip's Interior Plants	215.00
Bill Pmt Check	03/09/2016	48177	Quality Books Inc.	827.08
Bill Pmt Check	03/09/2016	48178	Recorded Books, LLC	6.95
Bill Pmt Check	03/09/2016	48179	Science Alliance, The	50.00
Bill Pmt Check	03/09/2016	48180	Unique Management	17.90
Bill Pmt Check	03/09/2016	48181	VISOgraphic	6,308.34
Bill Pmt Check	03/09/2016	48182	Warehouse Direct	150.98
Bill Pmt Check	03/09/2016	48183	Waterlogic East LLC	120.48
Liability Check	03/10/2016	48184	Nationwide Retirement	610.00
Bill Pmt Check	03/17/2016	48185	American Library Association	54.00
Bill Pmt Check	03/17/2016	48186	Asimakopoulos, Jennifer	41.76
Bill Pmt Check	03/17/2016	48187	Aurico	40.00
Bill Pmt Check	03/17/2016	48188	Baker & Taylor	2,334.52
Bill Pmt Check	03/17/2016	48189	Bengal Electric Inc.	317.00
Bill Pmt Check	03/17/2016	48190	Case Lots Inc.	326.50
Bill Pmt Check	03/17/2016	48191	Chicago Tribune	500.50
Bill Pmt Check	03/17/2016	48192	City of Darien	50.00
Bill Pmt Check	03/17/2016	48193	Dynegy Energy Services	3,956.57
Bill Pmt Check	03/17/2016	48194	Estrada, Heidi	114.00
Bill Pmt Check	03/17/2016	48195	FedEx	11.29
Bill Pmt Check	03/17/2016	48196	Fox Valley Fire & Safety	539.00
Bill Pmt Check	03/17/2016	48197	Gale/CENGAGE Learning	242.31
Bill Pmt Check	03/17/2016	48198	Garvey's Office Products	5.29
Bill Pmt Check	03/17/2016	48199	Groot Industries, Inc.	437.20
Bill Pmt Check	03/17/2016	48200	Kroeschell Service	1,600.00
Bill Pmt Check	03/17/2016	48201	Layman, Jez	10.98
Bill Pmt Check	03/17/2016	48202	Midwest Tape	1,774.48
Bill Pmt Check	03/17/2016	48203	Neviol Inc.	4,490.00
Bill Pmt Check	03/17/2016	48204	OverDrive	667.88
Bill Pmt Check	03/17/2016	48205	Penguin Random House LLC	93.75
Bill Pmt Check	03/17/2016	48206	Price, Kyle	200.00
Bill Pmt Check	03/17/2016	48207	Recorded Books, LLC	74.20
Bill Pmt Check	03/17/2016	48208	Runco	264.33
Bill Pmt Check	03/17/2016	48209	Showcases	19.67
Bill Pmt Check	03/17/2016	48210	Speciality Mat Service	175.86
Bill Pmt Check	03/17/2016	48211	Suburban Door Check & Lock Service	388.00
Bill Pmt Check	03/17/2016	48212	Suburban Life Media	38.00

**Indian Prairie Public Library District**  
**Account QuickReport**  
As of March 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	03/17/2016	48213	ThyssenKrupp Elevator	812.80
Bill Pmt Check	03/17/2016	48214	Vernon Library Supplies, Inc.	224.41
Liability Check	03/24/2016	48215	Nationwide Retirement	610.00
Liability Check	03/24/2016	48216	Vantagepoint	1,333.00
Bill Pmt Check	03/24/2016	48217	Assurant Employee Benefits	531.30
Bill Pmt Check	03/24/2016	48218	Baker & Taylor	4,626.48
Bill Pmt Check	03/24/2016	48219	Bank of America	6,272.80
Bill Pmt Check	03/24/2016	48220	Blackstone Audio, Inc.	90.00
Bill Pmt Check	03/24/2016	48221	Bottom Line Personal	39.00
Bill Pmt Check	03/24/2016	48222	Center Point Large Print	26.59
Bill Pmt Check	03/24/2016	48223	Clarendon Courier, Inc.	186.00
Bill Pmt Check	03/24/2016	48224	Comcast	189.85
Bill Pmt Check	03/24/2016	48225	Displays2go	87.72
Bill Pmt Check	03/24/2016	48226	Estrada, Heidi	49.91
Bill Pmt Check	03/24/2016	48227	Gale/CENGAGE Learning	812.39
Bill Pmt Check	03/24/2016	48228	Lincoln National Life	106.02
Bill Pmt Check	03/24/2016	48229	Michalak, Ellen	70.00
Bill Pmt Check	03/24/2016	48230	Midwest Tape	3,511.50
Bill Pmt Check	03/24/2016	48231	Muscle & Fitness	29.97
Bill Pmt Check	03/24/2016	48232	Obirek, Kathleen	250.00
Bill Pmt Check	03/24/2016	48233	OverDrive	1,309.09
Bill Pmt Check	03/24/2016	48234	Palmisano, Stacy.	17.11
Bill Pmt Check	03/24/2016	48235	Penguin Random House LLC	161.25
Bill Pmt Check	03/24/2016	48236	PitneyBowes	165.00
Bill Pmt Check	03/24/2016	48237	Quality Books Inc.	565.88
Bill Pmt Check	03/24/2016	48238	Quill	31.49
Bill Pmt Check	03/24/2016	48239	Recorded Books, LLC	369.89
Bill Pmt Check	03/24/2016	48240	Thomson Reuters West	63.07
Bill Pmt Check	03/24/2016	48241	Vernon Library Supplies, Inc.	40.16
Bill Pmt Check	03/24/2016	48242	VSP Vision	108.94
Bill Pmt Check	03/24/2016	48243	Warehouse Direct	9.50
Bill Pmt Check	03/24/2016	48244	Wlosinski, Maria	10.80
Bill Pmt Check	03/24/2016	48245	Schlacks, Bob	90.00
Bill Pmt Check	03/24/2016	48246	Willowbrook/Burr Ridge Chamber	40.00
Bill Pmt Check	03/30/2016	48247	AccuDry	2,250.00
Bill Pmt Check	03/30/2016	48248	Alarm Financial	72.00
Bill Pmt Check	03/30/2016	48249	Baker & Taylor	3,044.11
Bill Pmt Check	03/30/2016	48250	Bank of America	446.42
Bill Pmt Check	03/30/2016	48251	BCBS	9,406.92
Bill Pmt Check	03/30/2016	48252	Call One	732.33
Bill Pmt Check	03/30/2016	48253	Case Lots Inc.	384.60
Bill Pmt Check	03/30/2016	48254	Colonial Life	82.53
Bill Pmt Check	03/30/2016	48255	Darien Park District	1,424.85
Bill Pmt Check	03/30/2016	48256	Darien Police Department	100.00
Bill Pmt Check	03/30/2016	48257	DuPage County Public Works	602.41

11:25 AM  
03/04/16  
Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of March 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	03/30/2016	48258	Dynegy Energy Services	3,319.71
Bill Pmt Check	03/30/2016	48259	Fountaindale Public Library District	55.94
Bill Pmt Check	03/30/2016	48260	Home Depot	67.23
Bill Pmt Check	03/30/2016	48261	Jensen, Heather Forster	37.15
Bill Pmt Check	03/30/2016	48262	Kroeschell Service	2,045.62
Bill Pmt Check	03/30/2016	48263	McBriaty, Patrick T.	175.00
Bill Pmt Check	03/30/2016	48264	Midwest Tape	1,136.47
Bill Pmt Check	03/30/2016	48265	Movie Licensing USA	110.00
Bill Pmt Check	03/30/2016	48266	NCPERS Group Life	64.00
Bill Pmt Check	03/30/2016	48267	Raincoat Roof Maintenance, Inc.	2,133.00
Bill Pmt Check	03/30/2016	48268	Runco	54.02
Bill Pmt Check	03/30/2016	48269	Sebert Landscaping	767.00
Bill Pmt Check	03/30/2016	48270	Suburban Door Check & Lock Service	470.75
Bill Pmt Check	03/30/2016	48271	ThyssenKrupp Elevator	300.00
Bill Pmt Check	03/30/2016	48272	Tyco SimplexGrinnell	248.00
Bill Pmt Check	03/30/2016	48273	Voris Mechanical Inc.	381.75
Bill Pmt Check	03/30/2016	48274	Williams., Natalie	40.00
Bill Pmt Check	03/30/2016	48275	Wolper Information Services	2,122.92
Bill Pmt Check	03/30/2016	48276	Works, Tyler	57.50

Total 10121 · Checking JP Morgan Chase

**TOTAL**

105,644.19
<b>105,644.19</b>

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

## March 2016

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	03/11/2016	20,041.44
ILDOR-State	Payroll taxes	03/11/2016	2,613.16
EFTPS-Federal	Payroll taxes	03/25/2016	19,828.98
ILDOR-State	Payroll taxes	03/25/2016	2,592.60
IMRF	Payroll Pension	03/31/2016	20,238.42
DAC	Deposit to HRA	03/03/2016	1,700.00
DAC	Deposit to HRA	03/25/2016	4,000.00
Nicor	Gas	03/21/2016	991.36
US Bank	Credit Card Fee	03/02/2016	230.79
Hinsdale Bank	Fee-Direct Deposit	03/02/2016	25.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2016

Balance on hand as of March 31, 2016.....	2,582,355.29
Cash Receipts for April.....	17,017.91
Cash Disbursements for April.....	282,429.30
Cash on hand as April 30, 2016.....	2,316,943.90

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.292%	
General.....	214,814.74
Special Reserve.....	20,978.09
Children's Endowment.....	2,889.64
Endowment.....	11,185.75
MPI Investment (Corporate Fund).....	1,934,448.53

JP Morgan Chase - Checking	
General.....	2,589.13
Hinsdale Bank & Trust - Checking.....	4,335.42
JP Morgan Chase - Savings - Rate .08%	
General.....	125,098.60
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2016.....	2,316,943.90

FUND BALANCES AS OF 04/30/2016

Corporate Fund.....	2,099,803.10
Building & Maintenance Fund.....	(4,871.14)
I.M.R.F. Fund.....	84.63
Liability Fund.....	4,493.22
Social Security Fund.....	74.38
Special Reserve Fund.....	22,101.99
Deferred Property Taxes.....	113,513.66
Current Liabilites.....	81,744.06
Grand Total All Funds.....	2,316,943.90

24

**Indian Prairie Public Library District  
Consolidated Revenue Report for April 2016**

Percent of Year: 83.33

	RECEIVED April 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,384,188.33	99.69%	3,394,610.00	10,421.67
41150 · Non-current Property Taxes	0.00	0.00	0.00%	500.00	500.00
43100 · Interest-Tax Levy	0.00	2.63	0.00%	0.00	-2.63
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,384,190.96</b>	<b>99.68%</b>	<b>3,395,110.00</b>	<b>10,919.04</b>
<b>INTERGOVERNMENTAL</b>					
42100 · I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42150 · YALSA/Dollar Gen Grant	0.00	1,000.00	0.00%	0.00	-1,000.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
42300 · LIMRICC	0.00	21,714.74	0.00%	0.00	-21,714.74
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>26,714.74</b>	<b>56.24%</b>	<b>47,500.00</b>	<b>20,785.26</b>
<b>INTEREST</b>					
43500 · Interest - Investment	87.45	1,185.34	474.14%	250.00	-935.34
<b>TOTAL INTEREST</b>	<b>87.45</b>	<b>1,185.34</b>	<b>474.14%</b>	<b>250.00</b>	<b>-935.34</b>
<b>DESK MONIES</b>					
45100 · Copier	624.60	4,288.77	89.35%	4,800.00	511.23
45120 · Computer Copies	1,388.15	11,675.71	97.30%	12,000.00	324.29
45200 · Fines/Fees	3,487.45	38,719.10	77.44%	50,000.00	11,280.90
45250 · Gifts/Donations	1,586.62	2,642.62	176.18%	1,500.00	-1,142.62
45300 · Lost Materials	884.13	8,437.10	64.90%	13,000.00	4,562.90
45350 · Non-Resident Fees	7,674.13	73,620.05	92.03%	80,000.00	6,379.95
45400 · DVD Fines	345.00	5,549.65	69.37%	8,000.00	2,450.35
45450 · Book Rental	49.00	667.53	39.27%	1,700.00	1,032.47
45550 · Meeting Room Rental	50.00	210.30	105.15%	200.00	-10.30
45600 · ILL Fees	21.00	1,154.27	164.90%	700.00	-454.27
45650 · 3D Printing	52.00	449.20	89.84%	500.00	50.80
<b>TOTAL DESK MONIES</b>	<b>16,162.08</b>	<b>147,414.30</b>	<b>85.51%</b>	<b>172,400.00</b>	<b>24,985.70</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	50.00	764.29	254.76%	300.00	-464.29
46800 · Collection Agency Fee	40.00	330.00	110.00%	300.00	-30.00
* 49000 · Operating Transfer In	5,800.00	31,120.42	518.67%	6,000.00	-25,120.42
<b>TOTAL OTHER INCOME</b>	<b>5,890.00</b>	<b>32,214.71</b>	<b>488.10%</b>	<b>6,600.00</b>	<b>-25,614.71</b>
<b>GRAND TOTAL</b>	<b>22,139.53</b>	<b>3,591,720.05</b>	<b>99.17%</b>	<b>3,621,860.00</b>	<b>30,139.95</b>

\* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$25,120.42 from Building Reserve Fund for New Study Room, Adult Chairs, Replacement Sump Pump & New Sign Faces.

25

## Indian Prairie Public Library District Consolidated Expenditures Report for April 2016

Percent of Year: 83.33

	April 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	160,177.98	1,650,055.65	78.61%	2,099,153.00	449,097.35	2,142,000.00	77.03%
61310 · Benefits - Medical / Life Ins.	9,431.93	98,673.02	92.22%	107,000.00	8,326.98	132,000.00	74.75%
61320 · Employee Assistance Program	0	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	15,418.89	154,042.80	79.56%	193,612.00	39,569.20	215,000.00	71.65%
61340 · Benefits - FICA	12,103.75	125,676.13	77.99%	161,142.00	35,465.87	175,000.00	71.81%
61400 · Staff Development	5,820.39	17,031.91	85.16%	20,000.00	2,968.09	25,000.00	68.13%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	375.00	936.81	93.68%	1,000.00	63.19	3,000.00	31.23%
61710 · Workers Compensation	0.00	8,556.00	101.87%	8,399.00	-157.00	13,000.00	65.82%
61720 · Unemployment Insurance	273.96	2,881.78	81.36%	3,542.00	660.22	6,000.00	48.03%
<b>TOTAL PERSONNEL</b>	<b>203,601.90</b>	<b>2,057,854.10</b>	<b>79.26%</b>	<b>2,596,348.00</b>	<b>538,493.90</b>	<b>2,714,600.00</b>	<b>75.81%</b>
<b>MATERIALS</b>							
62100 · Books	17,331.83	171,903.38	71.28%	241,175.00	69,271.62	250,000.00	68.76%
62200 · Periodicals	0.00	26,109.96	78.53%	33,250.00	7,140.04	35,000.00	74.60%
62300 · Audio	4,118.44	38,187.89	82.57%	46,250.00	8,062.11	50,000.00	76.38%
62400 · Video	4,972.16	41,064.87	69.96%	58,700.00	17,635.13	60,000.00	68.44%
62500 · Multi-Media	1,111.19	4,607.67	61.35%	8,000.00	3,092.33	10,000.00	49.08%
62600 · Electronic Reference Resources	2,332.52	64,462.46	95.78%	67,300.00	2,837.54	70,000.00	92.09%
62700 · Console Games	411.10	6,481.86	92.60%	7,000.00	518.14	8,000.00	81.02%
62800 · ESL	0.00	1,136.31	56.82%	2,000.00	863.69	3,000.00	37.88%
62850 · I Lead Grant Supplies	0.00	4,000.00	100.00%	4,000.00	0.00	0.00	0.00%
62900 · Materials Supplies	3,136.31	16,717.50	66.87%	25,000.00	8,282.50	30,000.00	55.73%
<b>TOTAL MATERIALS</b>	<b>33,413.55</b>	<b>374,971.90</b>	<b>76.11%</b>	<b>492,675.00</b>	<b>117,703.10</b>	<b>516,000.00</b>	<b>72.67%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,055.86	54,581.67	72.78%	75,000.00	20,418.33	82,000.00	66.56%
63300 · Utilities (1-8-11 · Gas)	1,476.51	11,164.90	85.88%	13,000.00	1,835.10	50,000.00	22.33%
63300 · Utilities (1-8-12 · Electric)	0.00	48,376.77	66.27%	73,000.00	24,623.23	100,000.00	48.38%
63300 · Utilities (1-8-13 · Telephone)	522.38	5,609.34	93.49%	6,000.00	390.66	8,000.00	70.12%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	4,395.67	43.96%	10,000.00	5,604.33	13,000.00	33.81%
63300 · Utilities (1-8-15 · Garbage Disposal)	219.10	2,223.33	74.11%	3,000.00	776.67	50,000.00	4.45%
63400 · Maintenance Supplies	4,098.05	16,553.78	103.46%	16,000.00	-553.78	20,000.00	82.77%
63500 · Security System Monitoring	50.00	781.00	52.07%	1,500.00	719.00	3,000.00	26.03%
63600 · Property Maintenance	750.00	12,498.11	49.99%	25,000.00	12,501.89	30,000.00	41.66%
63800 · Building Maintenance/Repairs	2,793.80	46,825.97	113.55%	43,000.00	-5,825.97	55,000.00	88.77%
<b>TOTAL BUILDING</b>	<b>14,965.70</b>	<b>205,010.54</b>	<b>77.22%</b>	<b>285,500.00</b>	<b>60,489.46</b>	<b>411,000.00</b>	<b>49.88%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,735.60	10,755.09	67.64%	15,900.00	5,144.91	18,000.00	59.75%
64300 · Photocopy Supplies	441.88	3,334.11	66.68%	5,000.00	1,665.89	6,000.00	55.57%
64400 · Patron Card Supplies	0.00	395.82	39.58%	1,000.00	604.18	1,500.00	26.39%
64500 · Postage	670.72	3,592.77	89.82%	4,000.00	407.23	8,000.00	44.91%
64600 · Non-Payment Reimbursement	318.98	1,363.05	45.44%	3,000.00	1,636.95	6,000.00	22.72%
64700 · Travel	21.06	294.23	53.50%	550.00	255.77	1,000.00	29.42%
64800 · Organizational Memberships	40.00	780.00	43.33%	1,800.00	1,020.00	2,200.00	35.45%
64900 · Bank Fees	267.72	2,107.56	84.30%	2,500.00	392.44	3,000.00	70.25%
<b>TOTAL OPERATION</b>	<b>3,495.96</b>	<b>22,622.63</b>	<b>67.03%</b>	<b>33,750.00</b>	<b>11,127.37</b>	<b>45,700.00</b>	<b>49.50%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	731.41	5,056.00	72.23%	7,000.00	1,944.00	8,000.00	63.20%
65150 · Supplies-Staff Toner	579.84	5,204.91	86.75%	6,000.00	795.09	8,000.00	65.06%
65160 · Supplies-3D Printer	47.99	379.51	75.90%	500.00	120.49	1,000.00	37.95%
65200 · Automation-Prof Services	0.00	2,712.50	54.25%	5,000.00	2,287.50	10,000.00	27.13%
65300 · Purchase of Equipment	94.99	4,579.54	22.90%	20,000.00	15,420.46	26,000.00	17.61%
65400 · Automation Equip Mnt/Repair	23.17	1,488.71	74.44%	2,000.00	511.29	4,000.00	37.22%

**Indian Prairie Public Library District  
Consolidated Expenditures Report for April 2016**

Percent of Year: 83.33

	April 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65500 · Software</b>	129.94	8,854.88	43.20%	20,500.00	11,645.12	27,000.00	32.80%
<b>65600 · SWAN</b>	11,405.00	45,620.00	100.00%	45,620.00	0.00	47,000.00	97.06%
<b>65700 · Telecommunications</b>	189.85	2,114.91	93.79%	2,255.00	140.09	4,000.00	52.87%
<b>TOTAL AUTOMATION</b>	<b>13,202.19</b>	<b>76,010.96</b>	<b>69.82%</b>	<b>108,875.00</b>	<b>32,864.04</b>	<b>135,000.00</b>	<b>56.30%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	153.00	12,802.50	88.29%	14,500.00	1,697.50	26,000.00	49.24%
<b>66200 · Credit Bureau</b>	161.10	763.90	50.93%	1,500.00	736.10	2,000.00	38.20%
<b>66300 · Equipment-Maintenance Repair</b>	0.00	3,022.87	50.38%	6,000.00	2,977.13	8,000.00	37.79%
<b>66900 · Fees - Bond Registrar</b>	30.00	50.00	50.00%	100.00	50.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>344.10</b>	<b>16,639.27</b>	<b>75.29%</b>	<b>22,100.00</b>	<b>5,460.73</b>	<b>36,000.00</b>	<b>46.22%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
<b>67200 · Bonding</b>	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,842.00	100.00%	2,842.00	0.00	4,000.00	71.05%
<b>67400 · Umbrella Liability</b>	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,398.00</b>	<b>99.61%</b>	<b>16,462.00</b>	<b>64.00</b>	<b>19,500.00</b>	<b>84.09%</b>
<b>MARKETING</b>							
<b>68110 · Marketing Newsletter</b>	0.00	27,502.16	78.58%	35,000.00	7,497.84	37,000.00	74.33%
<b>68111 · eNewsletter</b>	0.00	1,638.00	109.20%	1,500.00	-138.00	2,000.00	81.90%
<b>68210 · Marketing Advertising</b>	518.75	1,893.50	63.12%	3,000.00	1,106.50	5,000.00	37.87%
<b>68310 · Marketing Supplies</b>	803.20	1,327.45	53.10%	2,500.00	1,172.55	4,000.00	33.19%
<b>68410 · Marketing-Information Printing</b>	0.00	1,476.19	29.52%	5,000.00	3,523.81	8,000.00	18.45%
<b>68500 · Legal Notices</b>	0.00	1,340.36	95.74%	1,400.00	59.64	2,000.00	67.02%
<b>68600 · Special Events</b>	2,638.85	17,339.83	64.46%	26,900.00	9,560.17	32,000.00	54.19%
<b>TOTAL PUBLIC INFORMATION</b>	<b>3,960.80</b>	<b>52,517.49</b>	<b>69.74%</b>	<b>75,300.00</b>	<b>22,782.51</b>	<b>90,000.00</b>	<b>58.35%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69200 · Special Reserve Fund</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>* 69800 · Operating Transfer Out</b>	0.00	6,000.00	100.00%	6,000.00	0.00	0.00	0.00%
<b>69900 · Contingency</b>	45.71	4,314.73	88.96%	4,850.00	535.27	50,000.00	8.63%
<b>69920 · Gift/Donation Purchases</b>	47.98	1,432.31	0.00%	0.00	-1,432.31	0.00	0.00%
<b>** 70000 · Operating Transfer Purchases</b>	7,780.00	25,120.42	0.00%	0.00	-25,120.42	0.00	0.00%
<b>GRAND TOTAL</b>	<b>280,857.89</b>	<b>2,858,892.35</b>	<b>78.93%</b>	<b>3,621,860.00</b>	<b>762,967.65</b>	<b>4,117,800.00</b>	<b>69.43%</b>

\* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund.

\*\* Operating Transfer Purchases reflects \$25,120.42 in purchases from Building Fund Reserves for New Study Room, Adult Chairs, Replacement Sump Pump & New Sign Faces.

ACTION ON BILLS April 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	48277 thru 48395	\$ 97,379.47
Chase Bank-Salaries for April	36499 thru 36524	\$ 7,372.64
Hinsdale Bank-Direct Deposits	& 21697 thru 21856	\$ 108,309.23

MONTH'S TOTAL: \$ 213,061.34

### Indian Prairie Public Library District Account QuickReport

As of April 30, 2016

Type	Date	Num	Name	Amount
10121 · Checking JP Morgan Chase				
Liability Check	04/07/2016	48277	Nationwide Retirement	610.00
Liability Check	04/07/2016	48278	Vantagepoint	1,333.00
Liability Check	04/07/2016	48279	LIMRICC	1,317.04
Bill Pmt Check	04/07/2016	48280	Baker & Taylor	3,003.98
Bill Pmt Check	04/07/2016	48281	Birmingham, Laura	108.41
Bill Pmt Check	04/07/2016	48282	Blooming Color, Inc.	56.21
Bill Pmt Check	04/07/2016	48283	Case Lots Inc.	122.85
Bill Pmt Check	04/07/2016	48284	DAC	263.50
Bill Pmt Check	04/07/2016	48285	Emerald Marketing, Inc.	500.00
Bill Pmt Check	04/07/2016	48286	Garvey's Office Products	57.98
Bill Pmt Check	04/07/2016	48287	Hunter Knowledge and Insights	100.00
Bill Pmt Check	04/07/2016	48288	Midwest Tape	497.31
Bill Pmt Check	04/07/2016	48289	Neviol Inc.	4,490.00
Bill Pmt Check	04/07/2016	48290	Penguin Random House LLC	221.25
Bill Pmt Check	04/07/2016	48291	Quill	655.04
Bill Pmt Check	04/07/2016	48292	Runco	759.06
Bill Pmt Check	04/07/2016	48293	SWAN	11,405.00
Bill Pmt Check	04/07/2016	48294	Valcour, Laura	200.00
Bill Pmt Check	04/07/2016	48295	Williams., Natalie	196.89
Bill Pmt Check	04/07/2016	48296	Yiesla, Sharon A.	175.00
Bill Pmt Check	04/14/2016	48297	Adult Reading Round Table	15.00
Bill Pmt Check	04/14/2016	48298	Aurico	93.00
Bill Pmt Check	04/14/2016	48299	Baker & Taylor	3,799.05
Bill Pmt Check	04/14/2016	48300	Blackstone Audio, Inc.	180.00
Bill Pmt Check	04/14/2016	48301	Bukovac, Jamie	123.66
Bill Pmt Check	04/14/2016	48302	Canon Solutions America Inc.	653.22
Bill Pmt Check	04/14/2016	48303	DEMCO	359.76
Bill Pmt Check	04/14/2016	48304	FedEx	10.68
Bill Pmt Check	04/14/2016	48305	Gale/CENGAGE Learning	606.20
Bill Pmt Check	04/14/2016	48306	Garvey's Office Products	22.85
Bill Pmt Check	04/14/2016	48307	Hoofprint Workshop	345.00
Bill Pmt Check	04/14/2016	48308	Medicom Reimbursement Spec., Ltd.	18.75
Bill Pmt Check	04/14/2016	48309	Midwest Tape	2,022.81
Bill Pmt Check	04/14/2016	48310	OverDrive	458.23
Bill Pmt Check	04/14/2016	48311	Palmisano, Stacy.	33.71
Bill Pmt Check	04/14/2016	48312	Penguin Random House LLC	168.75
Bill Pmt Check	04/14/2016	48313	Quality Books Inc.	902.29
Bill Pmt Check	04/14/2016	48314	Quill	327.38
Bill Pmt Check	04/14/2016	48315	RAILS	751.00
Bill Pmt Check	04/14/2016	48316	Recorded Books, LLC	1,198.58
Bill Pmt Check	04/14/2016	48317	Regent Book Company	16.06
Bill Pmt Check	04/14/2016	48318	Research Technology International	38.90
Bill Pmt Check	04/14/2016	48319	Salo, Kathryn	555.96
Bill Pmt Check	04/14/2016	48320	Uline	98.87

# Indian Prairie Public Library District Account QuickReport

As of April 30, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	04/14/2016	48321	Unique Management	161.10
Bill Pmt Check	04/14/2016	48322	Vernon Library Supplies, Inc.	40.71
Bill Pmt Check	04/14/2016	48323	World Book School and Library	2,332.52
Bill Pmt Check	04/18/2016	48324	Petty Cash	189.12
Bill Pmt Check	04/18/2016	48325	Alternative Energy Solutions, Ltd.	291.00
Bill Pmt Check	04/18/2016	48326	CNA Surety	30.00
Bill Pmt Check	04/18/2016	48327	Glen Ellyn Library	66.86
Bill Pmt Check	04/18/2016	48328	Good Worx Inc.	604.00
Bill Pmt Check	04/18/2016	48329	Roy, Nancy	162.59
Bill Pmt Check	04/18/2016	48330	Ryan, Marianne	22.68
Bill Pmt Check	04/18/2016	48331	Sheehan, Debbie	251.06
Bill Pmt Check	04/18/2016	48332	Sirovy, Charlotte	10.30
Bill Pmt Check	04/18/2016	48333	Squillo, Sandy	200.00
Bill Pmt Check	04/18/2016	48334	Stovall, Ann	1,312.31
Bill Pmt Check	04/18/2016	48335	University of Illinois Extension	200.00
Bill Pmt Check	04/18/2016	48336	Williams., Natalie	37.71
Bill Pmt Check	04/20/2016	48337	American Library Association	56.00
Bill Pmt Check	04/20/2016	48338	Amguard Exterminating	80.00
Bill Pmt Check	04/20/2016	48339	Asimakopoulos, Jennifer	984.79
Bill Pmt Check	04/20/2016	48340	Aurico	60.00
Bill Pmt Check	04/20/2016	48341	Baker & Taylor	1,633.16
Bill Pmt Check	04/20/2016	48342	Bank of America	7,423.18
Bill Pmt Check	04/20/2016	48343	Bengal Electric Inc.	1,856.33
Bill Pmt Check	04/20/2016	48344	Blackstone Audio, Inc.	45.00
Bill Pmt Check	04/20/2016	48345	Call One	522.38
Bill Pmt Check	04/20/2016	48346	Case Lots Inc.	260.10
Bill Pmt Check	04/20/2016	48347	Center Point Large Print	177.66
Bill Pmt Check	04/20/2016	48348	Darien Police Department	50.00
Bill Pmt Check	04/20/2016	48349	DEMCO	102.25
Bill Pmt Check	04/20/2016	48350	Gale/CENGAGE Learning	62.38
Bill Pmt Check	04/20/2016	48351	Garvey's Office Products	5.59
Bill Pmt Check	04/20/2016	48352	Groot Industries, Inc.	219.10
Bill Pmt Check	04/20/2016	48353	Illinois Library Association	375.00
Bill Pmt Check	04/20/2016	48354	Kroeschell Service	2,724.68
Bill Pmt Check	04/20/2016	48355	Lincoln National Life	117.18
Bill Pmt Check	04/20/2016	48356	Midwest Tape	2,342.05
Bill Pmt Check	04/20/2016	48357	Neuco, Inc.	247.91
Bill Pmt Check	04/20/2016	48358	OverDrive	1,073.81
Bill Pmt Check	04/20/2016	48359	Quality Books Inc.	408.09
Bill Pmt Check	04/20/2016	48360	Runco	203.39
Bill Pmt Check	04/20/2016	48361	Speciality Mat Service	175.86
Bill Pmt Check	04/20/2016	48362	Specialty Store Services	169.60
Bill Pmt Check	04/20/2016	48363	Suburban Door Check & Lock Service	700.00
Bill Pmt Check	04/20/2016	48364	Thomson Reuters West	63.07
Bill Pmt Check	04/20/2016	48365	Warehouse Direct	34.50

10:59 AM  
04/07/16  
Accrual Basis

### Indian Prairie Public Library District Account QuickReport

As of April 30, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	04/20/2016	48366	Waterlogic East LLC	117.48
Bill Pmt Check	04/20/2016	48367	West Virginia University	10.00
Liability Check	04/21/2016	48368	Nationwide Retirement	610.00
Liability Check	04/21/2016	48369	Vantagepoint	1,430.67
Bill Pmt Check	04/28/2016	48370	Assurant Employee Benefits	455.75
Bill Pmt Check	04/28/2016	48371	Baker & Taylor	3,247.01
Bill Pmt Check	04/28/2016	48372	Baker & Taylor (video)	31.50
Bill Pmt Check	04/28/2016	48373	Bal Industries	390.00
Bill Pmt Check	04/28/2016	48374	BCBS	8,925.41
Bill Pmt Check	04/28/2016	48375	Center Point Large Print	48.04
Bill Pmt Check	04/28/2016	48376	Comcast	189.85
Bill Pmt Check	04/28/2016	48377	Cover One	1,327.50
Bill Pmt Check	04/28/2016	48378	Doyle Signs	1,980.00
Bill Pmt Check	04/28/2016	48379	Global Equipment Company	230.11
Bill Pmt Check	04/28/2016	48380	Midwest Tape	1,878.23
Bill Pmt Check	04/28/2016	48381	OverDrive	1,495.85
Bill Pmt Check	04/28/2016	48382	PCM	70.65
Bill Pmt Check	04/28/2016	48383	Penguin Random House LLC	219.00
Bill Pmt Check	04/28/2016	48384	Runco	5,885.75
Bill Pmt Check	04/28/2016	48385	Sebert Landscaping	750.00
Bill Pmt Check	04/28/2016	48386	Trapp, Sandra	150.00
Bill Pmt Check	04/28/2016	48387	Turn Left Creative, LLC	150.00
Bill Pmt Check	04/28/2016	48388	VSP Vision	108.94
Bill Pmt Check	04/28/2016	48389	Warehouse Direct	173.49
Bill Pmt Check	04/28/2016	48390	Wlosinski, Maria	11.34
Bill Pmt Check	04/29/2016	48391	Case Lots Inc.	303.52
Bill Pmt Check	04/29/2016	48392	Colonial Life	82.53
Bill Pmt Check	04/29/2016	48393	NCPERS Group Life	64.00
Bill Pmt Check	04/29/2016	48394	Warehouse Direct	45.60
Bill Pmt Check	04/29/2016	48395	Willowbrook/Burr Ridge Chamberof Cor	40.00

Total 10121 - Checking JP Morgan Chase

97,379.47

**TOTAL**

**97,379.47**

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

## April 2016

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	04/08/2016	19,597.60
ILDOR-State	Payroll taxes	04/08/2016	2,565.51
EFTPS-Federal	Payroll taxes	04/22/2016	20,485.50
ILDOR-State	Payroll taxes	04/22/2016	2,688.20
IMRF	Payroll Pension	04/28/2016	20,509.55
DAC	Deposit to HRA	04/07/2016	1,700.00
Deluxe	Check Order	04/07/2016	77.37
Nicor	Gas	04/20/2016	1,476.51
Chase/US Bank	Credit Card Fee	04/04/2016	242.72
Hinsdale Bank	Fee-Direct Deposit	04/04/2016	25.00

## Proposed Changes to Policies

The following policies have proposed changes:

465.1

474

480.3

660.4

660.8

802.4.1

810.3



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

PUBLIC NOTICE

Notice is hereby given that a POLICY committee meeting has been scheduled as follows:

Date: April 12, 2016 (Tuesday)  
Time: 12 p.m.  
Place: Conference Room 202  
Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

- AGENDA: Roll Call  
410- Hours of operation  
415- Closings  
420- Library cards  
465- Internet  
470- Website  
474- 3D printer  
480- Privacy  
600- Use of Facilities  
620- Community Information Flyers and Posters  
621- Distribution of Free Publications  
630- Displays  
635- Art Exhibits  
660- Meeting Rooms  
800- Personnel  
1000- Emergency closings  
1100- Gifts  
Adjourn

If you have any questions, please contact the Library Director at (630)887-8760. This notice/agenda was posted on the library's bulletin board and website on April 6, 2016.

SERVICES

400 - Services

410 - Hours of Operation

Monday through Friday — 9:00 a.m. to 9:00 p.m.

Saturday — 9:00 a.m. to 5:00 p.m.

Sunday — 1:00 p.m. to 5 p.m.

415 - Closings

415.1 - Scheduled Closings

The library will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. When Independence Day or Christmas Day fall on a Sunday the library will be closed on Sunday and on the following Monday. When New Year's Day falls on a Sunday the library will be closed on Sunday but will be open on Monday.

The library may also close for other reasons such as staff institute day. The Board of Trustees will approve a calendar of closings each year.

415.2 - Unscheduled Closings

415.2-1 - Special Circumstances

The library may close for special circumstances (such as remodeling, inventory, etc.) with prior board approval.

415.2-2 - Emergency Closings

The library may close during and/or after an emergency at which time stated procedures for such closings shall be followed. See Sec. 1000, Emergency Situations.

Adopted 4/13/88, Revised 4/22/92, 3/15/00, 11/20/02 (eff. 12/1/02), Rev. 4/16/03 (eff. 9/2/03), Rev. 11/19/03, Rev. 6/16/04 (eff. 9/17/04), 12/21/05 (eff. 12/27/05), complete review & revision approved 4/18/07, 3/21/12, complete review 3/19/14

## 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 for responsibility of items checked out on the card. Applicants or parents, if the applicant is under 18, will be asked to show verification of their current address that includes their name.

## 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 and SWAN 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 types of materials borrowed. 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 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.

#### 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 three 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.

Complete review & revision approved 4/18/07, 2/17/10, 9/15/10, 3/21/12, complete review 3/19/14, revision approved 3/18/15

## SERVICES

37

## 465 Computer and Internet Services

Computers are provided for public access to the Internet, reference databases, the on-line catalog, software products and games. Wireless service is available for patrons who have a wireless device capable of accessing the library's wireless network.

## 465.1 Library Responsibility

Staff will assist patrons with basic functions of computers, printers and software programs as time permits. ~~but cannot offer in-depth personal instruction.~~ The library also provides classes and other resources for instruction. The library and library staff are not responsible or liable when assisting patrons who are conducting personal business or e-commerce on the library's computers.

The Indian Prairie Public Library District does not monitor and is not responsible for information, graphics and messages accessed through the Internet. The library is not responsible for damages, direct or indirect, that arise from a patron's use of Internet information resources. There is no guarantee that a patron's account(s) or email is private. Email users should not expect or treat email as confidential or private. Further, in case of a request from law enforcement authorities, your email and other data may be available to the requesting agency. The library assumes no responsibility for any loss or damage arising from use of the library's wireless service.

Privacy cannot be guaranteed due to the proximity of other patrons and security limitations of the library's network system. The library reserves the right to access and use any files saved on library equipment.

## 465.2 User Responsibility

The user is responsible for compliance with state, federal and local laws including copyright laws and laws governing unauthorized access. Parents or legal guardians are responsible for their minor children's compliance with these laws and with the library's Internet Services Policy.

Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security is prohibited. Patrons are responsible for any intentional damage to computer equipment or software or loss of same. Problems with equipment must be reported immediately.

The Internet contains material and information resources which users may think controversial or inappropriate. Information on the Internet may be reliable and current or it may be inaccurate and out-of-date. The Internet is a global entity and library patrons use it at their own risk.

Internet users are to limit use to viewing sites that are appropriate in a public site and not disturbing to others. Use of the Internet for any purpose that results in the harassment of others is unacceptable. Illegal acts involving library computer and wireless access resources may be subject to prosecution by local, state, or federal authorities.

Each user is responsible for following personal safety practices while using the Internet. Parents or legal guardians are responsible for the Internet information accessed by their children as well as for their children's safe use of the Internet including email, chat rooms, social networking sites, and other forms of direct electronic communication. Parents are advised to supervise their children's Internet sessions and to restrict them from accessing materials that the parents consider harmful to minors. The library provides to parents and children information about best safety practices for use of the Internet.

Use of another person's library card account number for Internet access is not permitted and may result in loss of Internet privileges for the cardholder as well as for the unauthorized person. Misuse of the computer or failure to follow the Internet policy will result in loss of access.

465.3 Use of Computers

Priority access to the Internet is provided to IPPL library cardholders who have agreed to comply with the library's Internet Services Policy and whose card is in good standing. Access may also be provided to guests who don't have an IPPL library card.

Computers in the adult department are provided for adults and children age 14 and up. Computers in the Youth Services Department are provided for children high school age or under or for parents to use with a child or while their child is using the Youth Services Department. Exceptions to this may be made with referrals from either department.

The library provides Express Internet stations for adults 18 and older. Users must be able to provide proof of age. Staff may choose to require a valid library card to access these stations.

The library supports the right of all library users to access information and does not deny access to the Internet based solely on age. However, this library recognizes that the Internet may contain material that is inappropriate for children. Library staff is unable to monitor children's use. Parents are expected to monitor and supervise their children's use of the Internet. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety. Parents may disallow their child's access by informing library staff.

The library has developed certain procedures to assist staff and patrons in the use of computers. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access.
2. A maximum number of people who can access a workstation.
3. Cost recovery for printouts.
4. Priority usage.
5. Reservation of computers.

Complete review & revision approved 4/18/07, rev. 11/28/07, 9/16/09, 2/17/10 (effective 6/1/10), 9/15/10, complete review and revision approved 3/21/12, complete review & revision approved 3/19/14 – effective 6/1/14

## SERVICES

39

## 470 Web Site

## 470.1 Purpose of Library Web Site

The Indian Prairie Public Library Web site has several key roles:

- Inform and educate the community about library services and activities.
- Facilitate access to and usage of library resources and services.
- Provide access to information and ideas that are available through the Internet.
- Enhance communication between the library and the community.
- Enable patron self-service.

## 470.2 External Links and Feeds

Links and feeds are provided as an information service and are selected in keeping with the Library's Mission Statement and Collection Development Policy. Links and feeds included on the library's Web site meet general community needs for information and will reflect the community's interest in popular topics, such as, but not limited to: business information, taxation, employment, health, travel, books and reading, film, homework help, etc. Sites included on the IPPL Web site must be current, objective, and easy to use, and must clearly identify the sponsor/creator of the page. They also must be free to use. The Library reserves the right to evaluate and select sites for links. Links on the IPPL Web Site are reviewed regularly to remove dead links, sites that do not load properly, or that no longer meet the selection criteria.

## 470.3 Web Site Use Disclaimer

The Indian Prairie Public Library District is responsible only for the content produced by the library. The placement of links on the library's Web site does not imply endorsement of, or responsibility for, the link or the content of offsite referenced pages. The library is not responsible for the content, accuracy, availability, or privacy practices of any external sites. Parents of minor children are encouraged to review any external sites to determine if the content is appropriate for their children.

## 470.4 Web Site Privacy Statement

The Indian Prairie Public Library District welcomes visitors to its Web site. The library is committed to upholding the privacy of Web site visitors. The library does not collect personal information for visiting its site. However, some databases available from the library's Web site require the patron's Indian Prairie Public Library card bar code number or other personal information for verification purposes only.

Patron information is confidential. The library will not share any personal information given to us with a third party unless required by court order. The library does not collect or sell user information for commercial purposes. In order to improve the usefulness of its site, the library automatically collects and maintains statistical information from site data logs concerning network traffic flow and volume. This information does not identify individual visitors.

## SERVICES

40

## 474 3D Printer

The library's 3D printer is available to Indian Prairie Public Library cardholders ~~the public~~ to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

Patrons are not permitted to use the library's 3D printer to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The library reserves the right to review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be printed. The library cannot guarantee that a print job will be completed within a particular time frame. The library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else.

The library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities.
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to 3D printing services to Indian Prairie Public Library District cardholders.

~~Patrons may use the 3D printer only with the assistance of designated library staff or volunteers. Supervision by library staff or volunteers does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.~~

Adopted 8/20/14

## SERVICES

41

## 480 Privacy of Patron Records/Information

## 480.1 Illinois Library Records Confidentiality Act

Circulation and registration records are confidential as stated in Illinois law (75 ILCS 70/1-2). No such records shall be made available to the public or to any agency of federal, state, or local government except pursuant to a court order. The exception is when a law enforcement officer has probable cause to believe there is imminent danger of physical harm. In this case the officer may request information regarding identification of a suspect, witness or victim of a crime without a court order but the information may not include records reflecting materials borrowed, resources reviewed or services used at the library. In this case the library will request that the officer sign a statement acknowledging receipt of the information.

The Library Records Confidentiality Act does not prohibit disclosure to law enforcement officials of information about a patron based on personal knowledge (such as a person's name), or information based on personal observation of a person on library property (such as staff observing the person using library computers). No information relative to the purpose of the person's use of the library will be given without a court order.

## 480.2 Confidential Relationship/Library Staff and Patrons

The relationship between library staff and patrons is confidential, including information about patron use of library materials or services, such as reference assistance and computer use. Parents or legal guardians of children under 18 may be provided with information about current materials, overdue materials and outstanding charges on their child's card.

## 480.3 Patron Access to Records

A library card barcode number or proper identification must be provided by a patron before any information about their record can be provided. Information is available by telephone only if a **person provides a library barcode number or correct personal information such as address, phone number and birthdate.** ~~library card barcode number is provided.~~ Indian Prairie cardholders may view their records online through the Internet.

## 480.4 Search Warrant Policy

Library staff will cooperate with Law Enforcement Officials as required by federal laws such as the USA Patriot Act to allow access to items within the scope of the Search Warrant while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2). A copy of this policy will be provided promptly to officials upon arrival at the Library.

## 480.4.1 Designated Library Contact

The Library Director will handle all requests to search Library records pursuant to a Search Warrant. In the absence of the Director the Assistant Director, followed by the Librarian-in-Charge, will deal with a Search Warrant issue.

## 480.4.2 Identify Serving Officer

The Library Director will request identification from the Law Enforcement Officials and record their names, badge numbers, and agencies.

480.4.3 Review Warrant for Content

The Library Director will review the Search Warrant when served and will contact the Library Attorney for consultation concerning the scope of the Warrant and compliance procedures.

The Library Attorney is:

Roger Ritzman

Office Phone: 630/665-1900

Home Phone: 630/668-6476

480.4.4 Request the Presence of Library Attorney

The Library Director will ask the Law Enforcement Officials to wait until the Library Attorney is present before beginning the search. (However, the Search Warrant may be executed immediately.)

480.4.5 Cooperate with Officials

The Library Director will cooperate with Law Enforcement Officials to help identify the records/ evidence falling within the scope of the Search Warrant.

480.4.6 No Access to Other Records

The Library Director will not permit access to records beyond the scope of the Search Warrant, i.e. records not specifically identified in the Search Warrant.

480.4.7 Record Evidence Viewed or Taken

The Library Director will record all records or evidence viewed, copied, or removed from the Library pursuant to the search.

480.4.8 No Disclosure of Search

No employee will disclose the receipt of the Search Warrant or the search to anyone except the Library Director, the Library Board President and the Library Attorney.

Adopted 4/13/88, Rev. 5/17/95, 2/19/97, 3/15/00, 11/20/02 (eff. 12/1/02), Complete review & revision approved 4/18/07, rev. 11/28/07, Complete review 2/17/10, 3/21/12, complete review 3/19/14

**OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION**

- A. This is a request under the Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information contained in the Library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime".
- C. As the basis for this request, I represent the following:
  - 1. I am a sworn law enforcement officer.
  - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following: \_\_\_\_\_

(description of information sought)

\_\_\_\_\_  
Officer's signature

\_\_\_\_\_  
Officer's Agency/Department

\_\_\_\_\_  
Officer's printed name

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Officer's badge number

\_\_\_\_\_  
Time signed

\* \* \*

**OFFICER'S ACKNOWLEDGEMENT**

I acknowledge receipt from the Library of the information I requested.

\_\_\_\_\_  
Officer's signature

\_\_\_\_\_  
Date signed

\* \* \*

(Library Use Only)

Name(s) of Library Staff assisting with the information requested: \_\_\_\_\_

## USE OF LIBRARY FACILITIES

## 600 Rules of Behavior

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use the library building, materials and services, to protect the rights of library employees, and to preserve library materials and facilities. The law gives the Board the right to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. "The library" includes the library building, entrance areas, walkways, parking lot and the property that surrounds the building excluding the public sidewalks.

The Board of Trustees believes that the library is for everyone's enjoyments and library patrons have the right to use the library and its materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have a right to materials and facilities that are available and in good conditions. In addition, patrons must adhere to applicable laws.

## 601 Disturbing Others

Behavior which disturbs other patrons or staff is not permitted. This includes but is not limited to conversations and behaviors that bother others, loud activity, impeding access to areas of the library, running in the library, disturbing images on a computer, verbal or physical abuse. Cell phones must be on vibrate and may not be used in designated quiet areas. Cell phone usage at computers must be limited so as not to disturb others.

Normally the patron will receive two warnings. At the third offence the patron must leave the library for the rest of the day. However, depending on the seriousness of the offense the patron may receive one warning or even be asked to leave immediately. In the event the disruptive patron is age 7 or younger, the staff member will locate the responsible adult. The entire family may be asked to leave the library if the behavior is not corrected. If the adult responsible for the child cannot be located within the building, the librarian in charge will identify the child and attempt to contact the parent by phone. If the patron under age 13 is required to leave and does not have immediate prospect of transportation home or sufficient money to use the pay phone to call for a ride, the librarian in charge should contact the child's parents by phone and request that they be picked up.

## 602 Harassment

Harassing others, either verbally or through actions, is prohibited. This includes harassment based on sex, race, gender, 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. Behavior such as paying unwanted attention to others, initiating unwanted conversation, following other people around the library, staring at other people, photographing or videotaping others, or touching other people is considered harassment. This also includes sexual harassment as defined by state law, "sexual harassment means any unwelcome sexual advances or requests for sexual favors and any conduct of a sexual nature when...(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." The terms intimidating, hostile or offensive as used above include conduct which has the effect of discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Director.

The patron receives one warning for harassment; at the second offense the patron must leave the library for the rest of the day. In the case of sexual harassment, the police will be called immediately and the Director will determine how long the perpetrator will be barred from the library.

603 Firearms and Other Weapons

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

604 Foods and Beverages

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

605 Smoking

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

606 Shirt and Shoes

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

607 Hygiene

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

608 Library Property and Parking Lot

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

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

Skateboarding and rollerblading are prohibited. Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is

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

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The library's insurance company must approve the Certificate of Insurance. The group must 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. 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, 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 to their parents or guardians regarding the behavior and consequences. If the behavior persists the patron will be barred for one month. If the patron continues to cause disruptions he or she will be barred for 90 days. If the patron returns and continues to cause disruptions the patron will be barred for one year.

In the case of serious violations, a patron will immediately be barred from the library anywhere from one year to indefinitely depending on the severity of the behavior. In the case of repeated, serious violations a patron may be barred from the library indefinitely.

611.1 Appeal

Persons wishing to appeal these actions may do so upon written request to the Library Director. If the person is not satisfied with the result of their appeal they may request a review by the Library Board of Trustees.

THE SAFETY AND WELL-BEING OF CHILDREN

612 Only adults who are with or assisting children, using youth materials, or interacting with staff should enter the Kids & Teens Department.

To ensure the safety of children, it is the parents' or guardians' responsibility to provide childcare; the library and its staff cannot provide this service. Children aged 7 and under must be accompanied by an adult or adolescent of at least 12 years of age who is near the child and attentive to their needs.

Exception: When a child age 3 to 7 is in a library program that does not require the caregiver's attendance, the caregiver may leave the children's department to use another part of the library as long as the caregiver returns 5 minutes before the program is scheduled to end. The caregiver must remain in the library. If the caregiver is repeatedly late to meet the child following a program, the child may be removed from program enrollment.

If a child is left unattended, library staff will inform the parent of library policy. If the same child is left unattended a second time, the library staff will inform the parent that the police will be asked to take custody if the child is left unattended again. If a child is left a third time, library staff will contact the police.

If an unattended child age 12 and under is in the library at closing time or at the time of an emergency closing, the librarian in charge shall attempt to contact a parent or guardian by phone to come pick up the child immediately. If unsuccessful the librarian will contact the local police a half hour after closing. At least two staff members will wait with the child until the police arrive to take custody of the child.

Complete review & revision 3/21/12, revision 8/21/13, revision 11/20/13, revision 12/18/13, complete review & revision approved 3/19/14. revision 10/21/15

## USE OF LIBRARY FACILITIES

## 620 Community Information Flyers and Posters Display

As a service to the community the library provides space for posters and flyers that promote educational, cultural, intellectual, charitable, civic, or historical activities sponsored by local cultural, service, non-profit and governmental organizations in the immediate area. Materials advertising major educational and cultural events taking place in the general Chicago area may be displayed when space is available. It is not intended to advertise classes, events, items or services for sale by commercial entities, profit organizations, or individuals. Materials containing information that advocate or promote a partisan position on any issue will not be accepted for display.

The library determines where materials may be posted or distributed. Any materials implying library sponsorship or support will not be accepted for display. Materials for posting must conform to Federal, State and Local laws including election laws. Flyers, brochures, pamphlets and announcements do not necessarily reflect the views of the Indian Prairie Library or Indian Prairie Library Board members and must conform to the following guidelines.

Posted materials must be approved, initialed and posted by library staff only. Staff will remove and dispose of items which have not been approved. Lost and Found notices may be posted as space allows. These materials will be removed the first day of every month.

No item over the size of 11" x 17" shall be posted. All items shall be posted for a period of one week, if space is available. Items may be posted for longer than one week if there is room. Items will be posted on a first come, first served basis. Publicity items are generally considered temporary and library personnel will dispose of said items after the event.

Library employees may not participate in the distribution of any materials except those generated by the library or the Friends of the Library or organizations founded to support the library such as the Indian Prairie Public Library Foundation. The library staff will not be responsible for providing any additional information concerning an advertised activity.

## 621 Distribution of Free Publications

If space is available, the library may distribute copies of free publications which are of general interest to the community. However, publications must meet the following criteria and meet approval of the head of the appropriate department.

- The publication is free of charge.
- The subject matter meets the criteria for selection as stated in the Materials Selection policy.
- The delivery of the publication is timely.
- There is community interest in the publication.

Distribution of materials relating to youth and parents are distributed in or near the 2<sup>nd</sup> floor Youth Services department. Distribution of materials relating to adults are distributed in or near the 1<sup>st</sup> floor Adult Services department. The library reserves the right to refuse to distribute and to dispose of materials at any time. Publications do not necessarily reflect the views of the Indian Prairie Library, Indian Prairie Library Board members or staff.

USE OF LIBRARY FACILITIES

Requests to distribute or remove publications should be addressed by the Head of the appropriate department. If a resolution is not reached, the patron may appeal in person or in writing to the Library Director. In the event that the decision made by the Library Director is not satisfactory to the patron, the patron has the right to present his or her written request to the Board of Trustees.

Complete review & revision approved 9/19/07, 2/17/10, Complete review 3/21/12, Complete review 3/19/14

## USE OF LIBRARY FACILITIES

## 630 Displays

The library offers display cases on the second floor that may be used by the public for displays of general interest to the community. This is the only display space in the building that is available for public use. Displays do not necessarily reflect the views of the Indian Prairie Library or Indian Prairie Library Board members. The library reserves the right to refuse the use of the display areas to anyone whose display is disruptive of its functions. The library reserves the right to withdraw the privilege of the use of display areas if board policies regarding its use are not followed. All displays are considered temporary. Display materials must be removed the day after display time ends or library staff shall dispose of said items.

The displayer shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage, or theft of any item displayed.

## 630.1 Displays in Departments

Displays within departments are used to promote the use of library materials or services and are developed by library staff. In addition the Youth Services Department may display writings, art work, or crafts prepared by children and teens submitted by a school located in the district or the leader of an organized non-profit youth group that includes youth who are residents of the district.

Complete review & revision approved 3/21/12, Complete review 3/19/14

## USE OF LIBRARY FACILITIES

## 635 Art Exhibits

The library's second floor gallery is available for exhibits of framed or mounted art works by local artists and not-for-profit groups. Art work may also be exhibited in the second floor display cases if they are available. Art work by children may also be exhibited in the Youth Services Department. The exhibit period is one month. Exhibits do not necessarily reflect the views of the Indian Prairie Library or the Indian Prairie Public Library Board members.

The Marketing and Promotion Coordinator or the Graphic Design and Digital Services Associate is responsible for determining whether or not an artist's work is of a nature, format and quality appropriate for the gallery area. The library will publicize the exhibit on the library's website. The Marketing and Promotion Coordinator must approve all publicity that is posted in the library for the exhibit.

The exhibit is limited to the art molding display area in the second floor lobby/gallery. The work must be framed, mounted or otherwise prepared for hanging on the hooks provided by the library. No modification of the library facility will be permitted for the installation of an exhibit. No additional exhibit space is permitted. Artists are responsible for setting up and taking down their exhibits. The exhibit must be assembled during the first week of the exhibit period and the items are expected to remain on display until the last week of the exhibit period. The artist or the artist's designee must remove the exhibit by the end of the exhibit period. Library staff may dispose of artwork not picked up at the end of the exhibit period.

Prices of the artwork may not be displayed in the exhibit. The library will not act as the artist's agent in the sale of his/her work. The artist may provide a list of the art works, including the price and the artist's telephone number, which will be kept at the Checkout Desk and made available to patrons at their request

The library reserves the right to refuse the use of the exhibit areas to anyone whose exhibit is disruptive of library functions. The library reserves the right to withdraw the privilege of the use of exhibit areas if board policies regarding its use are not followed. The exhibitor shall be responsible for providing insurance coverage for the items displayed. The Indian Prairie Public Library District, its Board of Trustees and/or its staff assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed.

Complete review & revision approved 9/19/07, 2/17/10, Complete review & revision approved 3/21/12, Complete review & revision approved 3/19/14

## USE OF LIBRARY FACILITIES

## MEETING ROOMS

## 660 Meeting Rooms

Library meeting rooms 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. Meeting room space is 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 non-profit groups and organizations with members who have an Indian Prairie library card.
- Businesses located within the Indian Prairie District.
- Indian Prairie Library cardholders participating in or conducting recitals.

660.1 Permission to use a meeting room 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 meeting room 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 the meeting rooms 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 the meeting room 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

- Large Meeting Room - seating for up to 100 auditorium style or 48 seated at eight folding tables; built-in sound system and projector, mini-kitchen with sink and refrigerator, screen, podium.
- Board room - seating for ten at conference table.
- Conference Rooms - seating for six or eight. See Policy #650 for rules and regulations covering the use of these rooms.
- ~~Youth Room - seating for 28 auditorium style or 16 at tables.~~

Groups are responsible for setting up the meeting rooms for their own uses. Library staff are not responsible for setup.

#### 660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a device capable of accessing the Internet. Subject to availability, the following equipment may be reserved for use: LCD projector, DVD, microphone or wireless microphone and Clavinova. The equipment may not be taken out of the library. Meeting room users are responsible for operating any audiovisual equipment they require. Instruction in the use of audiovisual equipment is available, by advance appointment, through the Administrative Office.

#### 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 meeting rooms by library organizations, non-profit organizations with members who live in the district, and local governments. There is a fee for the large meeting room and board room of \$25.00 for up to four hours 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 meeting 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.** ~~Indian Prairie Public Library Meeting Room Application.~~ Groups will be booked in order of priority (See #660) **and then by the date the application is received with payment. An application must be submitted at least two business days in advance of the meeting.** The Meeting Room and Board Room may be reserved up to three months in advance. A separate application must be completed for each date. Reservations will be held for 10 minutes **and then the room may be used by another group.**

The reservation form must be completed by one adult (18 years old or older) Indian Prairie cardholder Library District who will serve as the contact person and attend the meeting. ~~Optionally, a second adult Indian Prairie Library District cardholder may sign as a secondary contact, in which case, at least one contact must attend the meeting.~~ The names and numbers of the 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 the IPPL meeting room 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 Care of Facilities and Equipment

Simple refreshments may be served (coffee, punch, doughnuts, cookies, box lunches, etc.) Alcoholic beverages are not allowed. 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 meeting room is to be left as found. If there is damage to the room or the equipment, the contact persons 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 meeting room 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 the meeting 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) meetings 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.

PERSONNEL CODE

TABLE OF CONTENTS

800	Introduction.....	2
801	Selection of Personnel.....	3
802	Personnel Practices.....	5
803	Staff Conduct.....	15
804	Performance Evaluation.....	18
805	Paid Leaves of Absence.....	19
806	Unpaid Leaves of Absence.....	25
807	Health/Life Insurance Benefits.....	29
808	Retirement/Disability Benefits.....	31
809	Staff Privileges.....	32
810	Reimbursement.....	33
811	Volunteer Staff.....	35

## PERSONNEL CODE

## 800 Personnel

It is the continuing goal of the Board of Trustees of the Indian Prairie Public Library to maintain fair and equitable employment practices. It is the intent of the Library Board to work toward development of the library by providing staff with the opportunity to contribute ideas on library operations and the work environment. Staff members' ideas are to be sought and encouraged by library management, and such information is to be provided by management to the Administration and the Library Board.

The personnel policies are based on the following objectives:

- The development of a highly-qualified, well-trained, and equitably-compensated staff.
- Providing a work environment that is conducive to professional and personal growth.
- Compensation of employees based on performance and assigned responsibilities.
- The use of reasonable rules to govern the operation of the library and interaction of the staff.

Upon receiving a copy of the Personnel Code, each employee shall sign the "Employee Agreement" The library reserves the right to amend, revise or eliminate any of the policies or benefits, or portion thereof, described here, except for the policy of employment-at-will. The only recognized deviations from these stated policies will be those authorized by the Board of Trustees of Indian Prairie Public Library. Administration of and compliance with the Personnel Code is the responsibility of the Library Director and of supervisory and administrative staff.

Following library policy is a pre-requisite for continuing employment with the library. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as informed as possible concerning the organization, resources, policies, procedures, and services of the library as a whole.

## 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, or sexual orientation 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 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.

## 801.3 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 time when an opening is available providing their qualifications are satisfactory. If hired, they will not be credited with prior service for the purpose of computing the accrual of vacation time and seniority nor does time served as a substitute contribute to accrual of vacation or seniority.

## 801.5 Nepotism

Immediate relatives (father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, or children) of Board members or library employees are not eligible for employment.

## PERSONNEL CODE – Selection of Personnel

## 801.6 Staff Categories

“Full Time” designates staff who work 37.5 hours per week. “Part Time” staff work less than 37.5 hours per week. “Substitutes” are hired to fill in temporarily during a vacancy or for an employee on leave. Substitutes must substitute at least once in a two-month period to remain a substitute except in circumstances approved by the Director. A substitute must average less than 20 hours per week and is not eligible to receive benefits. “Exempt employees” are exempt from provisions of the Fair Labor Standards Act. Exempt employees include the Director, Assistant Director, all Department Heads and all full-time professional librarians.

## PERSONNEL CODE – Personnel Practices

## 802 Personnel Practices

## 802.1 Personnel Records

Personnel records are under the care of the Administrative Office Coordinator, who is responsible for their confidentiality. Each record will be maintained by the Administrative Office Coordinator and will include the original employment application, starting date of employment, annual performance evaluations, and other evaluative materials, records of further education and termination of employment form and date when that occurs.

No evaluative material concerning an employee's performance, service, character, or personality will be included in the personnel file unless the employee has had the opportunity to review and sign the material. The signature does not signify the employee agrees with the content, but indicates that the employee has inspected the material. The employee may also add his or her comments to the material. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the director and the employee. If an agreement cannot be reached, the employee may reply to such material in a signed statement attached to the relevant material in the personnel file. No anonymous information will be included in a personnel file. All information placed in the personnel record is permanent, except that material which is removed by mutual agreement of employee and the director. In accordance with the Illinois Personnel Record Review Act, no disciplinary reports, letters of reprimand, or other records of disciplinary action more than four years old will be released to a third party.

The Library Director, Assistant Director, and Administrative Office Coordinator have access to personnel files for personnel administration purposes. Supervisors may have access to their employee's performance evaluations and other related materials for personnel administration purposes only. Permission to inspect an employee's files must be obtained from the Administrative Office Coordinator, Library Director, or Assistant Director.

As the legal employer, the Board ultimately has control of these records, but will limit its access to those portions of the records which are necessary to satisfy a stated need. Upon request, the Library Director will make a personnel file available to the Board President acting on behalf of the board.

Employees may examine their own personnel records. The employee will submit a written request and inspection will be scheduled during normal administrative office hours under the supervision of an administrative staff member as soon as possible but no longer than three working days from when the request was received. The employee may request a photocopy of any part of his or her record.

Employees should report all changes in name, address, telephone number and emergency notification information to the Administrative Office Coordinator in writing. Employees who participate in benefit programs offered through the library must report changes in marital or family status to the Administrative Office Coordinator in writing. Failure to report changes in a timely manner could result in loss of benefits.

## PERSONNEL CODE – Personnel Practices

## 802.1.1 Confidentiality of Personnel Records

It is the policy of the Indian Prairie Public Library that all personnel information, except that which the Illinois Freedom of Information Act requires be made available and any written reference authorized by an employee, is strictly confidential. No employee will disclose any information obtained from the library personnel records concerning another employee.

## 802.2 References and Verification of Employment

Only the dates of employment and the job title of the position held will be provided. No further information will be provided unless the employee petitions the library district in writing or has given the library permission on the employee termination form to provide further information.

## 802.3 Workweek and Schedule

The workweek begins on Sunday and ends the following Saturday. All employees may be scheduled to work days, evenings and weekends. Employees work as scheduled at the convenience of the library. Non-exempt staff may not work over their normally scheduled hours without prior approval of the Supervisor, Department Head or Librarian-in-Charge.

The Director may, when necessary, schedule time to be worked in excess of normally scheduled hours. A regularly scheduled increase in part time hours requires approval of the Director.

## 802.3.1 Temporary Emergency Closing

When the library is closed for an emergency situation, full time employees scheduled to work will be paid. If possible, another work location will be authorized or the employee's schedule may be revised to reflect when the library is expected to reopen. Part time employees who are working at the time of the closing will be paid for the hours scheduled. Those who are unable to begin working because of the closing may be eligible to make up the hours within the next four weeks depending on the needs of the department. Staff being paid during a temporary closing will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled work day should conditions allow the library to reopen.

## 802.3.2 Working at Home

Staff who are unable to be physically present at the library to perform their duties due to temporary disability, recovery from illness or surgery, severe weather and/or travel conditions, or a library disaster may request to perform job duties at home or at another site on a temporary basis. The hours worked at home will conform to library work hours. In addition, some staff may be given permission to perform particular duties at home due to the nature of the work such as preparing for a book discussion. In any case, the duties and amount of time spent will be approved by the employee's supervisor. Duties must be of a nature that can be performed away from the library. Hours worked will be reported to the staff person's supervisor.

## PERSONNEL CODE – Personnel Practices

## 802.4 Payroll and Salary

## 802.4.1 Payroll

Employees will be paid bi-weekly. The pay period will begin with the workweek (Sunday) and end thirteen days later. Employees will be paid on the Thursday following the end of the pay period. Automatic payroll deductions will be made as required by law and as authorized by the employee. **Employees are responsible for making a daily record of their hours worked and ensuring that such information is accurately presented on their time sheets. All employees must submit time sheets to their supervisor by the day after the pay period ends. Employees must submit a time sheet in advance of the due date if they plan to be on leave or otherwise out of the office on a day the time sheets are due. The accurate recording of an employee's working hours is a serious matter. Employees who falsify information relating to their working hours, including failing to record hours worked, are subject to discipline, up to and including termination of employment.**

## 802.4.2 Deductions from Pay

It is the policy of Indian Prairie Public Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance. Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Library Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision in writing to the Board President. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after reporting the improper deduction.

## 802.4.3 Salary Schedule

The salary schedule establishes a salary range for each position level and includes a minimum and maximum rate. The schedule is reviewed annually by the Library Director and the Board with reference to current library standards and cost of living and any adjustments made are effective as set by the Board. On the effective date of a new or revised salary schedule, any employee receiving less than the new minimum salary for that position will automatically be raised to the new minimum salary for his/her position. New appointments will normally be at the minimum salary for that level, although previous experience will be considered and the beginning salary may be established at a higher rate.

Substitutes, when hired, will receive a salary within the first quartile of the salary range for the position in which they are substituting. Substitutes will receive the same cost of living percentage increase as approved each year for other employees.

## 802.4.4 Merit Pay

Regularly scheduled part-time and full-time employees have the potential to receive merit salary increases. The amount of money available for merit raises is approved each year by the Board of Trustees. Relative to that amount, the percentage of an individual's merit increase is based on the employee's annual performance appraisal. Individuals may also be eligible to receive a special bonus relative to extraordinary work as determined by the Director. Merit raises are awarded on the anniversary date of employment or July 1 for employees who were employed prior to implementation of the anniversary date as the review date. Staff who reach the maximum amount on their salary range will receive their merit as a bonus rather than as a salary adjustment.

PERSONNEL CODE – Personnel Practices

802.4.5 Overtime, Sunday and Holiday Pay

Non-exempt part-time employees will be paid at the regular rate for all hours up to 40 hours per week and at 1½ times the regular rate for hours in excess of 40 hours per week and for hours worked on Sundays or holidays. Hours in excess of 40 per week must be approved in advance by the Director, Assistant Director or Librarian-in-Charge. Exempt employees do not receive overtime pay.

Full-time employees scheduled to work on Sunday will receive time and one-half compensatory time for Sunday hours. Compensatory time earned on Sunday will be scheduled within the same pay period.

Full-time employees may take compensatory days for paid holidays that fall on days not normally worked. Compensatory time earned for a holiday will be scheduled two weeks prior or two weeks after the holiday.

Part-time employees regularly scheduled for at least 20 hours per week will be paid for holidays, if normally scheduled to work those days and time periods when the holiday occurs. Substitute employees and part-time employees regularly scheduled less than 20 hours per week do not receive pay for holidays.

802.4.6 Reduction in Hours

An employee who no longer receives benefits due to a reduction in hours will be paid for any earned vacation time on the first payroll following the change.

802.5 Breaks

Relief breaks are permitted to allow employees time to rest during the workday. Meal breaks are required by law for employees working 7.5 hours or more.

- Employees are allowed a paid fifteen (15) minute relief break for every half day (at least ¾ hours) worked. Relief break time does not accumulate.
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of 30 minutes, in addition to a paid 15 minute relief break as approved by the supervisor.
- Employees not scheduled for enough consecutive hours to meet these requirements may work an extra 15 minutes in order to take an unpaid 15 minute relief break, provided this is approved by their supervisor in advance.

- Employees are scheduled to take a one-half hour unpaid meal break no more than 5 hours after the start of the work period when scheduled to work continuously for 7 1/2 hours or more. Meal break time does not accumulate.
- With permission of their supervisor, relief breaks may be combined or used to extend meal breaks.
- Unused meal or relief breaks cannot be used to adjust the employee's scheduled arrival or departure times.
- No compensation will be given for relief breaks not taken.

PERSONNEL CODE – Personnel Practices

802.6 Termination of Employment

802.6.1 Resignation

Employees are encouraged to give advance notice of resignation. A minimum of four weeks notice is requested for the Library Director, Assistant Director, Department Heads, Librarians and Administrative Office Coordinator. A minimum of two weeks notice is requested for all other positions. On the last day of employment the employee is required to return his or her library card (if a non-resident), any library keys assigned to the employee, his or her name badge, and to pay for all outstanding fines and personal orders.

802.6.2 Unsatisfactory Performance

Unsatisfactory performance is cause for termination of employment. Steps are followed as described in section 804.2 to address the problem. If the problem is not resolved to the library's satisfaction the employee's employment will be terminated. Persons whose employment is terminated for unsatisfactory performance may be required to leave the premises immediately.

802.6.3 Cause

Criminal acts, dishonesty, insubordination, harassment as defined in section 802.9, sexual harassment, drug and alcohol use while on the job, and failure to appear for work or to remain at work as scheduled more than once without notification and violating policy 803.10 Firearms and Other Weapons will be followed by immediate termination of employment. Persons whose employment is terminated for cause may be required to leave the premises immediately.

802.6.4 Financial Exigency or Discontinuation of Library Services by the Board or Extended Closing

The Board will determine which positions will continue to be filled. At each level positions retained, staff members with the longest period of service will continue to be employed. Four weeks advance written notice shall be provided to persons whose employment will not be continued. The District may provide assistance in helping such employees obtain new positions.

802.6.5 Employment Termination Form

All persons whose employment is terminated are required to complete and file with the Library Director or the Board a copy of the "Termination Form for Indian Prairie Library"

802.6.6 Termination Salary Adjustment

Payment shall be made for unused vacation leave on the final paycheck. Vacation leave is accrued up to the last day actually worked. No payment shall be made for accumulated sick leave or personal day hours.

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, 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.

802.9.1 Definitions of Harassment

Harassment is any behavior which creates a hostile work environment. Harassment

PERSONNEL CODE – Personnel Practices

encompasses a wide range of unwanted, directed behaviors, both verbal and non-verbal. The most severe and overt forms of harassment are easier to determine. On the other end of the spectrum, some harassment is more subtle and depends, to some extent, on individual perception and interpretation.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct which could be considered harassment include:

- a. Persistent unwelcome flirting, pressure for dates, sexual comments or touching;
- b. Suggestive jokes or gestures directed toward another based on sex, race, gender, national origin, religion, disability, pregnancy, age, military status, and any other category protected by State or Federal law;
- c. Racially or sexually oriented comments about another;
- d. Preferential treatment of an employee or unpaid intern, or a promise of preferential treatment to an employee or unpaid intern, in exchange for dates or sexual conduct or based on sex, race, gender, national origin, religion, disability, pregnancy, age, military status, and any other category protected by State or Federal law;
- e. The open display of sexually oriented calendars, computer screens, pictures, posters, or other material offensive to others.

802.9.2 Reporting Complaints

If an employee or unpaid intern believes that he or she has been harassed at work by an employee or by some other person who represents the library, is doing business with the library or is a library patron, the employee or unpaid intern shall immediately notify his or her direct supervisor. The supervisor shall notify the Library Director and will complete a complaint form (ADM 811.5). If the person to whom the employee or unpaid intern is directed to report is the offending person, the report should be made to

the next highest level of supervision. If the complaint is directed towards the Library Director, the report should be submitted to the Library Board President. All reports of alleged harassment shall be confidential. Written complaints of alleged sexual harassment will be reviewed by the Library Director and/or the Board President and an investigation initiated promptly.

The Library Director or the Board President, as the case may be, will provide the complaining employee or unpaid intern with a written report regarding the outcome of the investigation and the actions to be taken, if any, within thirty days of receiving the

PERSONNEL CODE – Personnel Practices

incident report. If so requested by the complaining employee or unpaid intern, during the time of the investigation, the library will endeavor to structure the work situation to reduce or eliminate contact between the complaining employee or unpaid intern and the alleged perpetrator.

802.9.3 Right of Appeal

Employees or unpaid interns have the right of appeal through the library's Grievance Procedures. If a complaint remains unresolved, it may be reported to the Illinois Department of Human Rights, 100 W. Randolph St., Suite 10-100, Chicago, IL 60601 (312-814-6200); or the Illinois Human Rights Commission, 100 W. Randolph St., Suite 5-100, Chicago, IL 60601 (312-814-6269); or the Federal Equal Employment Opportunity Commission, 536 S. Clark St., Chicago, IL 60601 (312-353-2713). Complaints must be filed within 180 days of the date of the alleged incident.

802.9.4 Discipline

Any employee who is determined, after an investigation, to have engaged in harassment, in violation of this policy, will be subject to disciplinary action up to and including dismissal. Any intern in violation will not be allowed to continue the internship. No action will be taken against employees or unpaid interns who lodge good faith complaints of harassment.

802.9.5 Retaliation

It is unlawful to retaliate in any way against anyone who has reported about harassment or discrimination.

802.10 Use of Automobile

Employees who use private vehicles for library business must complete a Certification of Automobile Liability Insurance and Valid Driver's License (Appendix 890.4) statement indicating that they are duly licensed and have auto liability insurance in effect that meets or exceeds State of Illinois requirements. Employees who use private vehicles for library business must notify the library if their insurance lapses or if they no longer have a valid driver's license. Staff members are prohibited from transporting library patrons in their personal vehicles.

802.11 Privacy of Employee Work Space and Equipment

Desks, lockers, filing cabinets and other storage areas may be provided for the convenience of our employees, but these areas remain the sole property of the library. The library reserves the

right to enter any person's workspace and to open desks, files, cabinets, etc., to obtain materials. Telephones, computers and computer software are the property of the library and are not private. Therefore, employees who do not wish personal articles or files to be subject to inspection in the workplace should not store such property on the library premises.

802.12 Gifts

Indian Prairie Public Library officers and employees are prohibited from offering or accepting gifts as stated in the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq*).

PERSONNEL CODE – Personnel Practices

Any gift received as a premium by the library must be given to the Director or Assistant Director for library use. Such gifts will be used to benefit the public whenever possible. Gifts received by staff from patrons in appreciation for individual services rendered on a particular occasion or throughout the year may be kept by the staff member if the value does not exceed \$50. Administrative staff should be informed of all gifts regardless of value and those over \$50 in value must be given to the Director or Assistant Director for disposal. The President of the Board of Trustees and the Treasurer must be notified of all gifts over \$50 in value. Cash gifts may not be accepted.

Gifts received by staff or their immediate family from any person or organization doing or seeking to do business with the library under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of library business with the donor shall not be accepted. Such gifts should be returned with a note of explanation.

802.13 Complaint Procedures

All employees have the right to voice their complaints. Free discussion is important in resolving misunderstandings and preserving good relations among employees and between employees and supervisors. If discussion with the supervisor does not resolve a problem satisfactorily, it is important that the employee bring it to the attention of the appropriate person in the proper manner as stated below. Use of the complaint procedure shall not jeopardize an employee's standing. It is understood by all parties concerned that the complaint procedure may be discontinued at any step if a satisfactory resolution to the problem is reached.

Step 1 - An employee with a complaint will first present the complaint in writing to his/her supervisor. It is the supervisor's responsibility to ensure any complaint receives prompt attention. The supervisor will confer with the department head and reply in writing to the employee within five working days. Notification of the problem and its solution will be given to the department head and the library director.

Step 2 - In the event the employee feels the problem remains unresolved following Step 1, the employee may submit the complaint in writing for reconsideration by the Department Head who will forward it to the Library Director. Upon reviewing the complaint, the Library Director will render a decision in writing within five working days after receipt of the written complaint. In certain cases, the Library Director, the Department Head and the supervisor may wish to meet personally with the employee to provide a fuller explanation of the action taken.

Step 3 - An employee who feels his/her complaint still has not received a satisfactory resolution may submit a written complaint to the Board President requesting a review of the situation by the Board President. Within five working days, a meeting will be convened with the employee, supervisor, Department Head, Library Director, and Board President, or his or her representative, present. A response will be given to the employee within five working days of the meeting.

If the complaint situation involves the Library Director and an employee, the employee may file a complaint beginning with Step 3.

PERSONNEL CODE – Personnel Practices

Step 4 - The Board President's decision may be appealed to the Library Board of Trustees. The employee must submit a written request for an appeal and a written statement of the complaint to the President of the Board of Trustees within two weeks of the completion of Step 3 of the complaint procedure. The written request will be forwarded to the Trustees for review at the next Board meeting. The Trustees will set the date on which the appeal will be heard. On the appointed date the employee requesting the appeal must attend the meeting. The Board will decide what other parties will be heard in the appeal. The Library Board of Trustees' decision is final and binding on all parties.

PERSONNEL CODE – Staff Conduct

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, 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

70

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

Staff are expected to attend in-service training, all-staff meetings and department meetings as

Indian Prairie Public Library District

803

### PERSONNEL CODE – Staff Conduct

scheduled unless excused by their supervisors. Substitute staff will not normally be scheduled to attend department meetings but may attend staff institute day.

#### 803.5 Personal Telephone Calls

Personal use of library telephones should be minimal and if a personal call is received while an employee is on a service desk the call must be kept to a minimum. When it is necessary that an employee make a personal long distance call while at work, the call should be made from a cell phone or charged to the employee's home telephone number or credit card.

#### 803.6 Parking

Staff parking is provided in the west section of the parking lot along the fence or south of the second islands in order to reserves spaces closest to the library for patrons.

#### 803.7 Smoking

The Indian Prairie Public Library is a smoke free building. This includes tobacco chewing and smokeless cigarettes.

#### 803.8 Use of Library Staff Computers

All material created, received, stored and transmitted belongs to the Library and use is subject to library supervision. Employees should have no expectation of privacy. Use of computers on library time must be job-related and supportive of Library services. Staff members who are authorized to use library computers may make occasional personal use of one of these computers as long as the use does not interfere with library operations and is not done on work time.

Library and individual passwords should not be disclosed to or used by anyone other than those authorized for these passwords. Failure to follow this policy will result in disciplinary action or termination. Staff must not use computer privileges to interfere with or disrupt other users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, harassment, propagation of computer viruses or use of the network to make unauthorized entry to any other machine. Staff will not use computers for any illegal activity, or place any text, data, graphics, images, messages, communication(s), files or other material related to any illegal activity on the Internet or social media. Staff may not use staff computers to view sites that are considered disturbing to others or for commercial or political activities. Solicitation (charitable, or otherwise) on library staff computers is prohibited.

Email messages that include personal opinion by staff should be clearly marked as personal opinion, not library policy.

Staff members may not make any changes to library computer equipment such as changing system settings, adding, disabling or deleting programs, and storing non-work related files on hard drives or the LAN.

PERSONNEL CODE – Staff Conduct

803.9 Emergencies

803.9.1 Accidents

All accidents involving employees during working hours or while on library premises, and all other accidents in which the library is involved directly or indirectly must be reported immediately to the Librarian-in-Charge, who will fill out an Incident Report and give a copy to the employee’s supervisor and the Director. On the job accidents are covered by Workers' Compensation.

803.9.2 Weather Emergencies

Refer to emergency manual for action to take in the event of severe weather conditions.

803.10 Firearms and Other Weapons

Firearms or weapons of any kind are prohibited on library property. The exception, according to state law, a “firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. ‘Case’ is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle.” This includes while working and/or attending any work related event. Staff who violate this policy will be terminated immediately.

PERSONNEL CODE – Performance Evaluation

804 Performance Evaluation

Regular employees are evaluated annually on the anniversary of their date of hire. Substitutes are evaluated July 1. When an employee’s job status changes, for example in a promotion, the anniversary date will change to the date of the status change. At the discretion of the Library Director, an additional evaluation may be conducted at any time. The Library Director is evaluated annually by the Board and, at the discretion of the Board, an additional evaluation may be conducted at any time. The Library Director is responsible for overseeing the evaluation of all other employees.

Evaluation forms will be completed by the supervisor and signed by the employee, the supervisor and the director. The employee's signature indicates only that the evaluation has been read and discussed. The employee will be given the opportunity to write comments regarding the performance evaluation. The employee will be provided with a copy of the evaluation. Performance evaluation forms will be retained in the personnel files.

Employees have the right of appeal through the grievance procedure for evaluations believed to be unjust.

804.1 Evaluation of New Employees  
New employees will be evaluated at three months.

804.2 Disciplinary Action  
Formal disciplinary action is usually progressive and may include verbal warnings, written warnings, formal performance evaluations, suspension and discharge. These steps are guidelines. Each discipline step could be used without prior warning, and immediate termination could occur upon the first incident.

## PERSONNEL CODE -- Paid Leaves of Absence

## 805 Paid Leaves of Absence

Employees on paid leave will continue to earn seniority and to receive applicable benefits. The library will continue to pay 85% of the health insurance premium for full-time employees covered by the policy offered through the library. Temporary staff and substitute staff do not earn paid leaves of absence.

## 805.1 Vacation

Eligible employees acquire vacation time monthly beginning on the date of their employment. Once the first three months are completed, employees are entitled to schedule and take accrued vacation time. The maximum amount of vacation time that can be held by an employee is the amount earned per year. The date and length of all vacations will be scheduled by the supervisor to accommodate the needs of the library and to not deprive the employee of usage of acquired vacation time. Vacation time will be granted in the order requested with consideration of fairness to all employees in the department.

## 805.1.1 Full-Time Employees

The Library Director acquires twenty working days of vacation each year at the rate of 12.5 hours per month for the first five years. After five years of service, an additional week is added for a total of twenty-five working days.

Full-time staff who ranked in staff grades VII, VIII, IX and X acquire twenty working days of vacation each year at the rate of 12.5 hours per month. After five years an additional day of vacation will be added each year to a maximum of twenty-five days.

Other full-time employees acquire ten working days of vacation each year at the rate of 6.25 hours per month. After five years of service, an additional week is added to make a total of fifteen working days. After ten years of service, an additional day of vacation will be added each year to a maximum of twenty (20) days.

## 805.1.2 Part-Time Employees

Part-time employees regularly scheduled to work 20 hours or more weekly who are ranked in staff grades VII, VIII, IX, and X acquire four times the number of hours scheduled to be worked per week each year. After five years an additional day of vacation (based on the number of hours worked per week) will be added each year to a maximum of five times the number of hours scheduled to be worked per week each year.

Other part-time employees regularly scheduled to work 20 hours or more weekly acquire twice the number of hours scheduled to be worked per week each year. After 5 years employees will acquire three times the number of hours scheduled to be worked per week each year.

## 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. The personal business day is not cumulative.

**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, Christmas Day, or New Year's 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 regularly scheduled to 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 those days upon which the 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: personal illness or medical appointments scheduled during the employee's regular work hours 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 1 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

## PERSONNEL CODE – Paid Leaves of Absence

full work schedule can be resumed. 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 for the death of a spouse, domestic partner, child, stepchild, parent or stepparent. 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 grandchild, 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 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 as compensatory time to be made up within four weeks.

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 jury duty is scheduled to begin (or the date the employee is required to call to see if they must appear).

While serving on jury duty, the employee is considered to be working in the employ of the library and will receive his or her regular compensation and benefits. In return the employee will return compensation received (except travel expenses) from the court to the library, up to but not exceeding the amount of the employee's regular library compensation.

Documentation must be provided showing the employee's attendance in order to receive paid leave.

PERSONNEL CODE – Paid Leaves of Absence

805.7 Employee Blood Donation Leave Act

A full-time employee who has been employed by the library for at least six months may take up to one hour of paid time off every 56 days to donate blood. The employee must provide a written request stating the day and time and approval is subject to staffing considerations. The employee will be required to provide a written statement from the blood bank verifying that the employee kept the appointment.

805.8 Time Off to Vote

The Library encourages employees to fulfill their civic responsibilities by voting. Since the polls are normally open from 6:00 a.m. to 7:00 p.m., there is ample time for employees to fulfill their voting duties. If, however, an employee is unable to vote in a regular or special election as defined by the Illinois Election code during his or her nonworking hours, the District will grant up to two hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days in advance and scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

805.9 Witness Duty

The Library encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the District, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 8 hours of paid time off to appear in court as a witness at the request of a party other than the Library. In return the employee will return compensation received (except travel expenses) from the court to the library, up to but not exceeding the amount of the employee's regular library compensation. Employees are free to use any available paid time off benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employees supervisor immediately after it is received so that scheduling can be adjusted, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

805.10 Military Leave

Paid Military Leave shall be granted to the extent required by applicable state and federal laws.

PERSONNEL CODE – Paid Leaves of Absence

805.11 Leave Sharing With Employees Facing Catastrophic Illness or Injury Purpose

Purpose

The purpose of catastrophic leave sharing is to give library employees the opportunity to voluntarily and confidentially donate a portion of their accrued, paid leave to support a co-worker who has exhausted paid leave benefits before the end of their FMLA leave of absence due to their own serious illness or injury, or in caring for a seriously ill or injured immediate family member. The library believes that allowing such voluntary donations fosters team spirit and helps create a positive workplace environment.

Eligibility to Receive Donations of Paid Leave

Any library employee who qualifies to receive paid sick leave and who is facing hardship because all of her or his available paid sick leave, vacation leave, and personal days have been exhausted due to a catastrophic illness or injury, or in caring for a seriously ill or injured immediate family member may receive donations of paid leave from other employees. These donations will allow the employee to be paid during a library-approved FMLA leave of absence. Donations of leave will not extend the length of the leave of absence.

Definition of a Catastrophic Illness or Injury

A catastrophic illness or injury is defined as a serious illness or injury that is expected to incapacitate the employee or the employee’s family member and which creates a financial hardship to the employee due to exhausted leave benefits.

Eligibility to Donate Leave

Library employees who earn paid sick or vacation leave may donate a portion of their accrued paid leave to another staff member.

Types of Paid Leave That Can be Donated

Employees may donate accrued paid sick leave, vacation leave, and personal days. Only leave that has already been earned may be donated. Donations of leave that is anticipated will be earned in the future are not permitted.

Amount of Leave That May be Donated

All donations are strictly voluntary. An employee may donate any amount of leave within the following limitations:

- Donations must be in whole hour increments.
- A donor employee must retain at least 150 hours of sick leave in the employee’s account after the donated hours are subtracted.
- Once the hours are used by the recipient, donations are irrevocable.

## PERSONNEL CODE – Paid Leaves of Absence

78

## How to Donate Paid Leave

A staff member who wants to donate leave to an eligible employee must submit a form stating that he or she wishes to donate paid leave for the use of another employee. On the form the employee must state the kind of leave that will be donated, the number of hours the employee wishes to donate, and the name of the recipient of the donation.

## Use of Donated Paid Leave

Record-keeping of donated leave will be done by the Administration.

- Before donated leave will be credited to the recipient, he or she must use all accrued sick leave, vacation leave, and personal days.
- For simplicity of book-keeping accrued leave credits shall be transferred hour for hour, regardless of the differing pay scales of donor and recipient. Donations will be credited to the employee's account on an hour-for-hour basis as needed to ensure the continuance of regular compensation.
- Once donated leave is used by the recipient a donation is irrevocable. Donated hours that are not used will be credited back to the donors. In the case of more than one donor, hours will be credited back on a pro-rated basis.
- All donations are voluntary and must be confidential.

## PERSONNEL CODE – Unpaid Leaves of Absence

79

## 806 Unpaid Leaves of Absence

## 806.1 Family and Medical Leave

The Library complies with the Family and Medical Leave Act. Employees who have worked for the library at least 12 months and who have worked at least 1,040 hours in the preceding 12 months are eligible for a total of 12 workweeks of unpaid leave during any 12 month period for one or more of the following reasons: (Note: the library requires 1,040 hours worked the previous year, rather than 1,250 hours required by the act.)

Childbirth and to care for a child in the first 12 months of life after childbirth (leave must be taken at one time).

Placement of a child with an employee for adoption or foster care, within the first 12 months of the placement (leave must be taken all at one time).

To care for an immediate family member (spouse, child, parent or member of employee's household) with a serious health condition.

Because of an employee's own serious health condition, where the employee is unable to perform his/her job. This leave may be taken intermittently or on a reduced time basis if medically necessary.

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

An employee who assumes the role of caring for a child receives parental rights to family leave regardless of the legal or biological relationship.

Upon return from such leave, the employee shall be reinstated to his original job or a job of like status and pay.

An employee requesting Family Medical Leave must submit a written request at the earliest possible date, preferably at least four weeks in advance using the form provided by the Library. The Library may designate, or preliminarily designate leave as Family Medical Leave and require employees to provide medical certification within 15 days.

Family Medical Leave will be counted on a 12-month period rolling forward from the date of first Family Medical Leave. Family Medical Leave will run concurrently with other eligible leaves of absence (for example, sick leave, paid vacation, personal day).

Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

## PERSONNEL CODE – Unpaid Leaves of Absence

80

The Library will continue to pay 85% of the health and life insurance premium for full-time employees receiving health insurance coverage through the library for a period of up to 12 weeks. Employees are responsible for payment of their portion of the applicable insurance premiums during the leave.

Employees on unpaid Family Medical Leave will not earn vacation leave, sick leave, or holiday pay unless their leave is intermittent and they work at least an average of 20 hours per week during the month.

806.2 Victims' Economic Security and Safety Act (VESSA) Leave

The library complies with the Illinois Victims' Economic Security and Safety Act.

Any part or full-time employee who is a victim of domestic violence, or who has an immediate family member defined as a spouse, parent, child, or a person residing in the same household, someone related by blood, by present or prior marriage, and someone who shares a relationship through a son or daughter who is a victim of domestic violence, may take up to 12 work weeks during any 12 month period VESSA leave to:

Seek medical attention for, or recovery from, physical or psychological injuries;

Obtain victim services;

Obtain psychological or other counseling;

Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or

Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Upon return from VESSA leave, the employee shall be reinstated to his original job or a job of like status and pay.

An employee requesting VESSA leave is required to give 48 hours notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide written notice at the earliest possible time. The employee is required to submit a certification demonstrating the need for leave. The certification must be provided by the employee as soon as reasonably possible and within 15 days after leave is requested. Information of this nature and the request for leave is confidential. The library will require the employee to report periodically on their status and intent to return to work.

VESSA leave will be counted on a 12-month period rolling forward from the date of the first day of VESSA leave. VESSA leave may be taken intermittently or on a reduced work schedule. The employee may choose to use their vacation, sick or personal time along with the VESSA leave. This does not extend the VESSA leave.

PERSONNEL CODE – Unpaid Leaves of Absence

The Library will continue to pay 85% of the health insurance premium for full-time employees receiving health insurance coverage through the library for a period of up to 12 weeks. Employees are responsible for payment of their portion of the applicable insurance premiums during the leave. Employees on unpaid VESSA will not earn vacation leave, sick leave, or holiday pay unless their leave is intermittent and they work at least an average of 20 hours per week during the month.

The library will attempt to provide reasonable accommodations for VESSA, unless such accommodations would present undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement. To request a reasonable accommodation, the employee should give a written request to the library director at the earliest possible time.

806.3 Court Summons

Employees will be allowed unpaid time off if summoned to appear in court as a witness. Employees appearing in court as witnesses for the library will be paid at their regular rate of pay.

806.4 Other Leaves Without Pay

Paid leave (such as sick, vacation, personal day) must be used before these types of unpaid leave are granted. The employee will not earn seniority, vacation or sick leave, or holiday pay during these leaves. The employee is not entitled to any fringe benefits, however, the employee may pay the full cost of medical insurance if covered by the library's policy. A leave of absence without pay may be granted at the discretion of the Library Director.

806.4.1 IMRF Benefit Protection Leave

IMRF covered employees may apply for IMRF Benefit Protection Leave in order to maintain eligibility for disability and death benefits and to receive service credit. Employee must pay his portion of the cost for those months of unpaid leave.

806.4.2 School Visitation Leave

The Library will allow employees up to 8 hours unpaid leave to visit their children's schools during the school year. No more than 4 hours of school visitation leave may be taken in one day. Employees must provide their supervisor a written request for leave in advance and must submit documentation of the visit.

806.4.3 Special Leave

A special leave may be requested for personal reasons. The requesting employee shall request the leave in writing and state when the employee desires the leave to begin and end. The request may be approved or disapproved based on the operational requirements of the department, availability of temporary substitutes, and the work and attendance record of the individual. An employee who is not eligible for Family Medical Leave may request a special leave for personal or family illness extending more than the time allowed per 805.4. Medical certification is required.

PERSONNEL CODE – Unpaid Leaves of Absence

82

806.4.4 Military Leave

Unpaid military leave shall be granted to the extent required by applicable state and federal laws.

806.5 Return from Leave

An employee who fails to return to an available job at the expiration of an unpaid leave shall be discharged from the library staff.

## PERSONNEL CODE – Health/Life Insurance Benefits

83

## 807 Health/Life Insurance Benefits

It is the policy of the Board to contribute 85% of the cost of group health and life insurance for each full-time employee and any employee who works 30 hours or more per the Affordable Care Act who desires such coverage subject to evidence of insurability in the library's group health insurance plan. Additional life, disability and cancer insurance policies may be offered to full and part-time employees regularly scheduled to work 20 hours or more per week. Employees who choose to participate will pay the total cost involved through payroll deduction.

## 807.1 Consolidated Omnibus Budget Reconciliation Act (COBRA)

In compliance with COBRA, qualified employees will receive a copy of "Notice of Right to Continue Group Health Coverage" (Appendix 890.13) when health insurance coverage would otherwise end. An employee who elects continued health insurance coverage is required to pay the entire cost of the continued coverage plus a 2% surcharge.

## 807.2 Health Insurance Continuation: Illinois Public Act 86-1444

IMRF (Illinois Municipal Retirement Fund) employees who have been covered by the library's health insurance plan and who are disabled or retired may be eligible for continued coverage. (A surviving spouse who has been covered by the library's health insurance may also be eligible.) Eligibility can be verified by IMRF. An employee who elects continued health insurance coverage is required to pay the entire cost of the continued coverage and to meet all requirements of PA86-1444.

## 807.3 Dental and Vision Insurance

The library may offer dental insurance or vision insurance as a voluntary contributory benefit to all employees working 20 hours or more. Employees will pay the total cost involved through payroll deduction.

## 807.4 Privacy Practices

We are committed to protecting your personal health information. We are required by law to (1) make sure that any medical information that identifies you is kept private; (2) provide you with certain rights with respect to your medical information; (3) give you a notice of our legal duties and privacy policy; and (4) follow all privacy practices and procedures currently in effect.

We may use and disclose your personal health information without your permission to facilitate your medical treatment, for payment for any medical treatments, and for any other health care operation. We will disclose your medical information to certain employees for the purpose of plan administration functions; but those employees may not share your information for employment-related purposes. We may also use and disclose your personal health information without your permission, as allowed or required by law. Otherwise, we must obtain your written authorization to any other use and disclosure of your medical information. We cannot retaliate against you if you refuse to sign an authorization or revoke an authorization you had previously given.

PERSONNEL CODE – Health/Life Insurance Benefits

84

You have the right to inspect and copy your medical information, to request corrections of your medical information, and to obtain an accounting of certain disclosures of your medical information. You also have the right to request that additional restrictions or limitations be placed on the use or disclosure of your medical information, or that communications about your medical information be made in different ways or at different locations.

If you believe your privacy rights have been violated, you have the right to file a complaint with the library board president or with the Office for Civil Rights. We will not retaliate against you for making a complaint.

## PERSONNEL CODE – Retirement/Disability Benefits

85

## 808 Retirement/Disability Benefits

## 808.1 Social Security

All employees are covered by Social Security. Contributions to Social Security are by both the employer and by the employee at the rate specified by federal statute. Employee contributions are deducted from pay checks.

## 808.2 Illinois Municipal Retirement Fund (IMRF)

All employees under 70 years of age who are hired to fill a position which normally requires 1000 or more hours of work during a calendar year will be enrolled in the Illinois Municipal Retirement Fund (IMRF). Contributions to IMRF are by both the employer and the employee at the rate specified by IMRF. Employee contributions are deducted from pay checks. Employees who are members of IMRF also receive disability benefits. Detailed information concerning IMRF benefits is available from the library's IMRF representative.

## 808.3 Worker's Compensation Insurance

All paid employees and volunteers are covered by Worker's Compensation Insurance. Anyone injured at work must complete an accident Report Form.

## 808.4 Deferred Compensation (IRC 457) Plans

All employees are eligible to participate in the deferred compensation plans offered by the library according to IRS rules and regulations and the prevailing laws of the State of Illinois. Employees may participate in these plans by authorizing monthly payroll deductions. Withdrawals, costs, and payment options are set by plan administrators. Employees are responsible for providing a current address to the plan administrators after separation from Indian Prairie Library.

## PERSONNEL CODE – Staff Privileges

86

## 809 Staff Privileges

## 809.1 Borrowing Materials

Employees may receive an Indian Prairie Library card as a benefit of employment. In the use of library materials, the staff must follow the rules and regulations of the library district.

Employees are not subject to overdue fines at Indian Prairie Library for items checked out on their Indian Prairie Public Library card except for feature film DVD's. However, if an overdue item reaches the billing stage, staff will be responsible for any fines at the time that it is returned or paid for.

## 809.2 Purchasing Materials

Employees may purchase books and audio-visual items from vendors with which the library has established staff accounts. Staff orders will be placed at the same time library orders are placed. Staff orders are subject to shipping and handling charges and sales tax. Invoices shall be paid with a personal check made out directly to the vendor.

## 809.3 Photocopying, Printing, Faxing

Employees are permitted a total of 10 free personal photocopies per month on the office black and white photocopy machine or staff computer printers or 10 free faxes. After 10 pages, copies are \$.05 per page. An employee may occasionally use the library's fax machine to send a limited number of personal pages. Long distance faxes should be billed to a personal calling card or home telephone number.

## 809.4 Staff Recognition

Service awards are presented at staff meetings to employees who have attained continuous employment increments of five year periods. A farewell, special event or retirement reception may be hosted by the employee's department.

## PERSONNEL CODE – Reimbursement

81

## 810 Reimbursement

## 810.1 Professional Meetings

Employees are encouraged to participate in professional workshops and meetings. The Library Director will authorize attendance and reimbursement for these activities in accordance with the amount allocated for Staff Professional Training in the annual library budget and the need to provide adequate staffing to operate the library. Travel time should be included in recording hours worked.

When reimbursement for attendance has not been allocated in the budget, the Library Director may authorize up to 3 days of paid work release time for professional staff (Grade VIII and higher) to attend state or national conferences at their own expense. Adequate coverage during the absence must be assured.

## 810.2 Expense Reimbursement

The District shall reimburse any staff member for expenses incurred while on official library business as determined and approved by the Library Director. Whenever possible, receipts should be submitted with the request for reimbursement. Any request over \$25.00 requires a receipt.

**810.3 Telephone Call Reimbursement**

~~During activities requiring an overnight stay, reimbursement will be provided for two short — personal calls: a safe arrival call and a call to confirm return arrangements. Reimbursement will be provided for work-related calls.~~

## 810.4 Transportation

## 810.4.1 Privately Owned Vehicle

Mileage costs will be reimbursed at the United States Internal Revenue approved rate. Mileage will be determined by round trip from point of origin. In addition to mileage, tolls and parking fees are reimbursable. Travel by vehicle beyond 200 miles shall be reimbursed at the mileage rate or the cost of the lowest available fare for air travel, whichever is less.

## 810.4.2 Commercial Vehicle

Reimbursement shall be for the actual cost of travel not to exceed the lowest fare available for travel by air.

## 810.5 Lodging

The cost of lodging should not exceed the cost of a single room.

## 810.6 Meals

## 810.6.1 During Activities Requiring Overnight Stay

The cost of meals should not exceed the per diem rate established by the Board (\$50.00 per day).

## PERSONNEL CODE – Reimbursement

## 810.6.2 Local Meetings and Business

Employees will be reimbursed the actual cost of the meal when the meal is included or is an extension of a workshop or meeting and when the employee is unable to return to the library by mealtime.

## 810.7 Tuition Reimbursement

If the library requires an employee to take a class, the Library Director may authorize full tuition reimbursement and allow work release time for class attendance.

An employee may be required to take a class at his own expense without work release time in order to qualify for a position or to meet minimum skill levels.

## 810.8 Library Association Memberships

The library will reimburse professional librarians, full-time staff and supervisors 50 percent of their membership dues in the Illinois Library Association and the American Library Association.

## 810.9 Professional Librarian Job Candidates

The Director may authorize travel expenses for candidates who have been chosen as finalists after a preliminary interview (i.e., telephone, conference) and after references have been checked.

## PERSONNEL CODE – Volunteer Staff

## 811 Volunteer Staff

Volunteer staff are an important part of providing quality library services at the Indian Prairie Library. They are considered members of the library staff with assigned job responsibilities and hours of work.

## 811.1 Qualifications

Volunteers must be 11 years of age or older. A parent's signature is required for any volunteer under 18 years of age. Paid full-time employees who are non-exempt under the Fair Labor Standards and Board members are not eligible to become volunteer staff. Applicants are required to complete an application form.

## 811.2 Court Ordered Community Service

The library will accept Community Service volunteers who are performing court ordered service for certain offenses as determined by staff. Library staff will provide documentation upon written request from the community service volunteer or from court authorities. Library staff are not responsible for enforcement of volunteer attendance. Court ordered community service volunteers are not entitled to privileges described in #811.6.

## 811.3 Working Conditions

## 811.3.1 Schedule

The volunteer's schedule will be planned according to the needs of the library. Each volunteer will enter his/her time worked on a time sheet provided by the library.

## 811.3.2 Conduct

Business-like conduct is expected of volunteers.

## 811.3.3 Accidents

On the job accidents are covered by Workers' Compensation Insurance. Injury must be reported to the volunteer's supervisor or the Librarian-in-Charge immediately.

## 811.3.4 Privacy of Information Between Volunteer Staff and Public

The relationship between volunteer staff and patrons is confidential. Information about patron records, circulation records, or reference assistance may not be revealed to any person or governmental agency without authorization by the Board of Trustees. Volunteer betrayal of this trust will be cause for dismissal of the volunteer.

## 811.3.5 Drug-Free Workplace

Volunteers are required to sign the Drug-Free Workplace Agreement

## 811.3.6 Volunteers Who Drive for the Library

Volunteers who use private vehicles for library business must complete a Certification of Automobile Liability Insurance and Valid Driver's License Statement indicating that they are duly licensed and have appropriate auto liability insurance in effect.

PERSONNEL CODE – Volunteer Staff

811.4 Involuntary Termination of Volunteer's Services

The Library District reserves the right to terminate the services of volunteers for the following: criminal acts, dishonesty, insubordinations, unsatisfactory performance, lack of need or failure to notify the library of absence.

811.5 Personnel Records of Volunteer Staff

Information about the volunteer's work records will be given out only with the volunteer's written permission. Volunteer records will be kept five years from the date of separation.

811.6 Volunteer Privileges

Current trustees plus those who volunteer in the library an average of two hours per week receive the following privileges:

Volunteers who live in an unserved area may receive a six-month card after the first month to be used only in the Indian Prairie Library.

Trustees and volunteers are permitted 10 free personal copies per month on the office photocopy machine.

Volunteers who work at least 8 hours per month will receive \$2.00 in IPPL coupons monthly that can be used for overdues or rentals.

Trustees are not subject to overdue fines at Indian Prairie Library for materials checked out on their Indian Prairie Public Library card.

Teen summer volunteers, school service and court ordered community service volunteers are not entitled to privileges.

811.7 Trustee Library Cards

Trustees who have served at least two terms may receive a lifetime local Indian Prairie library card at no charge if they move out of the district into an unserved area.

Adopted 4/13/88, complete review & revision approved 4/18/07, Rev. 9/19/07, 1/21/09, 4/15/09, 4/20/11, complete review & revision approved 3/21/12, Rev. 1/16/13, 4/17/13, 8/21/13, complete review and revision approved 3/19/14, Rev. 3/18/15

## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted January 22, 2008, by the ALA Council

EMERGENCY CLOSING

92

1000 - Emergency Closing

1000.1 - Power Failure

During an electrical power failure, patrons will be directed to be seated or to leave the library. After 30 minutes of power outage, the librarian in charge may close the library when it is dark or when the room temperature falls below 65 degrees or above 82 degrees. The librarian in charge will notify the Director or the Board President.

1000.2 - Extreme Weather

The library may be closed or not opened in the event of heavy snows or other emergency weather conditions. The Director will make the decision. In her absence or unavailability, the librarian in charge will make the decision. The Board President should be notified immediately. The Director or librarian in charge will initiate staff notification.

1010 – Emergency and Disaster Plans

The library will maintain Emergency and Disaster Plans. Each plan will be reviewed annually and updated as needed by the Assistant Director. Librarians in charge will review the Emergency plan annually.

Adopted 11/16/88, Rev. 5/17/95, Complete review & revision approved 9/19/07, 2/17/10, complete review 3/21/12, reviewed 3/19/14

## GIFTS

## 1100 Gifts

The Indian Prairie Public Library welcomes charitable gifts and donations. The library is a sovereign political subdivision that may receive charitable contributions "if the gift is made for exclusively public purposes" according to the Internal Revenue Code §170(C)(1). The donation may be a long-term investment. Federal law limits the extent to which individuals may deduct charitable contributions for income tax purposes. The library recommends that donors seek tax advice from their counsel and/or accountant.

## 1100.1 Monetary Donations

The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is the Library's custom to expend cash gifts on materials, equipment, or a project that is acceptable to the donor.

## 1100.2 Commemorative Book Program

The library welcomes monetary contributions specified for book and audiovisual materials in memorial or in honor of an individual or special occasion (see 525.2).

## 1100.3 Donations of Materials

The library collection has been enriched by donations of materials. The same criteria for inclusion of purchased materials in the collection will be applied to donated materials (see 525.1). Materials will be processed and shelved in accordance with standard library practices. The library cannot appraise the value of donated materials but will issue a receipt acknowledging the donation.

## 1100.4 Donations of Furniture, Art and Other Types of Personal Property

Personal property such as furniture and equipment will be considered for acceptance on a case-by-case basis by the Library Director. Art objects, antiques, and museum-quality objects will be considered for acceptance on a case-by-case basis by the Building and Grounds Committee. If an item is accepted, the library will determine how best to display. The library cannot appraise the value of donated materials but will send a letter acknowledging the donation and acknowledge the gift in the newsletter and web site if the donor permits.

## 1100.5 Restricted Donations

All restricted donations, except commemorative book donations, are subject to the recommendation of the Library Director and the approval of the Library Board of Trustees. There may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. (See also Policy 910.3 Donations of Money or Property)

## 1100.6 All gifts are accepted with the understanding that it may some day be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

1100.7 Recognition of Gifts—The Indian Prairie Public Library Board of Trustees has sole authority to determine how donors will be formally recognized in the library or on library property.

1100.7-1 Commemorative Book Donations receive a bookplate listing the donor and recipient. An acknowledgement card is sent to the donor and to the person or family of the person being commemorated. If the donor permits, the donation will be published in the library’s newsletter and web site.

1100.7-2 Monetary Gifts to the Library or the Foundation are recognized in the library’s newsletter and web site unless the donor requests anonymity. An acknowledgement letter is sent to the donor.

1100.7-3 Monetary gifts of \$75.00 and \$150.00 to the Library or the Foundation are honored on the Reading Garden Brick Path. Monetary gifts of \$250 or more to the Library or the Foundation are honored on the Donor Tree in the Library Lobby. The Foundation donated the tree to the library and funds engraving expenses.

- ◆ \$250—engraved leaf
- ◆ \$1,500—engraved small stone
- ◆ \$5,000—engraved large stone

1100.7-4 Non-monetary gifts given by a commercial business, which publicize the business, are subject to Board approval.

1100.7-7 Recognition of a donor by naming a library program or service or room in honor of the donor is dependent on the size of the donation and will be determined by the Indian Prairie Public Library Board of Trustees. Generally, the donation must cover the cost of the program, service, or room (construction & furnishings).

1100.8 Fund Raising

The Indian Prairie Public Library has been enriched by contributions and fund raising efforts on its behalf. With the formal approval of the Indian Prairie Board of Trustees, community organizations may raise funds on behalf of the Indian Prairie Public Library. In recognition of ongoing annual support by the Darien Womans’ Club, commemorative book donations in honor of children born to DWC members are given and deceased DWC members are honored with an engraved leaf on the Donor Tree according to an agreement between the library and the Darien Woman’s Club dated July 1997.

Adopted 5/11/88, Revised 1/18/89, 1/15/92, 8/16/00, Complete review & revision approved 1/17/07, 2/17/10, complete review & revision approved 3/21/12, reviewed 3/19/14

2016 ANNUAL ORDINANCE AUTHORIZING  
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Indian Prairie Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Indian Prairie Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulas which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2016-2017 fiscal year, commencing July 1, 2016 and ending June 30, 2017, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2016-2017, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

SECTION 2: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

SECTION 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

SECTION 4: The Indian Prairie Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 5: The Indian Prairie Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

SECTION 6: The Policy of the Indian Prairie Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

SECTION 7: A valid non-resident library card issued by the Indian Prairie Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 18th day of May, 2016, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

Indian Prairie Public Library  
Policy Committee Minutes  
April 12, 2016

Call to order 12:02 p.m.

Present: D. Damon, B. Deshmukh, J. Lacayo, J. Bukovac  
Absent: none

The committee reviewed the following policies:

- 410- Hours of operation
- 415- Closings
- 420- Library cards
- 465- Internet
- 470- Website
- 474- 3D printer
- 480- Privacy
- 600- Use of Facilities
- 620- Community Information Flyers and Posters
- 621- Distribution of Free Publications
- 630- Displays
- 635- Art Exhibits
- 660- Meeting Rooms
- 800- Personnel
- 1000- Emergency closings
- 1100- Gifts

The committee agreed to the proposed changes and will recommend the proposed changes to the Board.

Adjourned 12:30 p.m.

**Director's Report  
May 2016**

Agenda

**Communications:**

We received a letter from Jesse White stating that we have been awarded a per capita grant in the amount of \$32,783.48. This is what I expected after attending the State Library Advisory Board meeting in April. However, libraries have been told that there is not timeline for receiving the money because of the backlog in the Comptroller's office. It may not come until the next fiscal year. I had budgeted \$43,500.00. However we did receive an unexpected \$21,714.74 from the dissolution of the insurance pool we used to belong to.

**Omnibus:**

Each year the board must pass a resolution stating that the library will offer non-resident cards.

There are several policies listed on the omnibus which were reviewed by the Policy Committee. A memo identifying recommended changes is included with the policies.

**New Business:**

The Kids & Teens Department has developed summer programming with the Gower School District. One of the projects offered by Gower was that their industrial arts teacher would work with a group of teens and teach them how to build something. Natalie and the school decided the teens will build "Little Free Libraries". This is a new trend across the country. Essentially it's like building a decorative large birdhouse that houses books. They are installed in neighborhoods and people bring a book and take a book. I will provide more information about Little Free Libraries at the meeting, however, 10-12 of them will be built and we need to decide how to distribute them. I had the idea of using them for some type of fundraising – perhaps a silent auction with the money going to support teen programming. I'd like to get your feedback and ideas with a final decision being made by the June board meeting.

I'll provide a preview of the library's new website which is due to come out the first part of June. We're very excited about it and we had a great team of staff working diligently to bring this together – Ann Stovall, Natalie Williams, Tyler Works, Jennifer Asimakopoulos, Marianne Ryan, Theresa Papaurelis, Dave Bunn and myself. Tyler and Ann conducted initial usability testing when we developed the menuing system and are currently conducting usability testing on the full site.

**Good Worx/Sunny Patch**

You may have noticed the small vegetable/herb garden that has been set up near the entrance. This is a display garden to promote what we're doing. Ultimately there will be a teaching container east of the Reading Garden and 14 containers in the river bed.

**Donation**

I'd like to note a particular donation we received this month. The Hinsdale South Investment Club donated \$300.00 to the Foundation for use by the Teen Advisory Board.

**How-To Expo**

Laura and Marianne have written about the How-To Expo but I wanted to add to it by saying it was a very successful event with 690 people attending. I worked the expo and it was really exhilarating! It was fun and informative for the residents and helped them to see the library as a place to learn. It was also fun for the staff. We've already had another library reach out to us for information about how we did it. I've also heard from other librarians that they think it's a great idea and would love to do it at their library. A big thank you to the staff who worked on the committee and worked that day - Laura Birmingham, Natalie Williams, Tyler Works, Debbie Sheehan, Jez Layman, Cindy Kline, Nancy Roy were on the committee. Presenters were Tyler, Nancy, Dave Bunn, Brett Butcher, Ann Stovall, Heather Forester-Jensen, Mary Kay Ernst, Natalie, Monica Dzierzbicki, Jane Hartney, Nancy, Heidi Estrada,

**Head of Adult Services Position**

We received 18 resumes and Laura and I are conducting 8 first interviews. We will select several candidates to bring back for a 2<sup>nd</sup> interview with ourselves, the department heads and the adult services librarians. I hope to make an offer by June 15.

**Staff**

I conducted a Leadership Team meeting with all the supervisors to discuss how we will go about implementing the principles of good user experience. They were required to view a webinar on managing change in the workplace. We had a brainstorming discussion centered around that including answering two questions - How should we manage change and How we'll make change happen. We discussed our vision/goal for implementing use experience principles and how to create staff buy-in and engagement. We discussed staff responsibilities toward making this happen and the supervisors' roles in all of this. The plan is create a staff user experience committee this fall.

Laura and I also conducted Librarian-in-Charge training with those staff who have this responsibility.

Laura, Natalie, Tyler, Ann, Debbie S. and I attended an all day seminar on the leadership lessons put on by Norther Illinois University at their Naperville campus. It provided good discussion on the attributes of leadership and how to apply this in the workplace, how it is different from management and we learned about our own leadership styles.

For National Library Week and Library Worker Appreciation Day we had a "Morning Treats Day" with coffee cakes and bagels, a candy day, and a taco bar lunch which Nancy generously prepared for the staff. We also placed bouquets of flowers on all the desks. Our volunteer Geri arranged the flowers for us and I want to thank Nancy and Laura for their week in honoring our staff during this week.

April Wendling and Tori Benes have been hired as Summer Youth Services Associates starting May 18 at a salary of \$9.50/hour. Susan Staron has been hired as a Substitute Circulation Associate starting April 27 at a salary of \$12.92. Mary Moravek has resigned her position as Adult Services' Page as she is going off to college.

Community

Meeting with Natalie and representatives from Good Worx about the garden project.  
Willowbrook Corner Coalition Executive Board meeting  
Willowbrook Corner Coalition meeting

Contributing to the Profession

Presented the ILA Membership Task Force report to the ILA Executive Board  
Illinois State Library Advisory Committee meeting  
Presented the ILA Membership Task Force report to the ILA Board

Continuing Education

Tour of renovated Woodridge Library  
Leadership Lessons all day seminar put on by Norther Illinois University  
Online four-week course on Service Design through Library Juice Academy

Meetings

Leadership Team  
RAILS update  
One-on-one with Natalie  
One-on-one with Ann  
One-on-one with Debbie S  
One-on-one with Debbie W  
How-To Expo  
Librarian in Charge training  
One-on-one with Debbie W.  
One-on-one with Debbie S.  
Policy Committee meeting  
One-on-one with Natalie  
One-on-one with Debbie W  
Website committee  
One-on-one with Ann  
Department Heads meeting  
Better Together committee  
One-on-one with Laura  
One-on-one with Debbie S  
Discussion with Ann and Debbie S re self check systems  
One-on-one with Ann  
One-on-one with Natalie  
Meeting with Nancy and a representative from the State of Library to update our records retention procedures (this was at our request not the state's request)  
Meeting with Ann and TJ regarding his role in the library  
Five interviews for the position of Head of Adult Services

Nancy:

Community

Meeting w/Suzanne Gray, Right Fit, Willowbrook

Continuing Education

Management Association HR Roundtable

Meetings

Meeting w/Laura regarding National Library Week & Darien Dash

Meeting with Jamie, John Kramolisch-Chase Bank and Stacy regarding banking procedures

Maria:

Meetings

Three meetings with Stacy

Stacy:

Meetings

Three meetings with Maria

Meeting with Jamie, John Kramolisch-Chase Bank and Nancy regarding banking procedures

Jamie Bukovac, Director

**Assistant Director's Report  
April/May 2016**

**Building:**

So far, I have not received any further communication from ComEd regarding my appeal to the claim they denied for costs related to the planned power outage on January 22<sup>nd</sup>.

Acoustical tiles have been added to the 1<sup>st</sup> floor Conference Room closest to the Quiet Area.

Mulch was installed around the building in early April. The dead English Oak Tree on the southeast corner of the building has been removed.

The new sign faces have been installed - what a difference!

Complete window washing took place in April.

**Community: Eagle Scout Updates:**

**1. Rain Barrel Project:**

Our rain barrels are in! Thanks to Kyle Ciolek, the library now has four 50-gallon rain barrels collecting rainwater. They are located on the east side of the building near the dry river bed. Kyle did a fantastic job on the construction and installation of the system. The collected rain water will be used to water the library's planters as well as the Good Worx/Sunny Patch Project container garden.

When they were being installed, Cathy Streett from the Darien Garden Club happened to be here. She sent me an email to share her excitement: *"It is so exciting!! I met the Eagle scout at IPPL today, he was about done with the rain barrel system - wow we are really moving on up here is Darien! It will be great to use the collected rain for the sunny patch and for the pots that I maintain at the library. We voted at our board meeting a few weeks ago to donate to the cause and it is great to see them acting so soon. See attached photos that I took while they were working. Thanks for agreeing to this great project as well as working with Sunny Patch Project to show the community that we care. It will be a wonderful learning experience for all the children and adults involved in the project."*



**2. Toddler Board Book Bins:**

Jack Cunningham completed his Eagle Scout project by building four toddler books bins that are now located in the Family Center. He did a phenomenal job on them and they look great!



**3. Toy Drive:**

Zachary Fortuna collected 100 toys at the library for his "Lift a Spirit Toy Drive" in April. The toys will be distributed to children in long-term care in children's hospitals. The collection was just one step of his Eagle Scout Project which will be completed in September. Zachary sent me a photo of the toys collected here:



**How to Expo:**

After much planning and preparation, the How to Expo on Saturday, April 16<sup>th</sup> was a great success! We had 692 people attend the Expo from 12-3pm. People were overwhelmingly positive about the event. The library was very noisy with all the activities taking place and parking was at a premium, but we did not get any complaints. Most people in the library were there to participate in the event. The survey results from attendees are attached to my report.

**Friends of the Library:**

The Book Nook made \$743.00 in March and \$821.25 in April.

The Friends sponsored a concert with Jazz vocalist Petra van Nuis and guitarist Andy Brown on Sunday April 10<sup>th</sup>. (\$300) 58 people attended.

The Friends continued sponsorship of the "Thursday Afternoon Movies" with *The Intern* on March 17<sup>th</sup>, *Learning to Drive* on April 7<sup>th</sup>, *Bridge of Spies* on April 21<sup>st</sup>, *Suffragette* on May 5<sup>th</sup>, and *Steve Jobs* on May 19<sup>th</sup>. (The Friends sponsor the annual movie license - \$1,357)

The Friends are planning a Friends "mixer" for the summer to encourage new members.

The Friends will meet again in June (Meeting date and time to be set).

**Miscellaneous:**

I am currently assisting Jamie with interviews for the Head of Adult Services opening.

The library will be participating in the Darien Lions Club's 4<sup>th</sup> of July Parade. The parade starts at 9:30am on Monday, July 4<sup>th</sup>. Please let me know if you are interested in walking the parade route with us!

**Marketing:**

Marianne's monthly report is attached.

**Community Meetings:**

- 3/28 Meeting with Good Worx/Sunny Patch Project
- 4/4 Friends of the Library meeting
- 4/11 Meeting with Eagle Scout Andrew Cole (Story Walk project)
- 4/26 Volunteer Interview/Orientation
- 4/27 Meeting with Eagle Scout Kyle Ciolek (Rain Barrel project)

**Continuing Education:**

- 3/31 Leadership Lessons: *Trying Times Demand Sound Leadership* - Northern Illinois University/Naperville
- 4/6 SirsiDynix Webinar: *How to Lead Your Library, Part One: Finances*
- 4/8 PLA Webinar: *Play Your Way to an Engaged Staff*
- 4/9 PLA Webinar: *Bite-Sized Staff Training: Transform Staff Development for Busy Employees*
- 4/26 Webinar: *Five Ways to Overcome Distractions and Supercharge Productivity*
- 4/27 Webinar: *How to Engage Your Leadership on Management!*
- 5/4 Webinar: *Taking the Fear Out of How to Fest: 20 Activity Ideas in 90 Minutes*

**Events:**

- 4/16 How to Expo
- 4/26 Money Smart Week Program *Everything You Need to Know about Annuities* presented by Jim Fox

**Meetings:**

- 3/22 Department Head Meeting
- 3/24 One-on-one with Marianne
- 3/24 Leadership Team
- 3/28 How to Expo Committee (Staff)
- 3/29 LIC Review
- 3/30 LIC Review
- 4/5 Department Head Meeting
- 4/7 One-on-one with Jamie
- 4/7 One-on-one with Marianne
- 4/13 Meeting with Natalie and Jamie about Story Walk project
- 4/19 Department Head Meeting
- 4/21 One-on-one with Marianne
- 4/21 Better Together Committee (Staff)
- 4/25 One-on-one with Jamie
- 5/3 Department Head Meeting
- 5/5 One-on-one with Marianne
- 5/10 4<sup>th</sup> of July Parade Meeting (Staff)
- 5/17 Department Head Meeting
- 5/18 Board Meeting

*Laura Birmingham*

Submitted by: Laura Birmingham



Survey: How To Expo 2016 Survey

Report: Default Report




Survey Status	Respondent Statistics	Points Summary
<b>Status:</b> Live <b>Deploy Date:</b> 04/21/2016 <b>Closed Date:</b>	<b>Total Responses:</b> 116 <b>Completes:</b> 116 <b>Partials:</b> 0	No Points Questions used in this survey.

1. Did you learn something new today?

	Responses	Percent
I learned a lot:	88	78.57%
I learned a little:	22	19.64%
I did not learn anything new:	2	1.79%
<b>Total Responded to this question:</b>	<b>112</b>	<b>96.55%</b>
<b>Total who skipped this question:</b>	<b>4</b>	<b>3.45%</b>
<b>Total:</b>	<b>116</b>	<b>100%</b>

2: How likely are you to use the information you learned today?

	Responses	Percent
Very likely:	87	76.32%
Somewhat likely:	26	22.81%
Not likely:	1	0.88%
Total Responded to this question:	114	98.28%
Total who skipped this question:	2	1.72%
Total:	116	100%

3. How likely are you to attend another event like this one?		Responses	Percent
I would definitely attend another How-To Fest:		105	91.3%
I might attend - it depends on the topics offered:		9	7.83%
I'm not interested in attending an event like this again:		1	0.87%
Total Responded to this question:		115	99.14%
Total who skipped this question:		1	0.86%
Total:		116	100%

4. What topics would you like to see demonstrated next year? (Please list)

Responses:	Responses	Percent
	78	100%
Total Responded to this question:	78	67.24%
Total who skipped this question:	38	32.76%
Total:	116	100%

4. What topics would you like to see demonstrated next year? (Please list)

Response	Response Text
1	Continue cooking demo with Laura
2	You had some good choices.
3	Container gardens; more cooking and pastry making, if possible, and flower arranging.
4	Cooking and wine pairing.
5	I don't know. You covered a lot of subjects.
6	The bacon.
7	Anything food-related and plant-related.
8	Good topics this year.
9	Food-freezer cooking.
10	These were fine.
11	Flowers again.
12	Re No. 1 above: arrived at the end of the program. Woodcarving.
13	How to refinish furniture.
14	Loved the flower arranging! Scarf tying was great too. BRING THEM BACK!
15	They were all good. Maybe wine and food?
16	Educational toys.
17	Kid science project.
18	Programming (Computer).
19	Learn how to saw, etc.
20	Craft beer with samples.
21	Floral arrangement and cupmaking were fun!
22	Fairy gardens.
23	Cardio exercise.
24	All good!
25	Garden composting.
26	Same - music recording.
27	Coffee; planting.
28	Flower arrangement. Sawing.
29	Dog training again. Gardening.
30	Flower, garden, and food.
31	?
32	Continue with gardening projects.
33	Blending with coloring; jewelry making; flower bouquet.
34	Painting. More technical stuff.
35	Coin collecting was great! I'd say you had a good variety of topics for all ages today. Great job!
36	How to code for web.
37	Building and learning how to saw and other ideas for teenagers.
38	Household cleaning products with natural ingredients.
39	Printing, more tech.
40	Coins; baseball cards.
41	More kids stuff near adult stuff so we could both benefit.
42	Scarf tying, grow a vegetable garden, and coffee brewing.

- 43 More activities/crafts for teenagers; ideas for summer camps.
- 44 Using recycled items to make something new.
- 45 Fibercrafts.
- 46 Fossil hunting (local), wine making, metal detecting; crochet (again - was great!), beer making, crafts (making boxes, bows, paper flowers, ribbon flowers) origami, flower arranging, gardening.
- 47 Print making; paper airplanes, origami.
- 48 Collections: coins and stamps.
- 49 Car mechanics and repairs; plumbing.
- 50 Same ones and floral arranging, fairy gardens. Any gardening and planting. U of I lady was great.
- 51 Knitting.
- 52 Cooking, crafts, make-and-takes, gardening, travel, tech.
- 53 Coin appraisal, scarf tying, making a floral centerpiece; genealogy and mug painting.
- 54 Easy painting techniques. What do do with old magazines.
- 55 Thought there was going to be a dog training session; exercise or yoga or relation; jewelry making.
- 56 Fairy gardens again! Natural solutions to fight weeds and insects. Any gardening topic; composting.
- 57 Using different spices in cooking to enhance flavors of foods.
- 58 Re: No. 1 above: YES! More on food prep; specifics like salads using summer/fall produce, cheesetrays; pairing cheeses.
- 59 I would like a class on it. Not an expo. Lines, too many people. It would be nice to see what you have - then make a class.
- 60 Knife sharpening, more home repair-related topics.
- 61 Fairy gardens, vegetable garden; home improvement.
- 62 Genealogy; woodworking; carpentry.
- 63 Wreath.
- 64 Repeat - or more kids stuff. "Container garden" patio.
- 65 Basic sewing, greeting card, seed and gardening, baking, candle, baby 101.
- 66 DIY household cleaning products with natural ingredients. How to make cheese.
- 67 Decoration, minecraft, lego.
- 68 Tie-in more Earth Day; Found object art? Repurpose?
- 69 Maybe more stem stuff a lot like a "Maker Fair." More on Container Gardening.
- 70 Bring back the crochet demo, cooking demo, origami, soap making, scarf tying. IT WAS ALL FUN! Wish the flower arranging had enough flowers and mugs for more participants.
- 71 Not sure but will think about it. Selections this year were nice. Great presenters.
- 72 Specially for compost/ creative/ more like event things. I want joint every time.
- 73 Re No. 3: and I will tell others about how wonderfully delightful it was! Great event and so well organized. Creative drawing - doodling!
- 74 Water gardens around schools. Make your own lunch at/around school.
- 75 Kids topics are great. Crafting is interesting. Household skill topics nice too. Repairing and stamping.
- 76 Floral, scarf; garden topics; boxmaking was interesting.
- 77 Coin appraisal; home repair; stamp appraisal and proper stamp collecting procedure.
- 78 Food! Topics re art -coloring for seniors; easy items. How about a garden or flowers for a condo balcony. Auto suggestions for female senior drivers. Laundry room environmentally safe items to use and those to avoid.

5. Do you have any suggestions to make the Expo better?

Responses      Percent

Responses:	57	100%
Total Responded to this question:	57	49.14%
Total who skipped this question:	59	50.86%
Total:	116	100%

5. Do you have any suggestions to make the Expo better?

Response	Response Text
1	No. Maybe an hour longer, if the volunteers would go for it.
2	Re No. 2 above: Going home to try right now.
3	It was fun!
4	Fairy garden session was excellent! All were fun and informative.
5	No.
6	More topics and activities.
7	It was great! Re no. 7 below: Not yet.
8	VERY WELL ORGANIZED! NO IMPROVEMENTS NEEDED!
9	Beer sampler!
10	All day.
11	More crafts
12	IT WAS PERFECT!
13	gREAT eXPO!
14	No.
15	Re No. 7 below: Not sure - Woodridge Library patron.
16	To have more activities.
17	It was great! Enjoyed it!
18	N/A
19	I came to see the barista! She was very informative and very helpful. It was worth the trip.
20	Extend the timings with more hours.
21	Re No. 7 below: But I attend monthly genealogy meeting.
22	THANK YOU! SO MUCH FUN!
23	Not really. Great job!
24	More food.
25	This was excellent! Please do it again.
26	Make it longer.
27	More monitors. Children were running around being rude and interrupting. Poor expo people were flustered. Parents were letting some kids run wild.
28	I loved it! The printing was my favorite. The robots were fun and well-guided.
29	Table No. 20 was the best. Make more active tables for both adults and kids.
30	It was great! Learned how to change a flat tire on a bike! OUR LIBRARY ROCKS!!!
31	Depending on weather, few outside stalls.
32	This was very interesting. I thought we'd be here for 15 min. We were here for 1 1/2 hours. I wish we would have gotten here earlier!
33	It worked really well the way it was laid out. People could still check out books.
34	No. I thought you had enough different topics without it feeling too crowded.
35	Thank you! I really learned a lot and greatly enjoyed it. Wish it was longer (time wise).
36	It was great!
37	Great event - especially liked making teacup floral arrangement, rescue dog, fly-tying, scarf tying.
38	Can we have like a separate recreation/sports/health expo? This one was great!
39	So very well organized and visible with signs and balloons. You thought of everything!
40	Slightly less "how to" stations. There's an overwhelming number of topics!
41	It is great.
42	Not yet. First one I have been to.



- 43 Better advertising.
- 44 Would love longer hours.
- 45 Nice activity. Loved it!
- 46 Maybe schedule 15 or 30 minute blocks for more crowded centers? Floral design - BRING YOUR OWN MUG!
- 47 Painting, more tech, jewelry making, more woodworking; and more senior things.
- 48 Not sure how you could top this one. This library is way ahead of the times for offering in Tech, Reading facilities. BEST LIBRARY IN THE DISTRICT. Jim Paulsen, Loyal Render.
- 49 ??? It was lots of fun. Learned fun things but not enough time to see everything.
- 50 Two hours on the genealogy session. The one hour intro was great but it would be nice to have time to put the learning into practice. Also, the smell upstairs (paint smell?) was a little overwhelming - FYI.
- 51 You do good job!
- 52 No! Possibly to have it for two days!
- 53 Make it a countywide event. THANK YOU SO MUCH. DG Member.
- 54 Some tables gave a lot of "how to" advice. It was fun for my daughter! Some advice on the floral arrangements could have helped. Everyone was very kind and leasant. It was a great experience for my daughter! Very nice!
- 55 No, it was great!
- 56 A lot of people were getting coins appraised and the line was long. How to improve that? The map was very helpful and informative.
- 57 The map was so helpful! The balloons were great finding tables. The staff at the entrance were great. THANK YOU! OUR LIBRARY IS THE BEST.

6. How did you hear about the Expo? (Check all that apply.)

	Responses	Percent
Newsletter:	47	41.96%
Slideshow:	0	0%
Poster:	10	8.93%
E-News:	45	40.18%
Outdoor Sign:	15	13.39%
Library Staff:	19	16.96%
If other, please specify:	14	12%
Total Responded to this question:	112	96.55%
Total who skipped this question:	4	3.45%
Total:	116	100%

6. How did you hear about the Expo? (Check all that apply.)

Response	Comments
1	Friend
2	I am library staff!
3	Friend's grandma.
4	At the library.
5	By chance, while at the library.
6	Email.
7	Email.
8	(Not filled in.)
9	While at the library.
10	(No comment here.)
11	Email.
12	Friends.
13	Friend
14	Friend

7: Do you have an IPPL card?		Responses	Percent
Yes:		92	81.42%
No:		21	18.58%
Total Responded to this question:		113	97.41%
Total who skipped this question:		3	2.59%
Total:		116	100%

## Marketing Department Report – March & April 2016

### Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including the Seed Library; Teen Tech Week; Teen Job Fair; How-To Expo; National Library Week; Money Smart Week; Free Comic Book Day; Foundation Reading Garden Bricks; Playaway Launchpads; hoopla; eLibrary; Brainfuse HelpNow and Brainfuse JobNow databases; Where to Bike Chicago; Roald Dahl ½ 100<sup>th</sup> Birthday Celebration; Teen Service Days; Humans vs. Zombies; FRISK; MIMO; The Lucky Trikes; Bring Your Own Book Game Night; Teen Job Interviewing Workshop; Building Drawbridges; Mid-Kid Mid-Day Sleepover; Blackout Poetry Slam; Mighty Mid-Kids Gaming Night; Be Green When You Garden; Community Seed Swap; Everything You Need to Know About Annuities; Attention Book Lovers; College Major and Career Planning Seminar; I Can't Be a Runner...Or Can I; Art Therapy Night; the eLibrary, Assistive Technology and Homebound Delivery, and Ask an Excel Expert drop-ins; April Book Discussions; March and April art gallery exhibits; and the Darien Dash fundraiser.

Marianne also took photos at the Teen Job Fair, How-To Expo, and the April 27 visit by Shami the Comfort Dog, as well as the Administration, Kids & Teens, and Technical Services department photos for the new website.

### Story Plan

As directed by Strategy 5.2.4, Marianne has developed a plan for how to tell the library story using outcomes, focusing on how residents benefit from the library. A process for capturing these stories has been developed, and ways to effectively use the stories are being identified. The initiative kicks off with the summer newsletter. The library's first story features Dolores Cyze, a Willowbrook resident who printed the flexible joints for a prosthetic hand for her son on the library's 3D printer.

### Newsletter

Production of the summer newsletter is complete, and will be delivered to resident mailboxes on Saturday, May 21. Per Action 5.2.2.4, it is also being distributed in more locations throughout the community, including local park district locations, chambers of commerce, and historical societies.

### Community Events

The library will participate the Darien Lions Club's 4<sup>th</sup> of July Parade, per Strategy 3.1.3. Marianne will coordinate the entry, which will consist of interested participants from the Better Together 2016 Summer Reading Challenge (children 12 and under must be accompanied by a parent or guardian) and staff. The library will provide informational flyers (with a coloring sheet on the back) at all summer reading events. We are requesting to be the entry behind Trustee Marian Krupicka's in the lineup.

### Darien Park District

As directed by Action 5.2.2.7, the library has submitted items to the Darien Park District for their summer brochure, which was mailed to residents on March 31. Marianne submitted descriptions and logos for the How-To Expo, Teen Job Fair, and Seed Library. A copy of the page the park district created is included in this packet.

### Willowbrook Post

Marianne continues to submit monthly articles and photos to the Willowbrook Post. The April issue contained an article on the Seed Library, and the May issue featured a recap of the How-To Expo. Copies are included in this packet.

**Advertising**

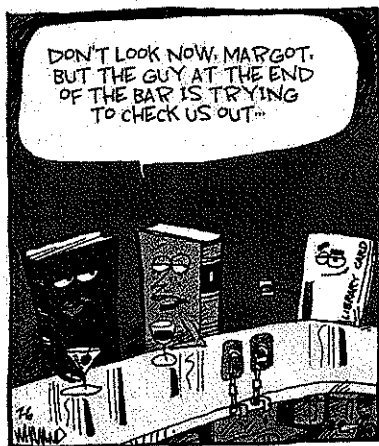
The library purchased a one-page ad in the May/June Special Edition Business Directory and Community Guide issue of the Darien Neighbors. A copy of the library's page is included in this packet. In addition, VolunTEEN ads were placed in the April 15 issue of the Downers Grove South High School Blueprint and the April 25 issue of the Hinsdale South High School Stinger.

**eNews**

There are currently 16,462 (+264) email addresses on the mailing list. Open rates continue to hover around 20% (the industry average), with more than half (55-60%) taking place on a mobile device.

**Social Media**

The library's organic reach on Facebook continues to grow. A link to the Goodreads "7 Delightful Beverly Cleary Quotes to Celebrate Her 100th Birthday" blog post reached 1,018 people with 37 reactions and 5 shares. In addition, the following picture posted by Marianne on April 30 reached 1,567 people with 56 reactions, 3 comments, and 12 shares.



**Marianne's Meetings**

Community

- Meeting w/Kate Sullivan from Neighbors Magazine on March 16
- Willowbrook/Burr Ridge Chamber Luncheon at Chuck's on April 6
- Teen Job Fair Recap meeting w/Tyler, Heidi & Darien Chamber President & CEO Clare Bongiovanni on April 20

Meetings

- Meetings w/Laura March 11, 24, April 7, 21
- Meetings w/Theresa March 10, 31, April 8, 14, 21, 28
- Meetings w/Laura & Theresa March 3, 16
- Summer reading logo & promo meeting with Natalie & Theresa on March 14
- Web committee editing day on March 15
- Mid-Kid promo meeting w/Natalie, Monica, & Theresa on March 21
- Debbie W. interview on March 23
- Leadership meeting on March 24
- How-To Expo meeting on March 28

- The Sound promo meeting w/Tyler & Theresa on March 29
- How-To Expo meeting with Laura & Theresa on March 29
- Summer reading logo meeting w/Natalie & Theresa on March 29
- ESL marketing meeting w/Joe on April 6
- Teen Job Fair on April 9
- Newsletter/Story Plan/Better Together meeting w/Jamie & Laura on April 11
- How-To Expo on April 16
- Website committee meeting on April 18
- Attend department heads meeting on April 19
- Attend adult services staff meeting on April 20
- Better Together committee meeting on April 21
- Attend K&T staff meeting on April 27

**Theresa's Meetings**

Meetings

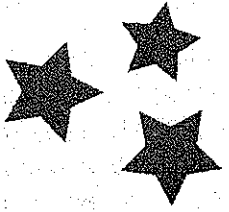
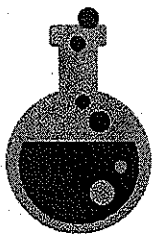
- Summer Reading logo & promo meeting with Natalie & Marianne on March 14
- Mid-Kid promo meeting w/Natalie, Monica, & Marianne on March 21
- Sound promo meeting w/Tyler & Marianne on March 29
- How-To Expo meeting with Laura & Marianne on March 29
- Summer reading logo meeting w/Natalie & Marianne on March 29
- Website committee meeting on April 18

**Graphics/Website**

In addition to day-to-day publications, TV slides, and website updates, Theresa designed logos for the year's Better Together theme and summer reading program, as well as new STEM Kit packaging templates. She also designed the summer newsletter. Theresa continues to work on the Foundation's new website and brochure.



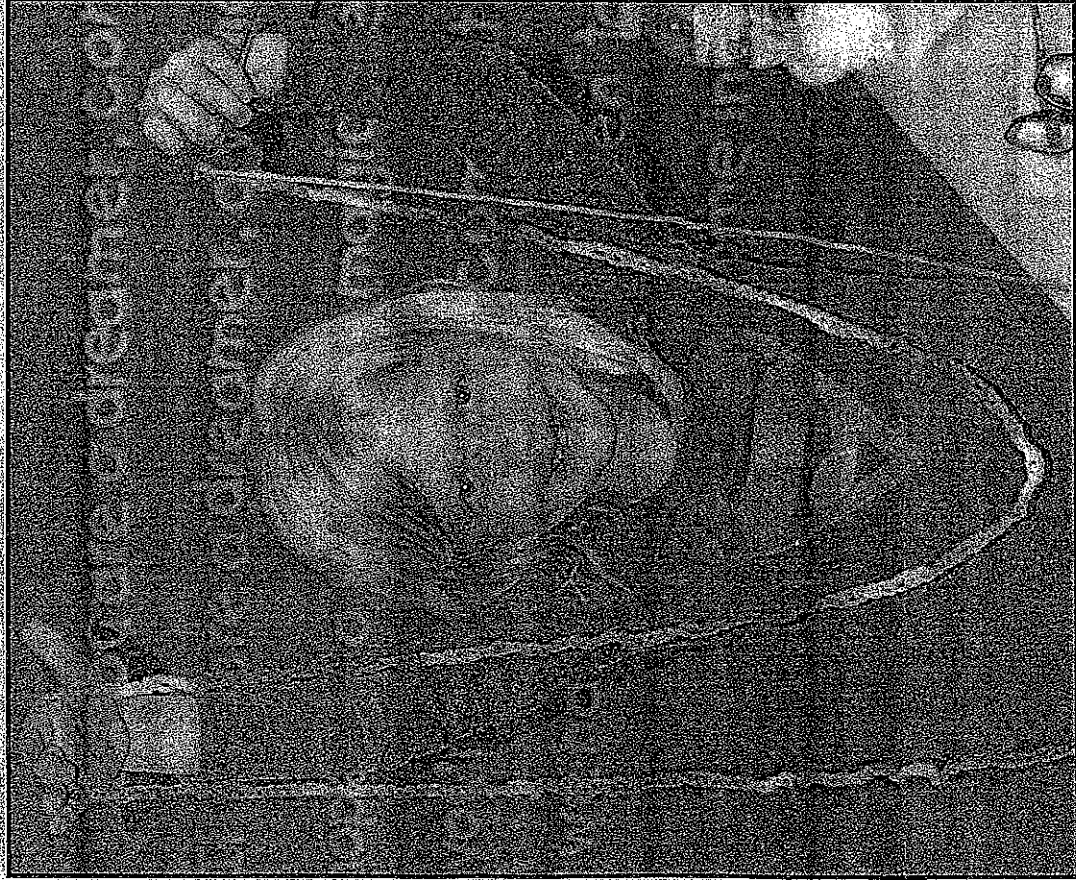
better together  
2016 Summer Reading Challenge



# better together

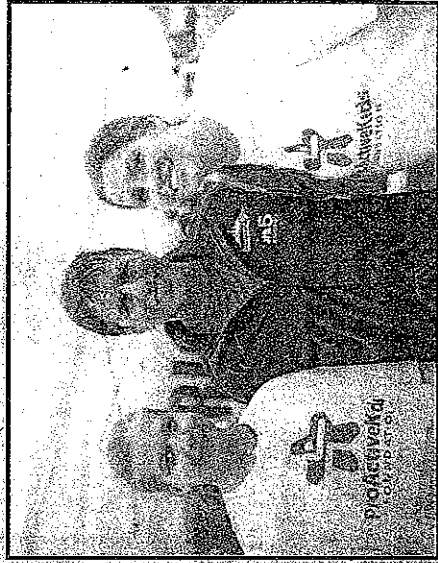
CELEBRATING LOCAL CONNECTIONS

Marianne Ryan, Marketing Coordinator  
May 12, 2016



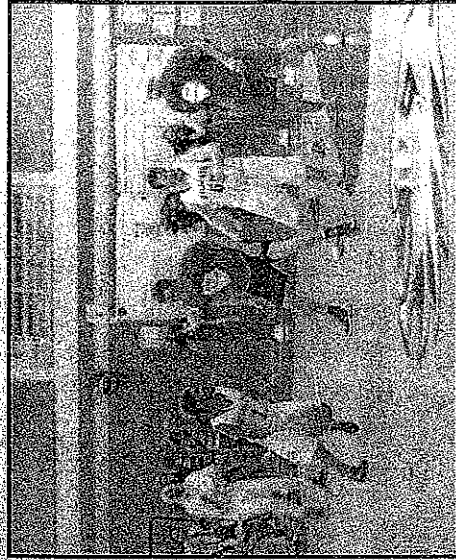
## How-To Expo

Indian Prairie Public Library hosts inaugural expo allowing patrons to explore variety of activities (p. 2)



## Running for a Cause

Mike Adami of WMAQ Ch. 5 to emcee local run to support ProActive Kids Foundation (pp. 6-7)



## Students vs. Faculty

Westview Hills Middle School eighth-grade basketball teams battle faculty squad in annual tradition (p. 14)

LIBRARY

# Hundreds attend library's How-To Expo

Courtesy of:  
Marianne Ryan

DARIEN—Almost 700 people attended the Indian Prairie Public Library's inaugural How-To Expo on April 16.

Participants of all ages chose from 30 workshops in three hours during the free event, which took over the entire library.

"Our library's mission is to enrich people's lives by providing opportunities to explore, connect and be inspired," library director Jamie Bukovac said. "This event invited the entire community to do exactly that."

The how-to expo was a local "maker faire," the library's version of the "Greatest Show (and Tell) on Earth."

Topics ranged from coffee brew methods to craft beer styles and composting to crochet basics, and all workshops were taught by community members and local business owners.

"This was very interesting," one participant said. "I thought we would be here for



PHOTOS BY MARIANNE RYAN

A floral arrangement workshop, above, fly-tying, above right, and crochet, below right, were three of the 30 classes offered at the Indian Prairie Public Library's first How-To Expo on April 16.

15 minutes, but we were here for an hour and a half."

"I came here to see the barista," another participant said. "She was very informative and very helpful."

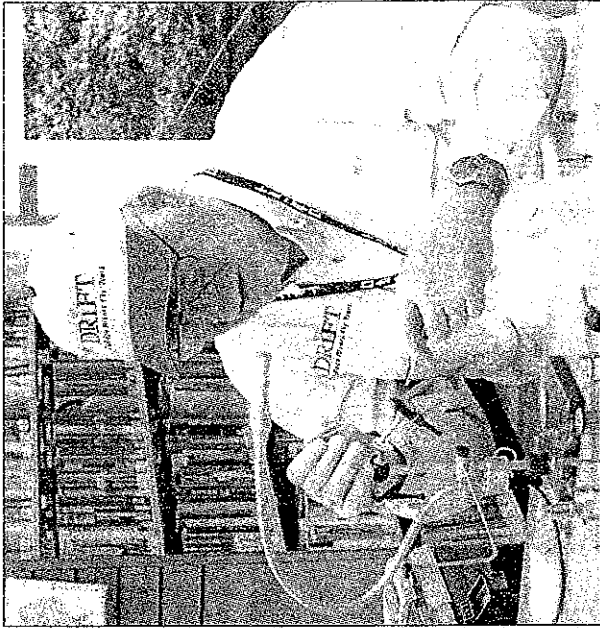
"It was definitely worth the trip."

The maker movement began with the launch of *Make*

magazine in 2005.

The first maker faire was held in April 2006 at the San Mateo County Event Center in California, and included six exhibitions and workshops.

More than 530,000 people attended maker faires in 2013.



The

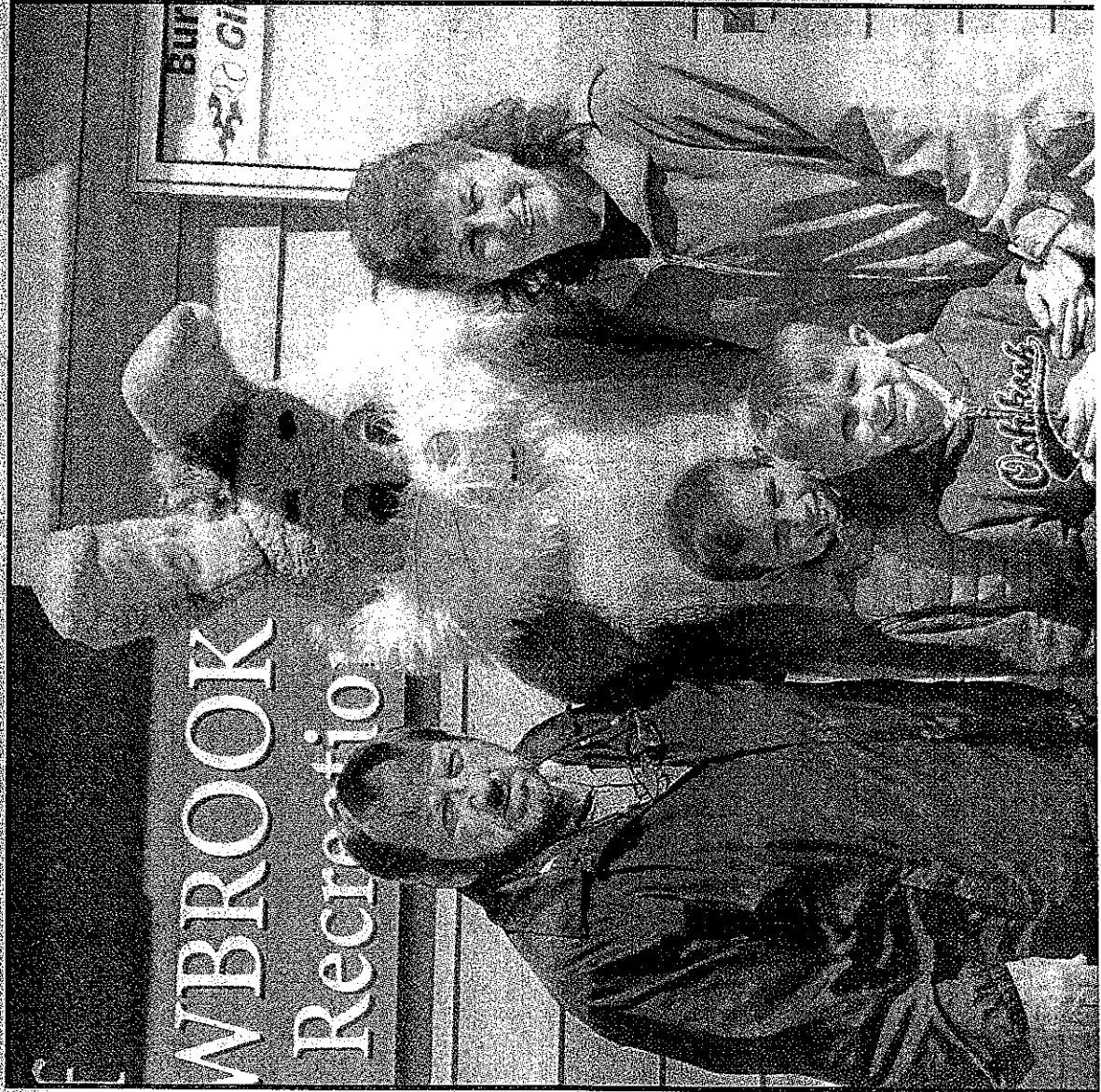
# Willowbrook Post

Your community paper

Vol. II, Issue 2

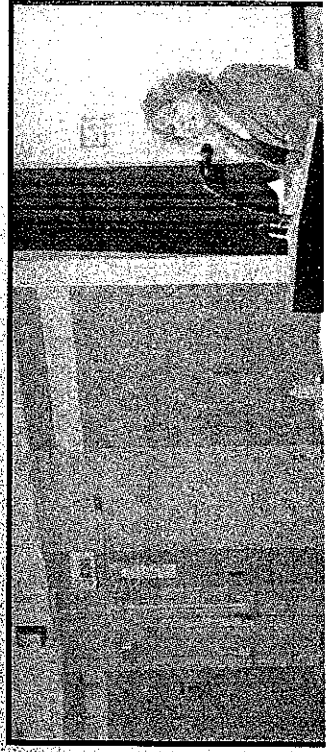
Friday, April 1, 2016

\$1 on newsstands



## Seed Library

Indian Prairie Public Library encourages planting and gardening through seed library (p. 8)



121

LIBRARY

# Expand your garden with seed library

Marianne Ryan

*Indian Prairie library hopes community will play, learn together*

Spring is in the air, and the Indian Prairie seed library is now open.

Those looking forward to planting a garden this spring can get the seeds they need to get started at the Indian Prairie Public Library.

The seed library is a collection of open-pollinated and heirloom vegetable, fruit, herb and flower seeds that cardholders can check out to plant and grow at home.

There is no charge and no obligation to return the seeds.

Cardholders can check out two seed packets per visit, and each packet con-

tains enough seeds to grow three to five plants.

The seed library is located at the entrance to the kids and teens department on the second floor, but seeds are available to gardeners of all ages and skill-levels.

It is sponsored by "Piel" at Garden Patch Farms in southwest suburban Homer Glen.

"We created the seed library, because we wanted to give our community a hands-on opportunity to play and learn together," said Natalie Williams, the library's head of youth services.

"We're hoping the project helps to reconnect people to the tradition of



PHOTO COURTESY OF MARIANNE RYAN  
**The Indian Prairie Public Library has opened its seed library for the season.**

The library's gardening kits are sponsored by the Gift of Carl Foundation.

Dedicated to the memory of Carl Vuillaume, the foundation is a local charitable organization established to enhance and encourage educational opportunities in the areas of theater, literacy, music and the environment.

For those interested in learning more, the library will hold a community seed swap on April 23 from noon to 1 p.m.

Experienced gardeners can bring their seeds to donate or trade, and beginners can learn more about the seed library and gardening kits. Families are also invited to paint a pot to take home.

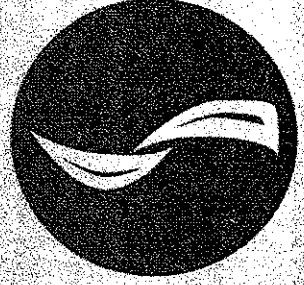
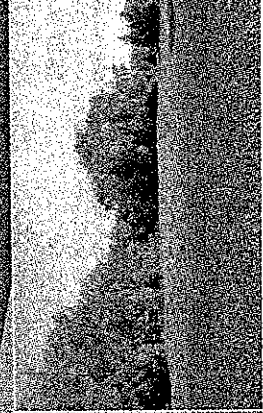
gardening, and to educate them on the sustainable practice of growing, harvesting and saving seeds."

In addition to borrowing seeds, families can check out gardening kits with adult and kid-sized gardening tools, including a watering can, a kneeling pad and starter books. The kits are also available in the library's kids and teens department.

"Our gardening kits are great for families and beginners who want to try gardening without the expense of buying all of the tools to get started," Williams said.

## Hinsdale Central High School

**.57 Acre Residential Lot** available within Hinsdale Central H.S. (buffer zone) or Hinsdale South high schools. Please contact Village of Willowbrook for

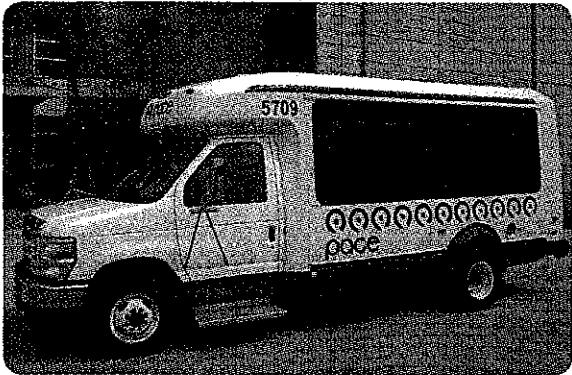


# REVIVE YOUR LAWN!

122

*Darien Park District Summer Director*

123



## Downers Grove Township Dial-a-Ride

Dial-A-Ride is a curb-to-curb shared ride service for Township residents who are 65 and over. It is also a service for qualified persons with disabilities of any age. In order to use the service, riders must have a valid RTA or ADA card. Questions and registration contact Joan Nichols at (630) 719-6685.

Qualified residents 65 and older can apply for a RTA card, in person, at the Township office. The price for the accompanying picture is \$3.00. The Township address is 4340 Prince Street, Downers Grove. Qualified persons with disabilities of any age, please call the Township office for an application, (630) 719-6685.

You must bring one of the following:

a driver's license, State issued ID card, US Immigration Alien Registration card (copy of both sides) or a passport.

The Dial-A-Ride service is provided to and from any point within the Township of Downers Grove area. This includes service to Good Samaritan Hospital. Service is provided from 8 am to 4 pm, Monday through Friday, excluding major holidays. The fare is \$5.00 for each one-way ride.

Reservations for general-purpose rides can be made one or two business days in advance. Rides for medical appointments can be made up to a week in advance. An escort may accompany a passenger. The escort does not have to be registered but does have to pay a separate \$5.00 fare

Division of Human Services

Phone: (630) 719-6670 Fax: (630) 719-6608



## TEEN JOB FAIR

The Indian Prairie Public Library will host its 2nd annual Teen Job Fair on Saturday, April 9, from 1 to 3:30 p.m. The fair, for teens seeking employment, internships, and/or volunteer opportunities, is co-hosted by the Darien Chamber

of Commerce and Willowbrook/Burr Ridge Chamber of Commerce and Industry. To prepare for the job fair, teens can sign up for the library's Teen Job Interviewing Workshop on Wednesday, April 6, at 6:30 p.m. Register at [www.calendar.ippl.info](http://www.calendar.ippl.info).



The Indian Prairie Public Library will host its first-ever How-To Expo on Saturday, April 16, from noon to 3 p.m. The free, family-friendly celebration of the creative and do-it-yourself mindset will take over the entire library, and topics will range from coffee brew methods to craft beer

styles, composting to crochet basics, and soap making to scarf tying. All workshops will be taught by community members and local business owners.

For more information, including a full schedule of workshops, visit [www.howtoexpo.ippl.info](http://www.howtoexpo.ippl.info).



Looking forward to planting a garden this spring? Visit the Indian Prairie Seed Library for the seeds to get started! The Seed Library is a collection of open pollinated and heirloom seeds that members can

check out to plant and grow at home. There is no charge, and no obligation to return the seeds. Indian Prairie Public Library members can check out two seed packets per visit, and each packet contains enough seeds to grow 3 to 5 plants. Seeds are available to all ages and gardening skill levels.

Visit our website, [ippl.info](http://ippl.info) for more information  
401 Plainfield Road, Darien, IL 60561 · Phone: (630) 887-8760

Indian Prairie Public Library

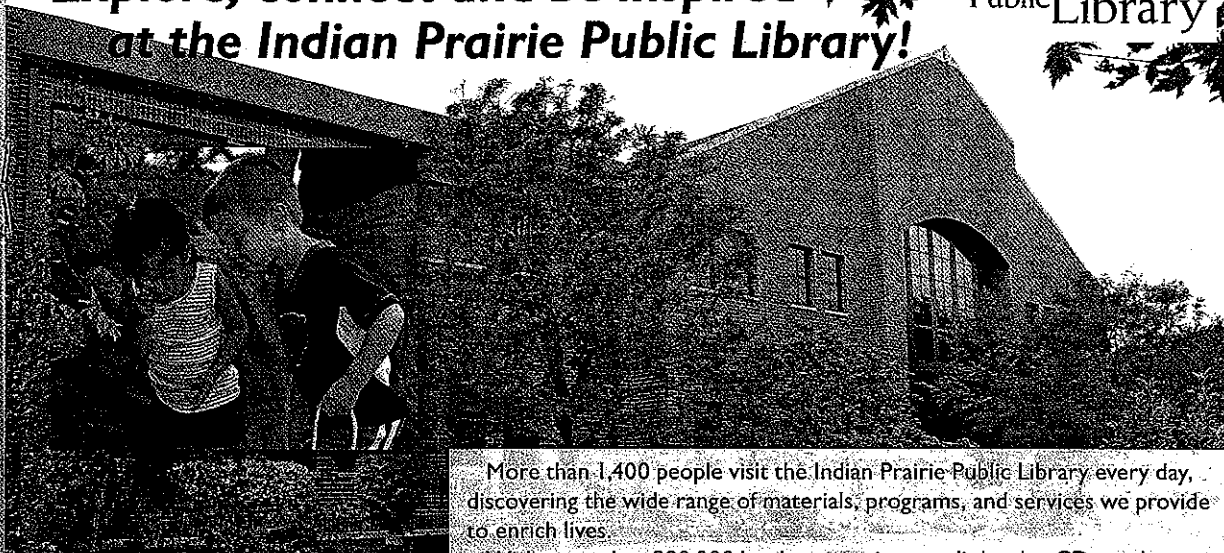
401 Plainfield Rd • 630-887-8760

ippl.info



Indian Prairie Public Library

# Explore, connect and be inspired at the Indian Prairie Public Library!



More than 1,400 people visit the Indian Prairie Public Library every day, discovering the wide range of materials, programs, and services we provide to enrich lives.

With more than 200,000 books, magazines, audiobooks, CDs, and DVDs, we offer a growing selection of materials for personal, educational, and professional use. If we don't have what you're looking for, we can get it—we offer access to more than 8 million items in our online catalog.

IPPL cardholders of all ages can browse our digital eLibrary anytime, anywhere, from their computer, tablet, or smart phone. IPPL cardholders have access to more than 354,000 items in our eLibrary, including 56,000 ebooks, 25,000 audiobooks, 98 magazine titles, 255,000 music albums, and 18,000 movies and television episodes.

Our friendly, professional staff is ready to recommend books, movies, and music, and can answer questions and assist you in using resources on any subject. We also provide resource databases that can be accessed online 24/7 for accurate, up-to-date information including online tutorials on a variety of topics on [Lynda.com](http://Lynda.com).

Looking to save money? Indian Prairie Public Library cardholders saved an average of \$638 last year by checking out books, DVDs, CDs, magazines, and other items rather than buying them. And that's only part of the value that our library offers the community.

## Indian Prairie Public Library

401 Plainfield Rd.  
Darien, IL 60561-4207  
630-887-8760  
email: [ippl@ippl.info](mailto:ippl@ippl.info) • [ippl.info](http://ippl.info)

### Hours

Monday–Friday.....9am–9pm  
Saturday.....9am–5pm  
Sunday.....1–5pm

Drive-up book return open 24/7

### Highlights

- Free high-speed Wi-Fi throughout the library
- 3D printer
- Digital media equipment
- WouldShop Makerspace
- Seed library
- Art gallery and exhibit space
- Community meeting space
- Family center
- Teen lounge
- Special resources for parents and teachers
- Resources for job seekers and businesses
- ESL collection and computer software
- Homebound delivery
- Tax forms, stamps, voters' registration, notary service, copiers, fax machine
- Reading garden
- Vending cafe



### Did you know?

During Fiscal Year 2014–15:

- 441,134 people visited the library
- 810,215 items were checked out
- 19,360 people attended 855 programs
- 99,592 reference questions were answered
- 69,893 people used our public computers



Adult Services Monthly Report: April 2016

**Programs:** A Friend's concert of jazz standards had 58 in attendance. "Be Green Why You Garden" had 23 in attendance and a representative from Random House, who booktalked forthcoming books drew an audience of 35. For Money Smart Week a program on annuities had 64 in attendance. Jennifer made a short demonstration at this program on our investment databases. Unfortunately we had to cancel 3 programs for lack of registrations. These were a program on the Fightin' Illini and Books on Tap at Whole Foods and a #libsocial poetry slam.

The movies continued to be popular with 34 at *Learning to Drive* and 42 at *Bridge of Spies*. We have movies through May and then not again until late fall. We had 13 people at the Novel Idea book discussion. Ten people were at Crime Readers and six at GenLit.

Our other groups met in April. Chess averaged 9. ESL only had one meeting with 5 in attendance. Great Decisions had 25 in attendance. Genealogy had 22 at their meeting and the Play Reading group averaged five. Seventy-four people took advantage of ARRP tax assistance in April.

**Collections:** Shirley has been trying to do an analysis of magazine usage and I usually prepare a year end circulation report. Unfortunately Sirsi/Dynix does not appear to provide the statistics I need to complete my report and we are still working on a report for Shirley. I was able to get a report of all the adult DVDs that had not gone out since the migration to the new system, about a year ago. I found that a little over a thousand items, from a collection of approximately 18,000 had not gone out in the last 12 months, although many of them had gone out in the 12 months prior to the migration. Going through the collection this methodical way we can see some trends and make suggestions on either where to add or subtract budget lines and ideas for parts of the collections to promote. In weeding the books on film in March I was able to see that there was some cleaning up we would do in the way the collection was cataloged over the years. I worked with Ann to plan a reorganization of some areas in order for patrons to more easily find what they are looking for.

**Community:** Mary Krekelberg attended the monthly meeting of the Darien Historical Society and Shirley attended the Willowbrook/Burr Ridge Chamber Meeting. SCORE held a roundtable here with five in attendance and Mary Paxson led a book discussion for a neighborhood group, Wine Women and Mark with five in attendance.

**Contributing to the Profession:** Joe gave a presentation on the LEARN "On the Road to Literacy Conference" sponsored by Literacy Volunteers of Illinois. He also has been asked to participate in two programs at ILA this coming year. One on literacy and one on the Veteran's History Project.

**Continuing Education:** Jennifer attended PLA in Denver and participated in two Adult Reading Roundtable programs: their genre study and model book discussion. Jez did the online LibOnCon and a readers advisory program at RAILS as well as a demonstration on a different program registration software. Staff watched a number of webinars. Jez watched one on audiobooks and listeners advisory. Shirley one called "Find the Information You Need," and Joe one called "Leaving Fort Reference." Mary Krekelberg watched one on managing challenging patrons. The desk staff participated in this year's genre study at the monthly meeting.

**Meetings:** We held our monthly department meeting and Shirley held one last meeting with the Computer Help Desk staff as they were officially moved to the Technology Department. Jennifer attended the website committee as well as the eMediaLibrary consortium quarterly meeting and

the SWAN User Experience Committee. There were several other meetings between staff as they prepared for taking over responsibility of different staff.

Debbie

Circulation Services

March 2016

Total checkouts for March were 65,904. This compares to 64,857 last year. Circulation was up 2%! Electronic Circulation was 4,261 this year, while it was 4,425 last year or -4%.

ILL's processed were down 12%. We processed 8,653 this year and 9,840 last year.

Patron visits were up 3% from last year (38,105 this year compared to 37,022 last year)

A total of 8,166 holds were placed in March. Patrons placed 6,080 (74%) holds while staff placed 2,086 (or 26%) holds.

24,972 items were checked out or renewed by staff at the desk. This is 38% of total checkouts/renewals. 28,069 items were checked out or renewed by patrons at one of our self-check machines, 8,572 items were renewed by patrons through enterprise and 4,291 items were electronically checked out by patrons -- for a total of 40,932 items checked out through some sort of self service. This is 62% of total checkouts/renewals.

We have a new service called "Mobile Circ". This is Circulation "Lite". It is software loaded on a tablet that allows us to check out and check in- in real time as well as allow us to issue library cards off site. This is very exciting as often schools and other community organizations will ask us to come and issue cards at their events. The one thing we cannot do is accept any payments. We can also utilize this technology in our everyday work by using it when we pull holds off the shelf.

As you know, I was very involved with SWAN training of Sirsi/Dynix prior to the migration last year. SWAN asked if I would again be part of the mentoring group that would write and present training to support staff. I am very pleased to have been asked and will be presenting training in April.

Terri Brozek announced her retirement (effective April 6). After much discussion with Jamie, we decided to not replace Terri. Terri worked 12-14 hours per week. We have been somewhat creative with staff hours and feel that, at this point, we should be fine.

Continuing Education

March 2	SWAN Training	RAILS
March 3	Sirsi/Dynix Webinar-Searching Tips in Symphony	
March 9	Mobile Circ. Fair	RAILS
March 18	Secrets of Highly Productive People/Laconi	RAILS
March 21	Civic Leadership Academy	NIU
March 24	SWAN Training	RAILS

Meetings:

March 8	Department Heads
March 9	Dave Bunn-New Circ. Web Page
March 14	One on One with Jamie

March 16 SWAN Circulation Advisory  
March 22 Department Heads  
March 24 Leadership Meeting  
March 28 How to Expo Meeting  
March 29 Librarian in Charge training  
March 30 Circulation Supervisor Meeting

RAILS

128

Debbie Sheehan  
Head of Circulation Services

Circulation Services

April 2016

Total checkouts for April were 60,424. This compares to 71,904 last year. Although this shows that we are down 16%, we need to remember that April of last year is when we migrated to SirsiDynix. We did not get good numbers and so much of what was reported was a "guesstimate", in fact when I reported last year, I said I thought the numbers were high.

Electronic Circulation was 4,291 this year, while it was 4,076 last year or +5%.

We had no statistics for ILLs last year. This April we processed 8,571 items.

Patron visits were up 1% from last year (36,297 this year compared to 35,823 last year)

A total of 8,503 holds were placed in April. Patrons placed 6,283 (74%) holds while staff placed 2220 (or 26%) holds.

22,615 items were checked out or renewed by staff at the desk. This is 37% of total checkouts/renewals. 25,336 items were checked out or renewed by patrons at one of our self-check machines, 8,182 items were renewed by patrons through enterprise and 4,291 items were electronically checked out by patrons – for a total of 37,809 items checked out through some sort of self service. This is 63% of total checkouts/renewals.

April was a busy month. I had my first opportunity to attend the Public Library Association Conference. It was a great experience! I attended many interesting and informative workshops and had an opportunity to speak to several self check vendors. It was an excellent way to see all the different hardware and software that is currently being offered. Ann Stovall and I spent quite a bit of time speaking to the vendors and we will be meeting with several of them in May and June.

The How to Expo was a huge success! As a member of the committee, I am very proud of the job that was done. Patrons and presenters all seemed very happy with the day. Special KUDOS go to Laura Birmingham as the coordinator of the event.

On April 28 I taught two workshops at SWAN about Sirsi Dynix that were geared toward support staff. The workshops were well received. I did not send any IPPL staff, as I will be covering pertinent information with them in our next department meeting.

Our Notary Service has really been in demand – especially for notarizing Senior Citizen Homestead Exemptions!

As I mentioned in my March report, Terri Brozek retired in April. Terri worked in the Circulation Department for 27 years. We had a retirement party for her on April 12. Although we are not replacing Terri, we did hire another substitute. Her name is Susan Staron and she works as a Circulation Associate at Hinsdale Library.

Community

April 16                      How to Expo

Continuing Education

April 6- 9                      Public Library Association Conference                      Denver

- Developing Truly Effective Performance Evaluations
- Tech to Go – Circulating Non Traditional Items
- De-Identifying Patron Data to Balance Privacy and Insight
- Big Ideas – Reclaiming Conversation
- Never Leave Internal Conversations to Chance
- Hospitality
- Understanding Microaggressions – A Catalyst for Climate Change in the Workplace
- Bite Sized Staff Training
- Put Learning First – Developing a Learning Philosophy

April 28                      Spring Forward Workshop                      SWAN

Meetings and Workshops Attended:

April 4	Microfilm Meeting	A. Stovall, M. Krekelberg, P. Czuba
April 5	Department Head Meeting	
April 11	One on One with Jamie	
April 18	Natalie Williams	
April 19	Department Head Meeting	
April 22	Microfilm Meeting	P. Czuba
April 25	One on One with Jamie	
April 26	Self Check Meeting	J. Bukovac, A. Stovall
April 29	TJ Szafranski Orientation	

Debbie Sheehan  
Head of Circulation Services

Circ Stats											
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	
Renewals through the webpack not included before				1,284							
				Electronic Circulation	3,852						
Yearly											
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	628,145
*Missing data--used an average number to get a total											
Indicates highest number for that month											
Indicates library was closed partial months for construction											

## TECHNICAL & TECHNOLOGY SERVICES BOARD REPORT March/April 2016

### Improvements for Public & Strategic Goals

- New Assistant Head of Technology Services- T.J. Szafranski started on April 25.
- Music Creation- An electronic keyboard with stand and pedal, Jam stick (electronic guitar), microphone, headphones and software was added to our collection of digital media equipment for members to create music. The new equipment was used in the How-to Fest and Dave will be developing a class to offer this summer on how to create your own beats. Thanks to the funding from the Library Foundation for the equipment and a member donation to purchase the software.
- Bandwidth Monitory- To ensure we are getting guaranteed bandwidth speeds, a computer has been connected directly to the modem in the server room to monitor connection. (Strategic Plan 1.5.5.2. - Perform speed tests on equipment to compare advertised and actual bandwidth speed. )
- Junior Language- Worked with Katie in Kids & Teens to bring together foreign language materials into a new "language" pull out topic collection making it easier for patrons to browse.
- Adult 700s- - Debbie W. and I reviewed and made changes to the Dewey classification of the books related to the movie industry. The following Dewey numbers will be used for the following topics: 791.4-movie lists and reviews; 791.43-movie/TV actors; 791.4302-How-tos including acting, producing, etc.; 791.437-Directors; the movie itself, etc. to improve browsing within the collection.

### Technical Services Projects

- SWAN Workflows Acquisitions- April has streamlined the ordering process by using a feature in SWAN Workflows to create holding codes which auto fills in item fields when ordering.

### Technology Services Projects

- Website Updates- The website committee met to share individual progress and go over the four basic style and layouts to use on our new site. Dave and I have been adding layout styles to pages where content has been reviewed. To give us time to do pre-launch usability studies and make any last minute modification we extended the launch date to the first week of June.
- 3D Printing
  - Received 23 print requests and all of them were successfully printed.

- Most interesting objects printed: Intel Edison wearable watch case; name sign created during How-to Fest; parts to assemble an "ink tank"
- Wi-Fi Usage
  - March – 5,579 Wi-Fi total connections; 4,953 were from patrons using their own device.
  - April – 5,814 Wi-Fi total connections; 4,950 were from patrons using their own device.

**Community** – Nothing to report for March or April.

**Contributing to the Profession**

- April and I attended a Cataloging Advisory Group meeting at SWAN on March 30.
- Anna shared information with Moraine Valley Community College on our magazine vendor Rivistas.
- I attended an IT Roundtable –RAILS West user group meeting on March 11.

**Continuing Education**

Ann

- 3/10- Creating a Culture of Learning webinar
- 3/18- Secrets to Being Highly Productive workshop at RAILS
- 3/24- IPPL Leadership Meeting
- 3/29- Innovative Technologies and Tech Trends webinar
- 3/30- Leadership Lessons: Trying Times Demand Sound Leadership at NIU-Naperville
- 4/6-4/8- Attended PLA Conference in Denver which I attend the following programs:  
Tech Assistance for Cutting Edge Communities; Code at Your Library: Preparing Your Current and Future Workforce; We are Tech Workers: Cultivating a Library Technoculture; Never Leave Internal Communication to Chance; Building for the Future Today: Broadband Planning; A Different Way of Doing Business: Cross-Functional Strategic Initiative Teams; Hyperlinked Classroom: Extraordinary Learning Experiences in Public Libraries; Put Learning First: Developing a Staff Learning Philosophy.
- 4/27- Communico Demo (Program registration room booking software) at RAILS.

T.J.

- 4/27- Communico Demo (Program registration room booking software) at RAILS.
- 4/28- Digital Lab presentation at Skokie

Dave attended the webinar Mobile Devices for Libraries.

Brett attended the webinar Emergency Preparedness.

## Meetings

### Department Meetings & One-On-One Staff Meetings

- Technology Services (Ann)- 3/2, 16- Brett; 3/3, 10, 17-Dave; 4/25, 26- T.J.
- Technical Services- 4/13- Dept. Meeting; 4/1, 11, 21, 29- Anna & April

### Ann

- 3/17, 28; 4/28- Meetings with Jamie
- 3/21- Met with Debbie S. & Natalie to discuss procedures for not returned circulating device charges
- 3/22, 4/4, 19 – Department Head Meetings
- 4/22- Met with Tyler to discuss pre-launch usability test on new website.
- 4/26- Meeting with Jamie and Debbie S. to discuss self-check vendors

### Technology Services Staff

- 3/16 - I attended the Computer Help Desk meeting
- 3/13- Dave, Brett & Tyler met to go over Technology area for How-to Fest.
- 3/15- Dave & I attended an all-day new website workshop meeting
- 4/18- Dave and I attended Website Committee meeting.
- 4/28- T.J. and Shirley met as part of transferring over the computer help desk staff and responsibilities over to Technology Services.
- 4/29- T.J. and I attended the Computer Help Desk meeting; T.J. introduced himself to his staff by creating a presentation.

## Training

- I trained the new teen librarian Heidi on our process for placing orders on B&T, Midwest and Amazon and how to run SWAN reports for weeding and collection development purposes.
- April trained Anna on ordering materials using the new acquisitions SWAN module.
- I trained Anna & April how to run reports to do database cleanup.
- Anna trained Jane and Natalya on database clean-up projects.
- I worked with Anna to improve cataloging non-fiction skills.
- Anna trained Natalya and Geri on cleaning-up old DVD box set item records.

## Programs & Classes

- In March we offered eight classes and two of them were canceled due to low registration. Total class attendance 57.
- In April we offered ten classes and one program with a total attendance of 102.
- We are offering more classes at different times, lengths and on the weekends to reach more people in the community. We held an iPad class on Sunday. This was our first class we scheduled on a Sunday and it was very successful with 14 in attendance.
- One-On-One Sessions- 2- Dave/Windows basics; Ann/Library Account

<u>Day/Time</u>	<u>Class/Program</u>	<u>Length</u>	<u>Instructor</u>	<u>Attendance</u>
Tues 3/8, 4 p.m.	Facebook 101	2 hours	Dave	12
Tues 3/8, 6:30 p.m.	Intro to Publisher	2 hours	Ellen	8
Thurs. 3/10, 4 p.m.	Intro to Computers	Canceled		Low Registration
Thurs. 3/10, 6:30 p.m.	Intro to 3D Printing	Canceled		Low Registration
Sat. 3/19, 10:30 a.m.	Intro to Windows 10	1.5 hours	Microsoft Store	9
Sun. 3/20, 2 p.m.	iPad/iPhone 101	2 hours	Dave	13
Thurs.3/24, 7 p.m.	Tech Talk: Video Creation	1.5 hours	Dave	5
Sat. 3/26, 10 a.m.	LinkedIn 101	2 hours	Valeria	10
Tues. 4/5, 4 p.m.	Internet Basics	1.5 hours	Sandi	10
Tues. 4/5, 6:30 p.m.	Excel Basics P1	2 hours	Ron	11
Tues. 4/12, 4 p.m.	Email Basics	1.5 hours	Sandi	7
Tues. 4/12, 6:30 p.m.	Excel Basics P2	2 hours	Ron	12
Wed. 4/13, 10 a.m.	Samsung Galaxy/Android 101	2 hours	Dave	13
Thurs. 4/14, 7 p.m.	Converting Pics and Video	1 hour	Ann	17
Sat. 4/16, 10:30 a.m.	OneNote/ One Drive	1.5 hour	Microsoft Store	9
Wed 4/20, 10 a.m	iPad/iPhone 101	2 hours	Dave	14
Thurs. 4/21, 7 p.m.	Tech Talk: Cloud Computing	1.5 hours	Valeria	2
Sat. 3/30, 10 a.m.	Intro to Mac	2 hours	Dave	7

Ann M. Stovall, Head of Technical & Computer Services, May 12, 2016

136

**Youth Services  
Monthly Report to the Board  
March - April 2016**

## **Programs**

In March, we presented 48 programs with 996 people in attendance. In April, we presented 67 programs with 2,174 people in attendance. *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)*

## **Teen Job Fair**

Tyler Works, Heidi Estrada, and Marianne Ryan completed the 2nd annual Teen Job Fair. Over 350 teens and parents attended this which is more than double the previous year. 19 businesses and organizations participated this year as well, which is 3x the number that participated last year. Tyler sent each business a survey following the event with over 50% completing the survey. The assessments were positive. 88% of the businesses either "Agreed" or "Strongly Agreed" that they will participate next year. Staff met with Clare Bongiovanni from the Darien Chamber of Commerce to discuss how the event went and begin planning a timeline for the event next year.

## **How-To Expo**

The Kids & Teens staff played a major role in the How-to Expo. Natalie Williams and Tyler Works were both on the planning committee and coordinated presentations from Hoofprint and Pick Farms. Natalie managed the spaces, schedules, and write-ups for these presenters and for all of the K&T staff who also presented. There were nearly 700 people in attendance at the event.

Tyler Works presented bacon curing and the Open Tech Lab.

Heidi Estrada presented floral origami.

Heather Forester Jensen presented soap making.

Jane Hartney presented several early literacy activities for children learning letters.

Mary Kay Ernst presented mug painting.

Monica Dzierzbicki and Natalie Williams presented various tools and materials available in the WouldShop, such as the sewing machine, embroidery hoops, and the rocket launcher.

## **Seed Library**

The Seed Library is getting a lot of use this spring! We're trying to keep it full by adding new packets regularly as they are donated by patrons and packaged by volunteers.

### March

Number of Checkouts: 63

Number of Seed Packets Checked Out: 145

Number of Donations: 1 large donation of pink hibiscus seeds

### April

Number of Checkouts: 88

Number of Seed Packets Checked Out: 145

Number of Donations: undetermined- several donations came in through the Community Seed Swap, mostly through the Gardening Club and Good Worx

*(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.)*

## **WouldShop™**

In the WouldShop, there were two themes for the month, "How Does Your Garden Grow?" and "Space Origami" for International Astronomy Week (the week of April 25th). Activities included making a 3D paper ladybug, using various shapes to create flowers and plants, and origami stars and gliding spacecrafts.

## Planning Summer Reading Challenge *Better Together*

Kids & Teens staff has been busy planning this year's Summer Reading Challenge – Better Together. We have been meeting to coordinate the program structure, themes, logos, programs, school visits, and marketing materials. We have been creating new partnerships with schools and organizations that will be working with us this summer.

## New Staff

Natalie Williams and Tyler Works interviewed four candidates for the open Summer Youth Associate positions. They have selected two former IPPL volunteers, Tori Benes and April Wendling. Both temporary positions will begin in mid-May.

## Collection Changes

All of the K&T Selectors – Natalie Williams, Tyler Works, Monica Dzierzbicki, Katie Salo, and Heidi Estrada - have been meeting regularly to discuss various collections. This month they have made several decisions and have made the following changes.

- Recently Returned items for Kids and Teens will be located at the end of J Subjects, near the windows.
- J Tales and Poetry are moving from J Subjects to the old Recently Returned space.
- J Pictures books are moving from Mid-Kid Hangout to the old Recently Returned space.
- We are creating a new Language Learning Section also to be located in the old Recently Returned space.
- Junior CDs and DVDs are merging with Children's CDs and DVDs.
- The Textbooks will be moving into the Mid-Kid Hangout (where the Junior DVDs are now)
- We will be creating a Holiday section where the textbooks are now. All of the holiday picture books that are in storage will be there soon.

By making these changes we will be able to highlight sections that are often overlooked (Poetry and Tales), expand new collections (Language Learning and Holidays), and help patrons who are browsing or locating materials (DVDs and CDs).

## Displays & Signs

Heather Forster Jensen created two sets of book displays in April. The first set was "Not-So-Scary Monsters" (Early Literacy) and "Puzzle-ing Mysteries" (Mid-Kids). The second set is currently superheroes to coincide with Comic Book Day on May 7.

Heather continued piloting shelving labels in both the Parent/Teacher area, as well as the WouldShop. She made additional signage updates to the end-caps and posted signage to designate where the Recently Returned and Junior Tales and Poetry have moved.

## Out in the Schools

Tyler Works completed his last visits to coding clubs at local schools for this school year. He is coordinating with the librarian from Mark Delay Elementary School to visit again next year. He is also reaching out to the science and computer teachers at Eisenhower Middle School to incorporate different library technology resources into their classrooms and after school clubs for the 2016-2017 school year.

Heidi Estrada met with the Hinsdale South High School Book Club. At the event some of the teens suggested that they would like to meet during the summer months. Heidi is now developing plans to host the club at the library during the summer.

Monica Dzierzbicki has been co-hosting the Burr Ridge Middle School Teens for Excellence Book Club. This month she worked with BRMS staff to offer a selfie- poetry competition to tie into their book choice

for March. There were two winners. Winners received a \$10.00 Barnes and Noble gift card from Indian Prairie and two additional gift cards from the school.

### Community

Date	Description	Staff	Attendance
1-Mar	HSHS Book Club	TW	9
2-Mar	Lakeview Middle School STEM Fair	TW	125
3-Mar	Whole Foods Storytime	KS	48
3-Mar	Eagle Scout Project Meeting with Laura	NW, LB	4
5-Mar	WBC Parenting Workshop	MD	2
9-Mar	St. John Lutheran Summer Camp Meeting with Nancy Chibe	KS, NW	3
10-Mar	Programming Planning with Tricia 4-H Club	NW	2
11-Mar	Programming Planning with Lavonne Burr Ridge Park District	NW	2
14-Mar	Chick-Fil-A	JH	27
15-Mar	Meeting with Rebecca Larrata - Gower Schools	NW	2
16-Mar	Code Club - HSHS	TW	7
16-Mar	Eagle Scout Project Meeting with BRPD	NW, LB	5
17-Mar	Whole Foods Storytime	KS	30
22-Mar	Teens for Excellence book club	MD	4
25-Mar	Program planning with Christina Komer of Burr Ridge Village Center and Holly Alexander from Barbara's Books	NW	3
28-Mar	Meeting with Good Worx, Cynthia and Mary Beth	NW, JB, LB	5
29-Mar	How-to Expo and Program Planning at Pick Farms with Tony Ndoca	NW, LB	3
5-Apr	HSHS Book Club	TW, HE	11
5-Apr	Hinsdale South High School Book Club	HE, TW	12
5-Apr	Play to Learn with DuPage Children's Museum	KS	33
7-Apr	Whole Foods Storytime	KS	33
9-Apr	Teen Job Fair	HE, TW	361
11-Apr	Chick-fil-A (15 children + 21 Adults)	JH	36
12-Apr	Programming Robots - Girl Scout Troup	TW	14
14-Apr	Play to Learn Meeting with DuPage Children's Museum	KS	5
14-Apr	Good Worx Garden Patch Planning	NW	4
20-Apr	Teen Job Fair Recap	HE, TW	4
21-Apr	Whole Foods Storytime	KS	18
21-Apr	Meeting with Barbara's Books for Rick Riordan program	MD	2
21-Apr	Meeting with BRMS faculty on Teens for Excellence book club	MD	2
22-Apr	ARTboretum Event at Burr Ridge Village Center	NW	12
23-Apr	Community Seed Swap with Gardening Club and Good Worx	NW	54
26-Apr	Coding Club - Mark Delay	TW	20
29-Apr	Presented Genealogy materials to Girl Scout troop	MD	7

(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.)

### Contributing to the Profession

Date	Description	Staff
21-Mar	Teen Job Fair Presentation Planning	TW
24-Mar	ILEAD Presentation Planning at Elmhurst Library	NW
28-Mar	NWYS/CLASS Guerrilla Storytime Training	KS
29-Mar	Innovative Technology and Tech Trends	TW
1-Apr	IYSI - Hosting a Teen Job Fair	TW
1-Apr	IYSI - Making More with Shareable Library ILEAD project	NW
2-Apr	Illinois Youth Services Institute (IYSI) Presentation: Get Ready for the Reading Frenzy -- the Reader's Choice Booklists Are Here!	KS
12-Apr	Using Sensors with Arduinos – Tinker Meeting	TW
13-Apr	Code Club	TW
13-Apr	ALSC Public Awareness Committee Monthly Virtual Meeting	KS
28-Apr	ALSC Blog Post	KS

### NWYS/CLASS Guerrilla Storytime Training

On March 28, Katie presented a session of Guerrilla Storytime at the NWYS/CLASS joint meeting. Guerrilla Storytime involves the participants answering a series of storytime challenges (chosen from a cup) and acting out or providing answers in response.

### Illinois Youth Services Institute (IYSI)

Natalie Williams, Tyler Works, and Katie Salo each presented at the first annual Illinois Youth Services Institute (IYSI) Conference in Normal, IL.

### Tinker Training

Tyler Works presented at the April 12 Tinker Meeting in Morton Grove, teaching local librarians how to create programs using sensors with Arduinos.

### Continuing Education

Date	Description	Staff
1-Mar	New Employee Training	HE, NW
3-Mar	Baker and Taylor training	HE, AS
9-Mar	Lead the Change: Maker Webinar	NW
10-Mar	Midwest Tape training	HE, AS
10-Mar	Cameo Silhouette training	HE, TW
10-Mar	Culture of Learning Webinar	NW
16-Mar	Webinar: Technology for Family Engagement in Early Learning Settings	KS
16-Mar	ATLAS Academy Session 3: Legal Issues - FOIA, OMA, and "Did You Know?"	HFJ
16-Mar	Popular trends for programming webinar	MD
16-Mar	Lead the Change: Maker Webinar	NW
18-Mar	C2E2	HE, TW
21-Mar	Technology for Family Engagement	TW
21-Mar	YALSA grant webinar	NW

25-Mar	Library Aware Webinar: How to Create Your Summer Reading Promotions	HFJ
28-Mar	Technology for Family Engagement	TW
29-Mar	LIC Training	MD
30-Mar	LIC Training	KS
30-Mar	Lead the Change: Maker Webinar	NW
4-Apr	YASIG	HE
4-Apr	Howard Rheingold: the new power of collaboration	JH
4-Apr	ALSC Course: The Caldecott Medal -- Understanding Distinguished Art in Picture Books	KS
7-Apr	How to Write Strong Technology Proposals	TW
7-Apr	PLA - Webinar - Quitting Summer Reading	NW
12-Apr	Tinker Meeting - Using Scratch Jr	TW
12-Apr	Connecting with Peers in the Workplace	JH
19-Apr	Howard Rheingold: the New Power of Collaboration	JH
20-Apr	Library Journal - Code your library	TW
21-Apr	Teamwork Fundamentals continued	JH
25-Apr	"Effective Listening"	JH
27-Apr	Library Journal - Code your library	TW
28-Apr	STEM Programming Webinar	TW
28-Apr	Ozobot Webinar	TW
28-Apr	"Effective Listening" cont'd (nonverbal signals & silent language)	JH
29-Apr	DuPage Children's Museum Exhibit Theory	TW, NW

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

## Meetings

Date	Description	Staff
2-Mar	Annual review	MD, NW
2-Mar	MK and SRC school visit planning	MD, NW
3-Mar	One on One with Jamie	NW, JB
3-Mar	Container Gardening Meeting with Laura	NW, LB
8-Mar	Technology Librarian Interview	TW
8-Mar	Met with Natalie Williams to confer about "How to Expo"	JH, NW
8-Mar	Dept Heads	NW
9-Mar	Technology Librarian Interview	TW
9-Mar	Technology Librarian Interview	TW
9-Mar	Met with Katie Salo to coordinate presentation of "How to Expo" early literacy presentation	JH, KS
10-Mar	One on One with Jamie	NW, JB
11-Mar	Meeting with Mary Kay	NW, MKE
14-Mar	Sound Tech Meeting	TW
14-Mar	K&T Summer Reading Planning	KS, NW, TW, MD, HE
14-Mar	Summer Marketing Meeting	NW, MR, TP
15-Mar	Website Content Workday	TW

15-Mar	Check in meeting with Heidi	NW, HE
16-Mar	ILEAD Presentation for the Board	NW
17-Mar	One on One with Jamie	NW, JB
19-Mar	Unity Presenter	TW
21-Mar	K&T Summer Reading Planning	KS, NW, MD, HE
21-Mar	Mid-Kid planning	MD, NW
21-Mar	Mid-Kid marketing planning	MD, NW, TP, MR
21-Mar	Circulating Chargers meeting	NW, AS, DS
22-Mar	Budget Review	TW, NW
22-Mar	Baby Brilliance Observation	KS
22-Mar	How-To Expo Early Lit Meeting	KS, JH
22-Mar	Dept Heads	NW
23-Mar	K&T Department Meeting	KS, NW, TW, MD, HE, JH, MKE, HFJ
24-Mar	Leadership Meeting	TW, NW
24-Mar	SRC school visit planning	MD
24-Mar	One on One with Jamie	NW, JB
25-Mar	Talented Toddlers Observation	KS
28-Mar	K&T Summer Reading Planning	KS, NW, HE
28-Mar	How-to Expo Committee Meeting	NW
29-Mar	The Sound Marketing Meeting	TW
29-Mar	Tech Lab - How-To Fest Planning	TW
29-Mar	Scholastic Vendor Meeting with Nick Stiglich	KS, MD, HE
29-Mar	Met with Natalie Williams in reference to Evanced and Summer Reading Programming. Communications and continuing development	JH,NW
29-Mar	Met with Katie Salo to coordinate presentation of "Little Hands Art" program for April 2.	JH, KS
29-Mar	Summer Marketing Meeting	NW, MR, TP
29-Mar	Read & Walk Planning at Homer Glen and DPD	NW, LB
30-Mar	LIC Training	TW, NW, KS
31-Mar	Leadership Training at NIU Naperville	TW, NW
31-Mar	Volunteer Application Planning	HE, MD
1-Apr	Meeting with Monica re FRISK program presentation	JH;MD
6-Apr	Children's Plus, Inc. Vendor	HE, MD, KS
6-Apr	Meeting with Natalie communication meeting "Connecting with Peers in the workplace"	JH, NW
6-Apr	SRC Marketing - ordering Logs	NW, MR, TP
7-Apr	Inventables Representative	TW
7-Apr	One-on-One with Jamie	NW
8-Apr	Brainstorming for "The Good Dinosaur" Movie in the Park Activities	HFJ, JH
11-Apr	Collection Development Meeting	KS, NW, TW, MD, HE
12-Apr	Annual Review with Jamie	NW
13-Apr	How-To Planning - Tech Lab	TW, DB, BB

13-Apr	Storytime Assessment	TW, KS
13-Apr	Meeting with Natalie communication meeting "Teamwork Fundamentals"	JH, NW
13-Apr	Storytime Assessment Meeting	KS, TW
13-Apr	Storywalk Meeting with Jamie and Laura	NW
14-Apr	One-on-One with Jamie	NW
18-Apr	Website Committee	TW, NW
18-Apr	Meeting on outreach programs with Barbara's Books	MD, NW
18-Apr	Collection Changes Meeting with Deb S	NW
19-Apr	Dept Heads	NW
20-Apr	Teen Job Fair Recap	TW
20-Apr	"Speak to make change", & dinosaur program for SRC	JH, NW
21-Apr	One-on-One with Jamie	NW
21-Apr	Better Together Committee Meeting	NW
22-Apr	Website Usability Planning	TW
22-Apr	Practicum Student Interview	NW
25-Apr	Summer Associate Interview	TW, NW
25-Apr	Summer Associate Interview	TW, NW
25-Apr	Summer Associate Interview	TW, NW
25-Apr	Summer Associate Interview	TW, NW
25-Apr	Collection Development Meeting	KS, NW, MD
25-Apr	SRC/Outreach training meeting	MD, NW
25-Apr	Collections meeting	MD, NW, KS
26-Apr	Teen Services Meeting	HE, NW
26-Apr	Graphic Novels Meeting	HE, Jez
26-Apr	Family Center Planning Meeting	KS, NW
26-Apr	IPPL Genealogy research tools meeting	MD, MK
27-Apr	Communico Demonstration	TW
27-Apr	Youth Services Department Meeting	HE, NW, TW, MD, KS, MKE, HFJ, JH
27-Apr	K&T Department Meeting	KS, NW, TW, MD, HE, JH, MKE, HFJ
28-Apr	One-on-One with Jamie	NW
28-Apr	Bullet Journal - Goal setting, Time management Meeting	NW, KS, HE

*Submitted by Natalie Williams, Head of Youth Services 5/4/2016*

STATISTICS FOR	Mar-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	37,453	36,769	323,855	357,117	-9.31%
Teen	2,996	3,256	26,121	32,320	-19.18%
Kids	21,164	20,407	178,178	180,548	-1.31%
TOTAL	61,613	60,432	528,154	569,985	-7.34%
Electronic Circulation	4,291	4,425	39,567	34,606	14.34%
GRAND TOTAL CIRC.	65,904	64,857	567,721	604,591	-6.10%
% Reciprocal Borrowing	13%	17%	13%	14%	
Patron Visits	38,105	37,022	322,272	328,155	-1.79%
<b><u>Current Cards</u></b>					
Resident	209	161	21,523	22,051	-2.39%
Non-Resident	98	77	930	894	4.03%
TOTAL	307	238	22,453	22,945	-2.14%
Non-Resident Households	46	41	512	467	9.64%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,520	3,429	28,671	28,127	1.93%
Kids - Reference	1,581	1,462	12,648	11,724	7.88%
TOTAL REFERENCE	5,101	4,891	41,319	39,851	3.68%
Adult - Other	2,379	2,485	18,159	18,485	-1.76%
Kids - Other	2,248	1,643	16,844	14,117	19.32%
TOTAL OTHER	4,627	4,128	35,003	32,602	7.36%
GRAND TOTAL ASST.	9,728	9,019	76,322	72,453	5.34%
<b><u>ILL/Reserves</u></b>					
Holds	8,166	8,240	70,434	71,786	-1.88%
ILLs Sent	3,777	4,773	31,853	39,832	-20.03%
ILLs Checked Out	4,387	4,692	38,441	43,634	-11.90%
ILLs Received	4,876	5,067	41,102	47,502	-13.47%
<b><u>Programs - Adult</u></b>					
# Programs	12	7	82	58	41.38%
Attendance	300	335	2,083	1,659	25.56%
<b><u>Technology Classes</u></b>					
# Programs	5	6	58	81	-28.40%
Attendance	52	59	616	761	-19.05%
<b><u>Individual Technology Training</u></b>					
# of Patrons	115	74	747	913	-18.18%
<b><u>Groups</u></b>					
# Programs	13	13	114	101	12.87%
Attendance	149	167	1,187	1,125	5.51%
<b><u>Others</u></b>					
#Programs	9	9	24	23	4.35%
Attendance	149	159	498	638	-21.94%
<b><u>Programs - Teen</u></b>					
# Programs	12	10	67	68	-1.47%
Attendance	170	217	978	1,088	-10.11%
<b><u>Programs - Kids</u></b>					
# Programs	34	28	254	300	-15.33%
Attendance	755	656	6,762	7,532	-10.22%
GRAND TOTAL ATT.	1,690	1,667	12,871	13,716	-6.16%

STATISTICS FOR	Mar-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,752	3,840	33,617	32,741	2.68%
Kids Computers	1,587	1,617	13,359	14,412	-7.31%
Teen Laptop	212	206	1,783	2,410	-26.02%
Adult Laptop	191	162	1,805	2,361	-23.55%
<b>TOTAL PATRON USE</b>	<b>5,742</b>	<b>5,825</b>	<b>50,564</b>	<b>51,924</b>	<b>-2.62%</b>
<b>Hours Used</b>					
Adult Computers	2,731	2,912	23,386	23,099	1.24%
Kids Computers	963	1,064	8,759	8,682	0.89%
Teen Laptop	298	284	2,320	4,160	-44.23%
Adult Laptop	365	198	2,909	4,443	-34.53%
<b>TOTAL HOURS USED</b>	<b>4,357</b>	<b>4,458</b>	<b>37,374</b>	<b>40,384</b>	<b>-7.45%</b>
<b>IPPL Total Web Site Access</b>	<b>27,861</b>	<b>29,930</b>	<b>252,117</b>	<b>247,361</b>	<b>1.92%</b>
<b>IPPL Total Page Views</b>	<b>58,115</b>	<b>59,202</b>	<b>509,731</b>	<b>480,258</b>	<b>6.14%</b>
<b>Subscription Database Logins</b>	<b>2,487</b>	<b>2,467</b>	<b>23,018</b>	<b>23,688</b>	<b>-2.83%</b>
<b>Outreach-Homebound</b>					
Items Delivered	173	146	1,385	1,114	24.33%
<b>Volunteers</b>					
Number Active	57	54			
Hours Worked	524.50	460	4,274.00	3,419	25.01%
<b>Staff Training Hours</b>	<b>210.25</b>	<b>753</b>	<b>1,324</b>	<b>1,838.75</b>	<b>-27.99%</b>
<b>Room Use</b>					
Youth Room	23	21	253	221	14.48%
Meeting Room					
Library	43	45	324	371	-12.67%
Non-Library	7		76		
Conference Rooms	403		2,305		
Lobby Programs	5	8	41	38	7.89%
Board Room					
Library	20	16	157	156	0.64%
Non-Library	23		194		
<b>Clavinova</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>600.00%</b>

**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - MARCH 2016**

145

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	1196	11	9	1198	52	96	63	105
Non-Fiction	51908	349	560	51697	2641	2919	2990	3479
Fiction	38087	326	77	38336	3122	3427	3448	3504
<b>ADULT TOTALS</b>	91191	686	646	91231	5815	6442	6501	7088
<b>KIDS</b>								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16425	50	8	16467	500	269	550	277
Fiction	30006	358	54	30310	1775	448	2133	502
<b>KIDS TOTALS</b>	46452	408	62	46798	2275	717	2683	779
<b>TEEN</b>								
Non-Fiction	744	9	0	753	63	6	72	6
Fiction	3624	46	79	3591	425	880	471	959
<b>TEEN TOTALS</b>	4368	55	79	4344	488	886	543	965
<b>BOOK TOTALS</b>	142011	1149	787	142373	8578	8045	9727	8832

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audio Books on CD	5924	56	5	5975	421	64	477	69
Music CD	10402	36	11	10427	301	56	337	67
Playaway	371	0	1	370	2	9	2	10
DVDs (DVD & Blu-ray)	19273	213	12	19474	1227	254	1440	266
CD-ROMs	152	0	1	151	4	11	4	12
Console Games (New Feb 2016)	14	4	0	18	14	0	18	0
<b>ADULT TOTALS</b>	36136	309	30	36415	1969	394	2278	424
<b>KIDS</b>								
Audio Books	691	0	1	690	29	75	29	76
Childrens Music CD	930	3	1	932	23	9	26	10
Junior Music CD	177	0	0	177	2	24	2	24
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5740	43	16	5767	300	143	343	159
Playaway Launch Pads (New)	13	0	0	13	13	0	13	0
<b>KIDS TOTALS</b>	7634	46	18	7662	372	251	418	269
<b>TEEN</b>								
Audio Books on CD	253	8	1	260	29	54	37	55
Playaway	70	1	1	70	0	0	1	1
DVDs (DVD & Blu-ray)	657	4	0	661	67	89	71	89
CONSOLE GAMES	535	13	4	544	125	54	138	58
PC-GAMES	59	0	0	59	0	0	0	0
<b>TEEN TOTALS</b>	1574	26	6	1594	221	197	247	203
<b>AUDIOVISUAL TOTALS</b>	45344	381	54	45671	2562	842	2943	896
<b>COLLECTION TOTALS</b>	187355	1530	841	188044	11140	8887	12670	9728

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- MARCH 2016

146

BOOKS	Previous Month Totals	Monthly Update		Current Totals	Prev. Mo. YTD		YTD	
		Items			A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928			12,928				
Reference (Yearly for all ages)	549			549				
eRead Illinois (Monthly for all ages)	24307	389	0	24696	4048	495	4437	495
<b>TOTALS FOR ALL AGES</b>	37,784	389		38,173	4048	0	4437	495
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,240	26		2,266	80	0	106	0
eMedia (Overdrive Advantage)	642	6		648	51	0	57	0
Fiction								
eMedia (Overdrive Consortium)	9,128	87		9,215	454	0	541	0
eMedia (Overdrive Advantage)	2,328	64		2,392	340	0	404	0
<b>ADULT TOTALS</b>	14,338	183		14,521	925	0	1108	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	74	6		80	1		7	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,243	27		1,270	103	0	130	0
eMedia (Overdrive Advantage)	142	0		142	2	0	2	
<b>KIDS TOTALS</b>	1,465	33		1,498	105	0	139	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	72	5		77	5		10	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,069	27		2,096	177	0	204	0
eMedia (Overdrive Advantage)	355	0		355	24	0	24	
<b>TEEN TOTALS</b>	2,506	32		2,538	206	0	238	0
<b>BOOK TOTALS</b>	56,093	637		56,730	5284	0	5,922	495

AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD		YTD	
				A	W	Added	Discarded
Hoopla (Yearly for all ages)							
Audio Books	16,978		16,978				
Music	255,428		255,428				
Movies/TV	17,497		17,497				
eRead Illinois Audio Books	3,561	307	3,868	1818	0	2125	0
<b>Yearly Total for All Ages</b>	293,464	307	293,771	1818	0	2125	0
<b>ADULT</b>							
Audio Books							
eMedia (Overdrive Consortium)	3,518	16	3,534	33		49	0
eMedia Advantage (Overdrive)	380	6	386	51		57	0
Movies							
Preloaded Roku Titles	482	31	513	102		133	
<b>ADULT TOTALS</b>	4,380	53	4,433	186	0	239	0
<b>KIDS</b>							
Audio Books							
eMedia Library (Overdrive)	227	2	229	8		10	
eMedia Advantage (Overdrive)	1	0	1				
Movies							
Preloaded Roku Titles	80	3	83	22		25	
<b>KIDS TOTALS</b>	308	5	313	30	0	35	0
<b>TEEN</b>							
Audio Books							
eMedia Library (Overdrive)	451	1	452	13		14	0
eMedia Advantage (Overdrive)	12	0	12	1		1	0
<b>TEEN TOTALS</b>	463		464	0	0	15	0
<b>AUDIOVISUAL TOTAL</b>	298,615	365	298,981	2034	0	2414	0
<b>COLLECTION TOTALS</b>	354,708	1,002	355,711	7318	0	8,336	495

STATISTICS FOR	Apr-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	36,307	44,797	360,162	401,914	-10.39%
Teen	2,820	3,382	28,941	35,702	-18.94%
Kids	17,006	19,649	195,184	200,197	-2.50%
TOTAL	56,133	67,828	584,287	637,813	-8.39%
Electronic Circulation	4,291	4,076	43,858	38,682	13.38%
GRAND TOTAL CIRC.	60,424	71,904	628,145	676,495	-7.15%
% Reciprocal Borrowing	12%		13%		
Patron Visits	36,297	35,823	358,569	363,978	-1.49%
<b><u>Current Cards</u></b>					
Resident	125	156	21,455	22,058	-2.73%
Non-Resident	94	49	983	884	11.20%
TOTAL	219	205	22,438	22,942	-2.20%
Non-Resident Households	48	32	528	463	14.04%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,397	3,343	32,068	31,470	1.90%
Kids - Reference	1,282	1,204	13,930	12,928	7.75%
TOTAL REFERENCE	4,679	4,547	45,998	44,398	3.60%
Adult - Other	2,137	2,298	20,296	20,783	-2.34%
Kids - Other	2,115	1,502	18,959	15,619	21.38%
TOTAL OTHER	4,252	3,800	39,255	36,402	7.84%
GRAND TOTAL ASST.	8,931	8,347	85,253	80,800	5.51%
<b><u>ILL/Reserves</u></b>					
Holds	8,503	NOT AVAILABLE	78,937	NOT AVAILABLE	
ILLs Sent	3,514		35,367		
ILLs Checked Out	4,684		43,125		
ILLs Received	5,057		46,159		
<b><u>Programs - Adult</u></b>					
# Programs	6	18	88	76	15.79%
Attendance	259	203	2,342	1,862	25.78%
<b><u>Technology Classes</u></b>					
# Programs	9	8	67	89	-24.72%
Attendance	100	99	716	860	-16.74%
<b><u>Individual Technology Training</u></b>					
# of Patrons	125	126	872	1,039	-16.07%
<b><u>Groups</u></b>					
# Programs	14	9	128	110	16.36%
Attendance	149	547	1,336	1,672	-20.10%
<b><u>Others</u></b>					
#Programs	7	4	31	27	14.81%
Attendance	776	71	1,274	709	79.69%
<b><u>Programs - Teen</u></b>					
# Programs	7	4	74	72	2.78%
Attendance	452	64	1,430	1,152	24.13%
<b><u>Programs - Kids</u></b>					
# Programs	54	62	308	362	-14.92%
Attendance	1,722	1,424	8,484	8,956	-5.27%
GRAND TOTAL ATT.	3,583	2,534	16,454	16,250	1.26%

STATISTICS FOR	Apr-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,648	3,998	37,265	36,739	1.43%
Kids Computers	1,505	1,569	14,864	15,981	-6.99%
Teen Laptop	224	159	2,007	2,569	-21.88%
Adult Laptop	207	185	2,012	2,546	-20.97%
<b>TOTAL PATRON USE</b>	<b>5,584</b>	<b>5,911</b>	<b>56,148</b>	<b>57,835</b>	<b>-2.92%</b>
<b>Hours Used</b>					
Adult Computers	2,532	2,715	25,918	25,814	0.40%
Kids Computers	943	978	9,702	9,660	0.43%
Teen Laptop	320	209	2,640	4,369	-39.57%
Adult Laptop	400	295	3,309	4,738	-30.16%
<b>TOTAL HOURS USED</b>	<b>4,195</b>	<b>4,197</b>	<b>41,569</b>	<b>44,581</b>	<b>-6.76%</b>
<b>IPPL Total Web Site Access</b>	<b>25,866</b>	<b>28,513</b>	<b>277,983</b>	<b>275,874</b>	<b>0.76%</b>
<b>IPPL Total Page Views</b>	<b>53,292</b>	<b>62,295</b>	<b>563,023</b>	<b>542,553</b>	<b>3.77%</b>
<b>Subscription Database Logins</b>	<b>2,373</b>	<b>2,530</b>	<b>25,391</b>	<b>26,218</b>	<b>-3.15%</b>
<b>Outreach-Homebound</b>					
Items Delivered	114	172	1,499	1,286	16.56%
<b>Volunteers</b>					
Number Active	58	49			
Hours Worked	382	423	4,656	3,842	21.19%
<b>Staff Training Hours</b>	<b>133.50</b>	<b>122</b>	<b>1,457.50</b>	<b>1,960.75</b>	<b>-25.67%</b>
<b>Room Use</b>					
Youth Room	39	46	292	267	9.36%
Meeting Room					
Library	50	49	374	420	-10.95%
Non-Library	4		80		
Conference Rooms	390		2,695		
Lobby Programs	1	8	42	46	-8.70%
Board Room					
Library	22	19	179	175	2.29%
Non-Library	21		215		
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>600.00%</b>

**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - APRIL 2016**

150

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	1198	2	1	1199	63	105	65	106
Non-Fiction	51697	371	292	51776	2990	3479	3361	3771
Fiction	38336	381	85	38632	3448	3504	3829	3589
<b>ADULT TOTALS</b>	91231	754	378	91607	6501	7088	7255	7466
<b>KIDS</b>								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16467	59	5	16521	550	277	609	282
Fiction	30310	151	362	30099	2133	502	2284	864
<b>KIDS TOTALS</b>	46798	210	367	46641	2683	779	2893	1146
<b>TEEN</b>								
Non-Fiction	753	7	0	760	72	6	79	6
Fiction	3591	105	188	3508	471	959	576	1147
<b>TEEN TOTALS</b>	4344	112	188	4268	543	965	655	1153
<b>BOOK TOTALS</b>	142373	1076	933	142516	9727	8832	10803	9765

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audio Books on CD	5975	65	0	6040	477	69	542	69
Music CD	10427	62	111	10378	337	67	399	178
Playaway	370	0	3	367	2	10	2	13
DVDs (DVD & Blu-ray)	19474	149	140	19483	1440	266	1589	406
CD-ROMs	151	0	1	150	4	12	4	13
Console Games (New Feb 2016)	18	2	0	20	18	0	20	0
<b>ADULT TOTALS</b>	36415	278	255	36438	2278	424	2556	679
<b>KIDS</b>								
Audio Books	690	0	4	686	29	76	29	80
Childrens Music CD	932	5	0	937	26	10	31	10
Junior Music CD	177	0	1	176	2	24	2	25
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5767	0	0	5767	343	159	343	159
Playaway Launch Pads (New)	13	0	0	13	13	0	13	0
<b>KIDS TOTALS</b>	7662	5	5	7662	418	269	423	274
<b>TEEN</b>								
Audio Books on CD	260	4	0	264	37	55	41	55
Playaway	70	0	2	68	1	1	1	3
DVDs (DVD & Blu-ray)	661	19	0	680	71	89	90	89
CONSOLE GAMES	544	0	17	527	138	58	138	75
PC-GAMES	59	5	1	63	0	0	5	1
<b>TEEN TOTALS</b>	1594	28	20	1602	247	203	275	223
<b>AUDIOVISUAL TOTALS</b>	45671	311	280	45702	2943	896	3254	1176
<b>COLLECTION TOTALS</b>	188044	1387	1213	188218	12670	9728	14057	10941

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- APRIL 2016**

BOOKS	Previous Month Totals	Montly Update		Current Totals	Prev. Mo. YTD		YTD	
		Items			A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928			12,928				
Reference (Yearly for all ages)	549			549				
eRead Illinois (Monthly for all ages)	24696	737	0	25433	4437	495	5174	495
<b>TOTALS FOR ALL AGES</b>	38,173	737		38,910	4437	0	5174	495
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,266	20		2,286	106	0	126	0
eMedia (Overdrive Advantage)	648	13		661	57	0	70	0
Fiction								
eMedia (Overdrive Consortium)	9,215	121		9,336	541	0	662	0
eMedia (Overdrive Advantage)	2,392	47		2,439	404	0	451	0
<b>ADULT TOTALS</b>	14,521	201		14,722	1108	0	1309	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	80	1		81	7		8	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,270	25		1,295	130	0	155	0
eMedia (Overdrive Advantage)	142	5		147	2	0	7	
<b>KIDS TOTALS</b>	1,498	31		1,529	132	0	170	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	77	3		80	10		13	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,096	36		2,132	204	0	240	0
eMedia (Overdrive Advantage)	355	20		375	24	0	44	
<b>TEEN TOTALS</b>	2,538	59		2,597	238	0	297	0
<b>BOOK TOTALS</b>	56,730	1,028		57,758	5915	0	6,950	495

AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD		YTD	
				A	W	Added	Discarded
Hoopla (Yearly for all ages)							
Audio Books	16,978		16,978				
Music	255,428		255,428				
Movies/TV	17,497		17,497				
eRead Illinois Audio Books	3,868	266	4,134	2125	0	2391	0
<b>Yearly Total for All Ages</b>	293,771	266	294,037	2125	0	2391	0
<b>ADULT</b>							
Audio Books							
eMedia (Overdrive Consortium)	3,534	5	3,539	49		54	0
eMedia Advantage (Overdrive)	386	2	388	57		59	0
Movies							
Preloaded Roku Titles	513	11	524	133		144	
<b>ADULT TOTALS</b>	4,433	18	4,451	239	0	257	0
<b>KIDS</b>							
Audio Books							
eMedia Library (Overdrive)	229	4	233	10		14	
eMedia Advantage (Overdrive)	1	0	1				
Movies							
Preloaded Roku Titles	83	2	85	25		27	
<b>KIDS TOTALS</b>	313	6	319	35	0	41	0
<b>TEEN</b>							
Audio Books							
eMedia Library (Overdrive)	452	6	458	14		20	0
eMedia Advantage (Overdrive)	12	6	18	1		7	0
<b>TEEN TOTALS</b>	464	12	476	15	0	27	0
<b>AUDIOVISUAL TOTAL</b>	298,981	302	299,283	2414	0	2716	0
<b>COLLECTION TOTALS</b>	355,711	1,330	357,041	8329	0	9,666	495

**Chamber Report**

The Indian Prairie Public Library, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry hosted their second annual Teen Job Fair on Saturday, April 9, at the library. More than 350 teens seeking employment, internships, and/or volunteer opportunities attended the fair, almost tripling the number of participants from the inaugural 2015 event. By soliciting local employers beyond the chamber membership, the number of participating employers also almost tripled from last year's event.

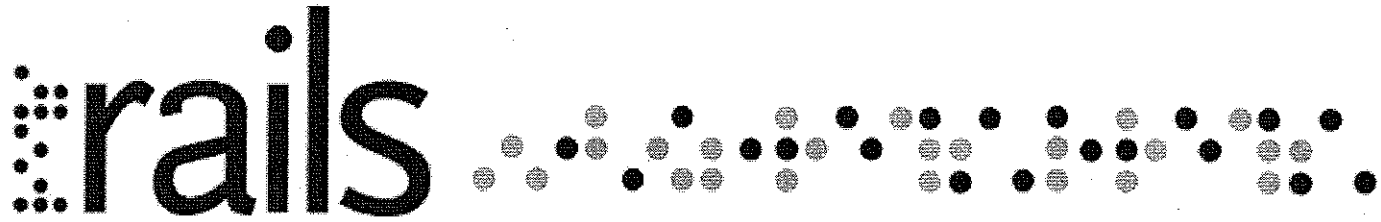
In addition, Shirley Jensen, Assistant Department Head of Adult Services and the library's new business liaison librarian, attended the last two Willowbrook/Burr Ridge Chamber of Commerce and Industry luncheon meetings with me. The May 4 meeting took place at Ashton Place and featured a presentation by Burr Ridge Mayor Mickey Straub on the road trip that took him to 50 state capitols in 50 days and the five habits of success he learned. Shirley and I sat with Janet Kowal, the events coordinator for the Village of Burr Ridge, and Lavonne Campbell, the superintendent of recreation at the Burr Ridge Park District. Janet offered us the opportunity to display library information at the village's summer events. We also talked to Mayor Straub about presenting the slide show from his trip and his book, *Big Goals...Short Deadlines*, at the library.

The April 6 meeting took place at Chuck's Southern Comforts Café in Darien. The program featured a networking exercise so Shirley and I split up and sat at different tables. Seated at my table were Joseph Walsh, the new banquet and catering sales manager at Chuck's/Chateau Orleans; Steve Stricker, the Burr Ridge Village Administrator; Debbie Hamilton, the advertising director for Rock Valley Publishing; Al Kiela, a manager from Floor & Décor; Debra Yonish, the business travel sales manager from the Chicago Marriott Southwest at Burr Ridge; Shannon Rapp, the owner of BlueSky HomeCare; and Frank Angileri, an account executive with Citadel Information Management. During my turn, I spoke about upcoming events at the library, including the April 9 Teen Job Fair and the April 16 How-To Expo.

Marianne Ryan, Marketing Coordinator  
May 11, 2016

**Chamber Report from Shirley Jensen**

The April 6 chamber meeting focused on networking, so Marianne and I separated. Others at my table included Jennifer Malek of Burr Ridge Bank; Erin Moore of First Community Bank; Stephen Miwa, Marketing and Design Specialist with Achieve Orthopedic Rehab Institute; Real Estate Broker Dave Ricordati; Mary Kay sales director Maria Gonzalez; a Costco representative; Sue Berglund, trustee from Willowbrook; and Frank Trilla, Willowbrook mayor. I passed around my business card and during sharing time introduced myself to the group and mentioned my new business oriented responsibilities. (WB trustee Sue Berglund commented positively on that. She also inquired about the How-To Expo that Marianne had announced during her introduction to the full group.) I spoke briefly with the mayor after he mentioned his enthusiasm about collecting for a food pantry.



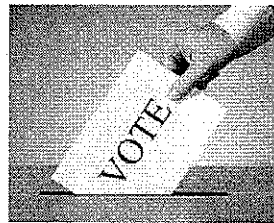

---

 e-news
 

---

### RAILS Board Election Now Open

All RAILS libraries are strongly encouraged to vote in our [Board election](#). Each member library agency (school district office, main library building, etc.) may cast one ballot. (Usually, the library director or board president casts the ballot.)



The voting process is quick and easy. See the candidate profiles and a link to the ballot at: [www.railslibraries.info/board/election/info](http://www.railslibraries.info/board/election/info). **The election closes Friday, May 13, at 5 p.m.**

To help maintain geographical representation on the RAILS Board, the [Nominating Committee](#) sought candidates from across our area. [This map](#) shows the approximate location of each candidate and current RAILS Board member's library.

Questions? Contact [Mary Witt](#), RAILS Communications Director.

### RAILS Introduces FOIA Hotline

All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. For more information, including examples of eligible questions, log into the RAILS website and visit the [RAILS FOIA Hotline](#) page.

If you have questions about the hotline, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

### Eight Libraries in Quad Cities Area to Join PrairieCat Catalog

On Tuesday, May 17, eight Illinois libraries in the Quad Cities area (currently members of the RiverShare Libraries consortium) will join [PrairieCat](#), one of the shared online catalogs supported by RAILS. See answers to [Frequently Asked Questions](#) from our members on the RAILS website. If you have additional questions, contact [Carolyn Coulter](#), PrairieCat Services Manager.

### Required Delivery Count May 16 - 20

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, May 16, and Friday, May 20. Visit the delivery section of the RAILS website for more information, including [instructions](#) and a link to the [count form](#).

### Design My Library Space Workshops

April 27, 2016

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

**Member Resources**

[RAILS Community Forums](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale](#)

**Upcoming Meetings**

[May 27 RAILS Board Meeting](#)

**Upcoming RAILS CE**

[April 30 - Board Meeting Workshop](#)

May Workshops with Ben Bizzle:

[May 4 - Peoria](#)

[May 5 - Rock Island](#)

[May 10 Communication Strategies for Change](#)

[May 11 Interviewing](#)

Design My Library Space:

[May 17 - Niles](#)

[May 18 - Rockford](#)

[May 20 - East Peoria](#)

[May 18 E-rate](#)

Brian Pichman from the Evolve Project will show you how to create open areas, maker spaces, and "fab labs." You will also receive tips to find alternative funding for projects. Log into [L2](#) for more information and to register to attend one of the following:

- [Tuesday, May 17 - Niles Public Library District](#)
- [Wednesday, May 18 - Rockford Public Library \(Main Library\)](#)
- [Friday, May 20 - Fondulac District Library](#)

#### **E-rate: Audit Tips and Avoiding Potential Obstacles May 18**

This final webinar on E-rate will show what you can expect during reviews and audits and offer best practices for retaining and organizing documents. The webinar will be held on Wednesday, May 18, from 10:00 – 11:30 a.m. See [more information/registration](#).

#### **Workshop on Internal Customer Service in Peoria Area May 24**

Michelle Petersen is presenting a workshop on internal customer service at the Farmington Area Library District on May 24, from 9:30 a.m. - noon. Log into [L2](#) for [more information](#).

#### **Other RAILS CE Opportunities:**

[Library Safety April 27](#)

[Running More Successful Board Meetings April 30 \(Peoria Heights\)](#)

"Stop Acting Like a Library" (space still available for):

- [Wednesday, May 4 - Peoria Public Library \(North Branch\)](#)
- [Thursday, May 5 - Rock Island Public Library \(Main Library\)](#)

[Communication Strategies for Managing Change May 10](#)

[Management Association Program on Interviewing May 11](#)

#### **Lead the Change May 26**

*Library Journal*, the Aurora Public Library, and RAILS will host an all-day "Lead the Change" workshop on "[The Transformative Power of Community Engagement](#)." It will be held at the Aurora Public Library - Santori Library, on May 26. The fee is \$80 and includes lunch. Registration is being handled by *Library Journal*. See [more information and registration](#).

#### **RAILS Presence at Reaching Forward**

The [Reaching Forward Conference](#) will be on Friday, May 6, 8:00 a.m. - 3:45 p.m., at the Donald E. Stephens Convention Center, in Rosemont. Anne Slaughter, RAILS Director of Technology Services will co-present on "Technology Trends and Innovation," from 9:15 - 10:15 a.m.

RAILS will have a table in the exhibits area. Please stop by to hear the latest news about RAILS and pick up some great giveaways!

#### **RAILS Presence at BookExpo America (BEA)**

If you are heading to [BookExpo America](#) at McCormick Place (Chicago) on May 11 – 13, don't miss the [International Digital Publisher's Forum](#) program on "The Future of E-book Discovery," on Tuesday, May 10, from 2:15 – 3:00 p.m. Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing, will be among the panelists. She will also co-present at "ALA@BEA Libraries Transform: Nurture Local Writers at Your Library," on Thursday, May 12,

[May 24 - Customer Service Workshop \(Farmington\)](#)

155

**RAILS Networking Events**

[May 20 Naperville](#)

[May 25 Stockton](#)

[June 2 Biggsville](#)

**Archives**

[RAILS E-News](#)

[Archives](#)

**Subscriptions**

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

from 10:00 – 10:50 a.m.

RAILS will be among the organizations staffing the Power of Libraries booth (#1623). Be sure to stop by to find out how libraries are partnering with publishers to find innovative ways for consortial shared e-book collections to deliver e-books to libraries and their patrons.

**RAILS Member Networking Event in Naperville May 20**

All RAILS members are invited to hear the latest RAILS news and tour the special library at Nalco, an Ecolab Company, on Friday, May 20, from 1 - 3 p.m. There will also be plenty of time to network with colleagues.

**RAILS Member Networking Event in Stockton May 25**

All RAILS members are welcome to network with colleagues, learn the latest about RAILS, and meet PrairieCat Services Manager, Carolyn Coulter, at the Stockton Township Public Library, on Wednesday, May 25, from 10 a.m. - noon. Rose Chenoweth, Director of Talking Books, will also talk about Illinois Talking Book Outreach Center services for those who cannot read standard print.

**RAILS Member Networking Event in Biggsville June 2**

All RAILS members are invited to network with colleagues and hear the latest RAILS news at the Henderson County Public Library District on Thursday, June 2, from 10 - noon. Rose Chenoweth, Director of Talking Books, will also talk about Illinois Talking Book Outreach Center services for those who cannot read standard print.

**Important Deadlines for Library Directors from ISL**

Last week's ISL E-News from the Illinois State Library (ISL) announced an extension of the FY2016 E-rate (the Schools and Libraries Program of the Universal Service Fund) application first filing window until May 26.

The window to re-take the Edge Assessment has been extended to April 30. This is your last free opportunity to evaluate your library's public access technology services as ISL will not be renewing the subscription for 2016 – 2017.

**RAILS Library Director News**

Pam Greenlee will be the Interim Dean of Library Services at Olivet Nazarene University, effective July 30.

John Howard is the Director of the Farmington Area Public Library.

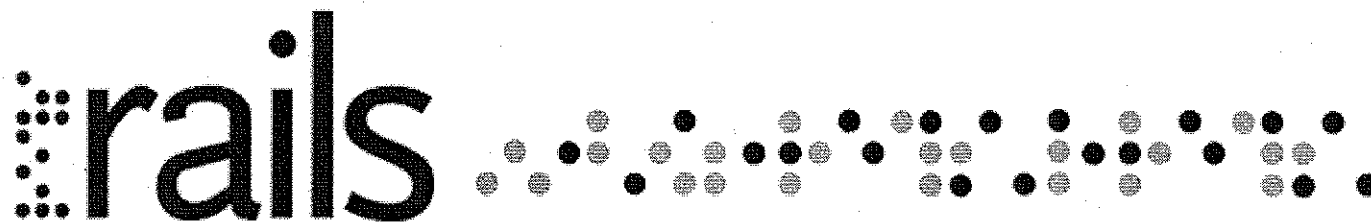
Do you have library director changes to share? Let RAILS Communications know of changes in library directors (and the effective date of the changes) so we can officially welcome new directors to the RAILS community.

**Member News**

The following include items posted to the Library News section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to Library News.)

Arlington Heights Memorial Library Considers New Branch

Library Director Carolyn Anthony Reflects on Dramatic Changes




---

 e-news
 

---

### All RAILS Libraries Asked to Vote in Board Election

All RAILS libraries are urged to vote in our Board election at [www.railslibraries.info/board/election/info](http://www.railslibraries.info/board/election/info). Each RAILS member library agency (main library building, school district, etc.) may cast one ballot. Usually, the library director or a board member casts the ballot.

The voting process is quick and easy. You can review the candidate profiles (19 candidates are running for six open seats), then click on the link at the top or bottom of [the page](#) to vote. There is also a map of the RAILS area that shows the approximate location of each candidate's library and each current RAILS Board member's library.

The RAILS Board represents the interests of members from all types of libraries (academic, public, school, and special) and acts on important issues affecting the future of the system. Ensure that your library's voice is heard by voting in the election by Friday, May 13, at 5 p.m.

### Required Delivery Count May 16 - 20

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, May 16, and Friday, May 20, except for CARLI members (Consortium of Academic and Research Libraries in Illinois). This [count form](#) should be placed on top of the items in each container. Visit the delivery section of the RAILS website for [instructions](#).

### RAILS Presence at Reaching Forward

If you are attending the [Reaching Forward Conference](#) (Friday, May 6, 8:00 a.m. - 3:45 p.m. in Rosemont), please stop by the RAILS table in the exhibits area to hear the latest RAILS news and pick up some great giveaways.

RAILS Director of Technology Services, Anne Slaughter, will co-present a program on "Technology Trends and Innovation," from 9:15 - 10:15 a.m.

### RAILS Presence at BookExpo America (BEA)

If you are attending [BookExpo America](#) at McCormick Place (Chicago) on May 11 - 13, be sure to visit the Power of Libraries booth (#1623) to hear more about how libraries are partnering with publishers to find innovative ways for consortial shared e-book collections to deliver e-books to libraries and their patrons. RAILS is among the organizations staffing the booth. [Read more](#) about RAILS presence at BEA.

### RAILS Introduces FOIA Hotline

All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS

May 4, 2016

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

#### Member Resources

[RAILS Community Forums](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale](#)

#### Upcoming Meetings

[May 27 RAILS Board Meeting](#)

#### Upcoming RAILS CE

[May 5 Workshop with Ben Bizzle](#)

[May 10 Communication Strategies for Change](#)

[May 11 Interviewing](#)

Design My Library Space:

[May 17 - Niles](#)

[May 18 - Rockford](#)

[May 20 - East Peoria](#)

[May 18 E-rate](#)

[May 24 Customer Service Workshop \(Farmington\)](#)

[May 31 Computer Coding](#)

FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. For more information, including examples of eligible questions, log into the RAILS website and visit the [RAILS FOIA Hotline](#) page.

If you have questions about the hotline, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

### Property Tax Freeze Legislation

In last week's issue of [News from ILA](#), the Illinois Library Association (ILA) clarified the impact of the so-called "Property Tax Freeze" legislation. [House Bill 696](#) was approved by the Illinois House on April 26. ILA urges us to contact our [senators](#) to oppose this legislation, as it will unfairly impact libraries, along with other local services.

### Two-Part Webinar on Computer Coding for Librarians May 31

This two-part webinar will provide an introduction to computer coding in part one. Coding will be explored in greater detail in part two and there will be an opportunity to try simple hands-on coding exercises. The webinars will be offered on Tuesday, May 31 (part one - 10 – 11 a.m., part two - 1 – 2 p.m.). Log into L2 for more information and to [register for both sessions](#).

### E-rate: Audit Tips and Avoiding Potential Obstacles May 18

This webinar on E-rate on Wednesday, May 18, from 10:00 – 11:30 a.m., will show what you can expect during reviews and audits and offer best practices for retaining and organizing documents. See [more information/registration](#).

### Workshop on Internal Customer Service in Peoria Area May 24

Michelle Petersen is presenting a workshop on internal customer service at the Farmington Area Library District on May 24, from 9:30 a.m. - noon. Log into L2 for [more information](#).

### Other RAILS CE Opportunities:

[Stop Acting Like a Library May 5](#)

[Communication Strategies for Managing Change May 10](#)

[Management Association Program on Interviewing May 11](#)

Design My Library Space (identical workshops):

- [May 17 - Niles Public Library District](#)
- [May 18 - Rockford Public Library \(Main Library\)](#)
- [May 20 - Fondulac District Library](#)

### New Additions to the CE Archives

If you missed the recent RAILS webinars on building cross-cultural service environments, finance, technology, or handling difficult customers, recordings are now available on the [RAILS CE Archives](#) page. Log into the [RAILS website](#) (with the email address and password used for L2) to view full content.

### Lead the Change May 26

*Library Journal*, the Aurora Public Library, and RAILS will host an all-day "Lead the Change" workshop on "[The Transformative Power of Community Engagement](#)" at the Aurora Public Library - Santori Library, on May 26. The fee is \$80 and includes lunch. *Library Journal* is handling registration. See [more information and registration](#).

RAILS Networking Events

[May 20 Naperville](#)

[May 25 Stockton](#)

[June 2 Biggsville](#)

Archives

[RAILS E-News Archives](#)

Subscriptions

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

158

**RAILS Member Networking Event in Naperville May 20**

All RAILS members are invited to hear the latest RAILS news and tour the special library at Nalco, an Ecolab Company, on Friday, May 20, from 1 - 3 p.m. There will also be plenty of time to network with colleagues.

**RAILS Member Networking Event in Stockton May 25**

All RAILS members are welcome to network with colleagues, learn the latest about RAILS, and meet Carolyn Coulter, PrairieCat Director, at the Stockton Township Public Library, on Wednesday, May 25, from 10 a.m. - noon. Rose Chenoweth, Director of Talking Books, will also talk about Illinois Talking Book Outreach Center services for those who cannot read standard print.

**RAILS Member Networking Event in Biggsville June 2**

All RAILS members are invited to network with colleagues and hear the latest RAILS news at the Henderson County Public Library District on Thursday, June 2, from 10 - noon. Rose Chenoweth, Director of Talking Books, will also talk about Illinois Talking Book Outreach Center services for those who cannot read standard print.

**Reminder: ILA Award Nominations Due May 15**

Submit nominations for the 2016 Illinois Library Association (ILA) Awards by May 15. See details including award categories on ILA's website.

**Deadlines for Great Lakes Resource Sharing Conference**

Planning to attend the Great Lakes Resource Sharing Conference on June 9 and 10? Register by May 15 to take advantage of the lower registration fee. The \$75 registration fee increases to \$95 after May 15. The reserved block of rooms at the Sheraton Indianapolis Hotel at Keystone Crossing expires on May 9. See more.

**IFLA Comes to Ohio August 13-19**

The International Federation of Library Associations and Institutions (IFLA) conference will be held in Columbus, Ohio, on August 13-19, at the Greater Columbus Convention Center. This is a great opportunity to attend an international library conference close to home. See the conference program and more information. The early registration deadline is May 17.

**RAILS Library Director News**

Cynthia Maiello Gluecklich is now the Director at the Melrose Park Public Library.

Mary Ann Lema is the Director at the Prairie Trails Public Library District.

Sue Quinn is the Director at the River Forest Public Library.

Allyson Withers is the Director at the Dolton Public Library District.

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

**Member News**

The following include items posted to the Library News section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to Library

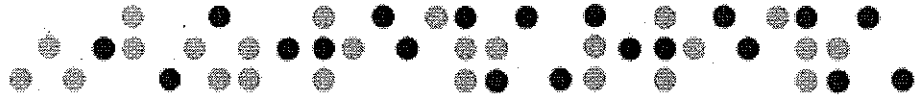
Subscribe

Share ▾

Past Issues

Translate ▾

RSS



## e-news

### Your Vote Counts! Last Call to Vote in RAILS Board Election

The RAILS Board election closes on Friday, May 13, at 5 p.m. If your library has not voted, visit [www.railslibraries.info/board/election/info](http://www.railslibraries.info/board/election/info). Each RAILS member library agency (main library building, school district, etc.) may cast one ballot. (Usually, the library director or a board member casts the ballot.)

The RAILS Board represents the interests of all types of libraries (academic, public, school, and special) and acts on important issues affecting the future of the system. Make sure that your library's voice is heard! **Vote by Friday, May 13, at 5 p.m.**

### Reminder: Required Delivery Count May 16 - 20

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, May 16, and Friday, May 20, except for CARLI members (Consortium of Academic and Research Libraries in Illinois). This [count form](#) should be placed on top of the items in each container. Visit the delivery section of the RAILS website for [instructions](#).

### RAILS Funding Update

Last week, RAILS received a payment of \$1,880,238. This represents the federally funded portion of our FY2016 Area and Per Capita Grant award. RAILS thanks Secretary of State and State Librarian Jesse White, Illinois State Library Director Anne Craig, and colleagues at the Illinois State Library for their continued support.

### Registration Open for June 9 RAILS Member Update

The next RAILS member update on Thursday, June 9, from 10 a.m. to noon, will feature a look ahead at RAILS' plans for FY2017, including:

- FY2017 RAILS plan of service and budget
- Contract to provide statewide delivery service through ILDS (Illinois Library Delivery Service)
- Plans for extended support for RAILS independent consortia
- Status of talking book services
- New Freedom of Information Act (FOIA) hotline
- Proposed IMLS (Institute of Museum and Library Services) digitization training grant
- Next steps for system membership standards
- New *Sparks* podcast

RAILS staff will talk briefly about these projects and attendees will be invited to comment and ask questions.

### May 11, 2016

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

### Member Resources

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

### Upcoming Meetings

[May 27 RAILS Board Meeting](#)

[June 9 Member Update](#)

### Upcoming RAILS CE

Design My Library Space:

- [May 17 - Niles](#)
- [May 18 - Rockford](#)
- [May 20 - East Peoria](#)

[May 18 E-rate](#)

[May 24 Customer Service Workshop \(Farmington\)](#)

[May 31 Computer Coding](#)

### RAILS Networking Events

[May 20 Naperville](#)

[May 25 Stockton](#)

[June 2 Biggsville](#)

RAILS Executive Director Dee Brennan will host the update from the RAILS Burr Ridge service center. Members can also attend at one of many videoconference locations or via one-way streaming (RAILS Live Video). See [more information/registration](#).

[Archives](#)

[RAILS E-News Archives](#)

### **All RAILS Public Libraries Required to Complete Nonresident Fee Program Form by June 30**

RAILS is required to maintain a list of public library nonresident program information on the RAILS website and to indicate whether or not a library participates.

[Subscriptions](#)

Each public library board must take action annually on whether to offer nonresident cards and to determine the fee (if participating). There are three options for the calculation of nonresident card fees in the [Illinois Library Laws and Rules \(23 Ill. Admin. Code 3050.60\)](#).

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

See [more information and complete the form](#) by Thursday, June 30. If you have any questions, contact Amanda Musacchio at [amanda.musacchio@railslibraries.info](mailto:amanda.musacchio@railslibraries.info) or 630.734.5118.

[Update subscription preferences](#)

[Forward to a friend](#)

### **RAILS Group Purchase for Communico**

RAILS is offering a group purchase discount to all RAILS members for [Communico](#), a platform that can help you manage your website, events, room bookings, or digital signage. Please contact [Amanda Musacchio](#) by Friday, June 3 to request a quote. Please include the total population served by your library. No commitment is required at this time.

A [recording](#) of the April 27 Communico presentation is available on the [RAILS YouTube Channel](#). Log into the RAILS website and see the [RAILS Vendor Discounts and Trials](#) page for more offers.

### **RAILS at BookExpo America (BEA)**

If you attend [BookExpo America](#) at McCormick Place (Chicago) on May 11 – 13, be sure to visit the Power of Libraries booth (#1623) to hear more about how libraries are partnering with publishers to find innovative ways for consortial shared e-book collections to deliver e-books to libraries and their patrons. RAILS is among the organizations staffing the booth. [Read more](#) about RAILS presence at BEA.

### **Discount for Most Current Edition of *Illinois Library Laws and Rules***

The 2015 edition of *Illinois Library Laws & Rules* is available to RAILS members at a discounted price of \$22.50. This essential reference tool for library staff and trustees tells you what you need to know about the Illinois Records Act, the Open Meetings Act, standards all RAILS members must follow, and more. Log into the [RAILS website](#) (with your L2 email address and password) and see more information on this [order form](#).

### **RAILS FOIA Hotline**

All Illinois public library directors/Freedom of Information Act (FOIA) officers can use the RAILS FOIA hotline to receive free assistance with basic questions from an Ancel Glink attorney. For more information, including examples of eligible questions, log into the RAILS website and visit the [RAILS FOIA Hotline](#) page.

If you have questions, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

### **Two-Part Webinar on Computer Coding for Librarians May 31**

This two-part webinar will provide an introduction to computer coding in part one. Coding will be explored in more detail in part two and there will be an opportunity to try simple hands-on

16

coding exercises. The webinars will be offered on Tuesday, May 31 (part one - 10 – 11 a.m., part two - 1 – 2 p.m.). Log into L2 for more information and to [register for both sessions](#).

162

#### **Other RAILS CE Opportunities:**

Design My Library Space (identical workshops):

- [May 17 - Niles Public Library District](#)
- [May 18 - Rockford Public Library \(Main Library\)](#)
- [May 20 - Fondulac District Library](#)

[E-rate Audit Tips and Avoiding Obstacles May 18](#)

[Customer Service Workshop with Michelle Petersen \(Peoria area\) May 24](#)

#### **Lead the Change May 26**

*Library Journal*, the Aurora Public Library, and RAILS will host an all-day "Lead the Change" workshop on "[The Transformative Power of Community Engagement](#)" at the Aurora Public Library - Santori Library, on May 26. The fee is \$80 and includes lunch. *Library Journal* is handling registration. See [more information and registration](#).

#### **RAILS Member Networking Event in Naperville May 20**

All RAILS members are invited to hear the latest RAILS news and tour the special library at Nalco, an Ecolab Company, on [Friday, May 20, from 1 - 3 p.m.](#) There will also be plenty of time to network with colleagues.

#### **RAILS Member Networking Event in Stockton May 25**

All RAILS members are welcome to network with colleagues, learn the latest about RAILS, and meet Carolyn Coulter, PrairieCat Director, at the Stockton Township Public Library, on [Wednesday, May 25, from 10 a.m. - noon](#). Rose Chenoweth, Director of Talking Books, will also talk about [Illinois Talking Book Outreach Center](#) services for those who cannot read standard print.

#### **RAILS Member Networking Event in Biggsville June 2**

All RAILS members are invited to network with colleagues and hear the latest RAILS news at the Henderson County Public Library District on [Thursday, June 2, from 10 - noon](#). Rose Chenoweth, Director of Talking Books, will also talk about [Illinois Talking Book Outreach Center](#) services for those who cannot read standard print.

#### **Last Week for Reduced Pricing for Great Lakes Resource Sharing Conference**

The Great Lakes Resource Sharing Conference (June 9 - 10, Indiana) is fast approaching. Don't miss out! [Register](#) by May 15 before the registration fee increases. The \$75 fee increases to \$95 after May 15. [See more](#).

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

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

#### **Member News**

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to [Library](#)

L3 of New Business  
(Distributed at mtg)

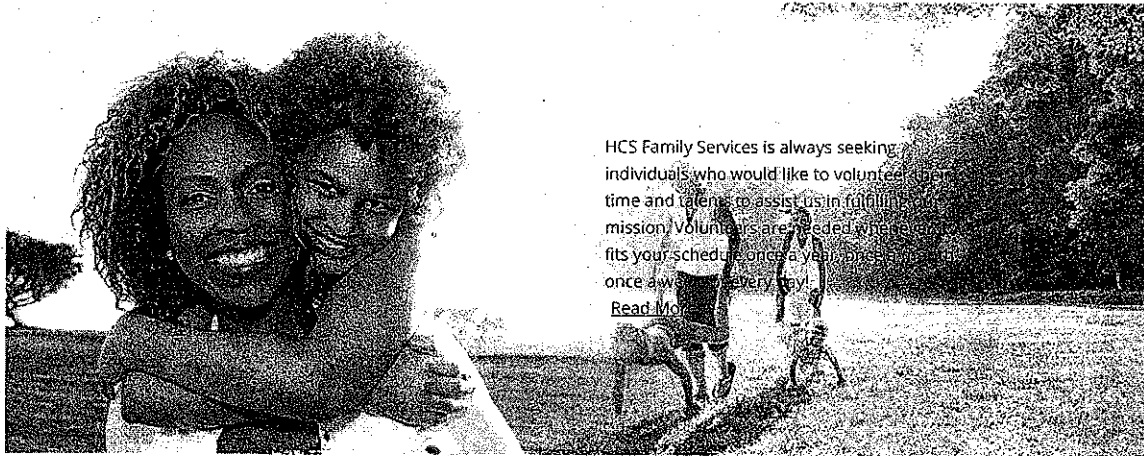


**HCSfamilyservices**  
EMPOWERING FAMILIES. CHANGING LIVES.  
TOGETHER WE THRIVE.  
Since 1937

Help us spread the word



HOME WHO WE ARE WHAT WE DO GET INVOLVED NEWS & EVENTS CONTACT US



HCS Family Services is always seeking individuals who would like to volunteer their time and talents to assist us in fulfilling our mission. Volunteers are needed when it fits your schedule, once a year, once a month, once a week, or every day!  
[Read More](#)

HCS Family Services is a compassionate not-for-profit organization which has been serving the residents of Southeast Dupage County since 1937. It is our goal to prevent homelessness and food insecurity, help low-income individuals achieve their dreams of sustained economic self-sufficiency and to create an improved quality of life for themselves and their families.

HCS Family Services empowers people to reach their goals through one-on-one guidance, education and advocacy. Our services include: personalized guidance and support, education and career development, family strengthening and practical support for immediate basis needs.

### Contact Us

**HCS Family Services**  
Memorial Hall, 2nd Floor  
19 E. Chicago Ave.  
Hinsdale, Illinois 60521

### We're Here to Help

(630) 323-2500  
 (630) 323-2517

### Need Help?

- Food Pantry
- Mobile Food Pantry
- Emergency Housing & Rental Assistance
- Utility Assistance
- Elites Case Management
- Parent Mentor Program
- Holiday Assistance
- Workshops & Groups
- Resources

### Stay Connected

Click on the social media icons below & stay connected with us across the web & throughout your day.



### Translate This Page

Select Language | ▼

### Stay Updated

Enter your email address to receive e-news about programs & events

Email





Miks said she has enjoyed watching people use it.

"I've seen people stop and don't know what it is and they're hesitant," she said. "I'll see people putting books back in. I think I'm a big hit with the dog walkers."

**Pamela Lannom**

Free  
r  
yard

Miks has been stocking the shelves with children's hard-cover books, but as more and more people stop by to pick up a book or drop one off, the inventory has changed. So far Miks has selected just one book from the library for herself, Daniel James Brown's "The Boys in the Boat," an homage to the 1936 U.S. men's Olympic eight-oar rowing team.

gift,"  
t  
d. I

"For years and years, all I really did was read children's book and preview children's books," Miks said. "I'm looking forward to the summer to get some good beach books out of there."

in-  
ho  
he  
s

Miks admitted that she does try to keep the books in her little library organized, but her efforts often are short-lived.

it and  
igued  
many  
ered

"It's just like at the other library — you can organize them all day long," and then a patron arrives, she said. "I'm much more flexible than at school."

son,  
t to  
sking  
. She  
than

Kapcar said she and the other donors were happy to give Miks an opportunity to continue some of the aspects of her job that she enjoyed the most.

t I  
ry,"  
er  
ed  
: it  
those  
any

"What a great way for a librarian who has spent decades doing this for children to still be able to do that in a smaller capacity," Kapcar said.

a  
rary  
ry  
: gift  
ortu-  
lse.  
e  
ne,"

Miks' Little Free Library is at 417 W. Chicago Ave., on the northeast corner of Chicago and Madison Street. For more information on Little Free Libraries, visit [littlefreelibrary.org](http://littlefreelibrary.org). To see what it looks like, check out our Facebook page at [facebook.com/thehinsdalean](http://facebook.com/thehinsdalean).

Bill

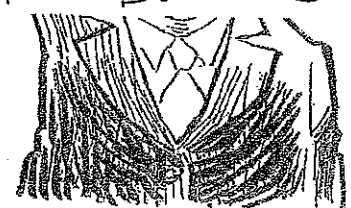
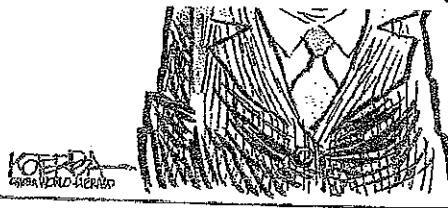
— Pamela Lannom is editor of *The Hinsdalean*. Readers can email her at [plannom@thehinsdalean.com](mailto:plannom@thehinsdalean.com).

w  
trim

't's

lalean

L3 of New Business



EDITORIAL

## Work through objections, open food pantry at Hinsdale South

Should HCS Family Services open a food pantry at Hinsdale South High School?

The answer seems simple to us: Yes.

But the conversations that have taken place recently at Hinsdale High School District 86 Board meetings indicate this decision is anything but simple.

We're not sure how the community as a whole feels about this proposal. But it was clear at the last school board meeting that some board members have heard enough to make them very nervous.

In our opinion, opposition to a food pantry at South is based on a series of misconceptions. We hope to clear several of them up here.

**Misconception:** There is no need for a food pantry in an affluent area.

**Reality:** The need is clear, although largely unrecognized.

Deb Baker, executive director of HCS, said her agency was approached by the Northern Illinois Food Bank asking for help in meeting a growing problem of food insecurity in southeast DuPage County.

A quick look at the statistics illustrates the need. Thirty-two percent of students at Hinsdale South High School qualify for free or reduced-cost lunch. And more than 40 percent of elementary and middle school students in the District 86 attendance area are on free or reduced-lunch programs, according to data HCS compiled from Illinois School Report Cards.

**Misconception:** Food pantry clients might pose a threat to students.

**Reality:** Food pantry clients at Hinsdale South would be families of students who attend that school or Hinsdale Central or have a child in one of its feeder schools.

There is no basis to claim they would pose more of a risk than any other citizens who might come into the school for a basketball game or a school play or even to attend a board meeting.

**Misconception:** Schools aren't a good place for a food pantry.

**Reality:** The Northern Illinois Food Bank

and Feeding America started a school-based pantry initiative because schools are convenient, safe, welcoming locations for families. More than 400 pantries are operating in schools across the country, with the closest two in West Chicago and DeKalb.

**Misconception:** Having a food pantry at Hinsdale South will place a stigma on the high school.

**Reality:** Having a food pantry for more than 80 years has not placed a stigma on the village of Hinsdale. Hinsdale South was selected because it has space to house the program and the need is there. Three of the eight feeder districts that have the highest population of students on free or reduced lunches are in Darien.

**Misconception:** Having South students volunteer at the pantry will violate the privacy of clients, some of whom may be their classmates.

**Reality:** Student volunteers will not work in the pantry during food distribution hours. They will stock deliveries and handle other tasks that do not involve a direct encounter with clients.

**Misconception:** This agreement will end up costing District 86 taxpayers money.

**Reality:** HCS will cover the costs of equipment, insurance, staffing, food and the minor renovations needed. It has the financial and volunteer support for the next two years of the Hinsdale Junior Woman's Club, which has selected HCS as its philanthropy partner for 2016-18.

There are certainly questions that need to be answered and logistics that need to be worked out. But we hope this opportunity will be seen as that — a wonderful opportunity — and that fear will not stop the school board from moving forward.

We urge the school board to approve a pilot program with HCS for the 2016-17 school year. We are confident the arrangement will benefit District 86 students, those with food insecurities and those without, and the community at large.

Kids & Teens

While one of our parents was here to get books with her children she and her daughters stopped at the desk to express their thanks for telling them about the "Beginning Ukulele" program. They had really enjoyed it. Mom says now they want ukuleles for their birthdays.

Circulation

A patron told me that there is a person in the café cutting her toe nails.

Patron had requested that we supply the clear plastic library card holders again.

A new patron to our library said, "This library is so state of the art". She loves it and the staff is so friendly.

I love coming to my library and not being able to find a parking place. I think that it's great that so many people are coming here!

A patron complained at the checkout desk that this was at least the third time that he was here and the Circ clerks were doing everything but checking out to patrons. (I happen to be renewing a family of 5 non-resident cards).

A patron said, "I absolutely LOVE that I can get online and order items and then get an email right away when my hold is ready. I would not read as much if it weren't for this library".

Grandma in the library for the first time with her grandsons and she told me that she warned them that they had to talk quietly, no running and no screaming. Her one grandson asked her why they couldn't go to a screaming library."

A patron wanted to know why the lights are left on when the library is closed.

A patron commented, "The price tags on the pop machine are small and difficult to read".

A patron said that she greatly appreciated the tax service.

Clarendon Hills Library patron said, "This library is awesome!"

## March 2016 Listening Posts

164

### Adult & Computer Help Desk

I'm from Western Springs and I love my library, but I love your library. I love the way you have it laid out.

A Downers patron was here. I called over to Downers to see if they could hold a couple of books for her. She said she prefers coming here. She likes taking her grandchildren to the Children's department there, but she just likes our adult department here better. The staff is just more cheery and upbeat.

While I was at the grocery store in Woodridge the checkout clerk found out I work at Indian Prairie. She said her mother lives in our district and she comes here pretty often. She made a point of saying how friendly everyone is here.

### Technology

"David is Great- we are so encouraged to learn more."

### Administration

While unlocking the door to our new conference room 202 for a patron, she remarked "I love this room"!

Kids & Teens

Member checking in a book bundle and looking for another to check out commented, who created these bags, I told her it, was our Early Literacy librarian, Katie Salo. She stated she did a great job on the bundles and the materials selected are just fantastic!! As a preschool teacher, "I'm impressed!"

An adult patron (without a child) requested to use the K&T PC's saying that they were concerned about privacy when using the computers on the first floor. I shared the option of borrowing a laptop for the Computer Help Desk on the first floor. The patron would be able to sit in an area they felt their screen would not be easily seen.

Circulation

We heard positive comments over and over as people left the building on Saturday. A few were:

- This was so much fun!
- I wish I had brought a bag to carry home all the stuff I made!
- I hope you do this again next year!
- I didn't plan on staying for this, but I'm so glad I did!
- This was great!
- I learned so much today!
- I can't believe I made this! (The teacup flowers)

The ones that people seemed to ask for as they entered were:

- Coin appraisal
- Bike Repair
- Dog training

A woman from Lyons came here and said she still likes us best. We have a big selection of books.

Patron complained that there was no beep at check out. She said the beep lets her know that her items are being scanned by us.

Patron (age 84) was grateful to renew her book over the phone, "That is a nice service to have".

I received a phone call from a patron who was upset that the Teen Job Fair ended at 3:30pm instead of 4pm as she was told.

Patron was so pleased that Ashe managed to get him a difficult to find book, "She did not give up!"

Patron says woman at the computer desk was very helpful with printouts (Audra). He was very happy with the quality of the prints as well.

Patron said IPPL is "the best library in the whole USA!"

## April 2016 Listening Posts

166

Patron who could not open videos said, "At least you have people at your desk here, at Downers Grove it is all automation. I hate technology".

Patron was irritated having to fill out the registration form. He said that there should be some other system to renew.

### Adult & Computer Help Desk

Patron mentioned that the scarf tying was fascinating & they were in such a good spot.

About the How-To Expo: "I could stay here all day!"

"[The How-To Expo] was such a great idea & there were a lot of interesting topics."

About the How-To Expo: "This is just the dearest thing! What a good idea--and all for free, too!"

Patron stopped by to say we did a good job organizing the How-To Expo. It looked like it took a lot of work.

A patron was very impressed by the How-To Expo. She said we should do it once a week!

"[The How-To Expo] was a lot of fun. You should do it once a year."

About the How-To Expo: "You had such a good turn-out. I wish other libraries would do this, too."

A patron on the phone said the How-To Expo sounded like a great idea and she really wished she could have come. She hopes we'll do it again.

About the How-To Expo: "It was fun just watching people, everybody was doing everything."

It looks like to How-To expo was a "wildly successful day at the library"

"Too fun! Too fun!" about the How-To Expo

"What a great idea!" about the How-To Expo

Patron stopped by after the "Attention Book Lovers" program to say how wonderful it was. She learned about lots of books she "kind of" knew about before, but now has more information to help her make a decision. She also learned about other books she might not have picked up before, but now eagerly wants to read!

### Technology

### Administration

At the How-To-Expo many patrons commented on how much they enjoyed the event and would like to see it be held annually.