

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
March 21, 2012 – 7 p.m. – Conference Room

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

- A. Roll Call
Marian Krupicka, Crystal Megaridis, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
- | | |
|---|---------|
| 1. White to Bukovac re: Per capita Grant | Item D1 |
| 2. Shilt to Bukovac re: Macy's Museum Adventure Pass Program | Item D2 |
| 3. Branham to Bukovac re: Darien Park District Garden Club Plant Sale | Item D3 |
| 4. Bukovac to Branham re: Darien Park District Garden Club Plant Sale | Item D4 |
| 5. LACONI Annual Trustee Banquet | Item D5 |
- E. Omnibus Consent Agenda
- | | |
|---|--------------------------|
| 1. Minutes of Regular Board Meeting, February 15, 2012 | Item E1 |
| 2. Treasurer's Report | to be distributed at mtg |
| 3. Action on Bill/Additional Bills | to be distributed at mtg |
| 4. Resolution #2012-A Honoring Rob and Char Vuillaume | Item E4 |
| 5. Policy Committee Minutes, March 5, 2012 | Item E5 |
| 6. Building and Grounds Committee Minutes, February 29, 2012 | Item E6 |
| 7. Proposed Revision to Adult Services Page Job Description | Item E7 |
| 8. Proposed Revision to Summer Youth Services Assistant Job Description | Item E8 |
| 9. Proposed Revisions to Policies | Item E9 |
| i. 420 Library Cards | |
| ii. 465 Computer & Internet | |

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Omnibus Consent Agenda (continued)

- iii. 470 Website
- iv. 480 Privacy
- v. 600 Use of Library Facilities
- vi. 804 Performance Evaluation
- vii. 806.2 VESSA Leave
- viii. 809 Staff Privileges
- ix. 1000 Emergency Closing
- x. 1100 Gifts

- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Item G Information
- H. Staff Report
Debbie Sheehan, Head of Circulation Services Information
- I. Reports
- 1. WB/BR Chamber of Commerce Meeting/Business Expo (Cigler) Item I1 Information
 - 2. Darien Chamber of Commerce (none)
 - 3. RAILS Board (none)
 - 4. Building and Grounds Committee (Oggerino) Information
 - 5. Finance Committee (none)
 - 6. Plan/Annexation Committee (none)
 - 7. Policy Committee (Schusterich) Information
- J. Unfinished Business
- 1. Days Closed Policy Item J1 Action
- K. New Business
- 1. Landscaper Designer Item K1 Action
 - 2. 1st Floor Restroom Hand Dryers Action
- L. Committee Meetings
None
- M. Community Events
- N. Library Events
- 1. Lyric Opera Lecture: Rinaldo, March 1, 7 p.m.
 - 2. Chan Concert: Paris in the Jazz Age, March 4, 2 p.m.
 - 3. After School Chess, March 8, 3:45 p.m.
 - 4. Simplify Your Life, March 8, 7 p.m.
 - 5. The Creative Challenge Workshop, March 9, 6:30 p.m.
 - 6. Resume Readiness, March 10, 9:30 a.m.

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Library Events (continued)

7. College & Career Planning, March 11, 2 p.m.
8. Facebook for Beginners, March 12, 6 p.m.
9. Computers for Beginners, March 13, 3:30 p.m.
10. Intro to Excel 2010, March 13, 6 p.m.
11. Computers for Beginners, March 14, 3:30 p.m.
12. Novel Idea Book Discussion, March 14, 7:30 p.m.
13. Crime Readers Book Discussion, March 15, 7 p.m. at Shanahan's in Woodridge
14. Art Deco Chicago, March 15, 7 p.m.
15. Movies & More, March 16, 7 p.m.
16. GenLit Book Discussion, March 19, 6:30 p.m. at Phillies Pizza in Willowbrook
17. Learn How to Download E-books, March 21, 2 p.m. & 7 p.m.
18. After School Chess, March 22, 3:45 p.m.
19. Chan Concert: Dyed in the Wool, March 22, 7 p.m.
20. R U Game, March 23, 6:30 p.m.
21. Disney's *The Aristocats*, March 26, 2:30 p.m.
22. Internet for Beginners, March 27, 3:30 p.m.
23. Intro to Excel 2010, March 27, 6 p.m.
24. Social Security, March 28, 1 p.m.
25. Teen Movie Time, March 29, 6:30 p.m.
26. Hugo Cabret Science Fair, March 30, 6:30 p.m.
27. A Pocketful of Posies, April 3, 7 p.m.
28. B.Y.O.B. Party, April 10, 7 p.m.
29. Evening with an Author: Lauren Willig, April 11, 7 p.m.
30. Novel Idea Book Discussion, April 11, 7:30 p.m.
31. After School Chess, April 12, 3:45 p.m.
32. Ask the Master Gardeners, April 12, 6 p.m.
33. The Big Balloon Show, April 13, 6:30 p.m.
34. Facebook for Beginners, April 14, 9:30 a.m.
35. Violet Jessup: Titanic Survivor, April 15, 2 p.m.
36. Computers for Beginners, April 16, 3:30 p.m.
37. Intro to Word 2010, April 16, 6 p.m.
38. GenLit Book Discussion, April 16, 6:30 p.m. at Kerry Piper Pub in Willowbrook
39. Computers for Beginners, April 17, 3:30 p.m.
40. Intro to PowerPoint 2010, April 17, 6 p.m.

O. Adjournment



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OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

February 10, 2012

Mrs. Jamie Bukovac, Librarian
Indian Prairie Public Library District
401 Plainfield Road
Darien, Illinois 60561

Dear Mrs. Bukovac:

As Secretary of State and State Librarian, I am pleased to award the Indian Prairie Public Library District an Illinois Public Library Per Capita Grant in the amount of \$43,613.49. Your library's FY2012 grant is being funded using federal Library Services and Technology Act (LSTA) dollars. Nearly \$12 million is being awarded this year to 620 Illinois public libraries serving 11.6 million patrons at a rate of \$1.02 per resident. These funds must be obligated and expended by June 30, 2012.

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

Our public libraries are truly cornerstones of our communities, and they are the best and most reliable resource citizens have to obtain information. I am extremely proud of the outstanding service you and all Illinois public libraries provide.

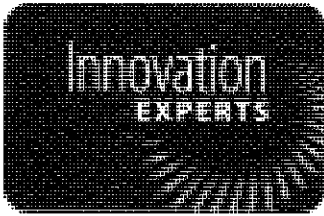
Sincerely,

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

JESSE WHITE, Secretary of State
and State Librarian

cc: Mrs. Marian Krupicka, Board President
Darien FY2012 Per Capita Grant File

JW:isl



200 Applebee St. • Suite 211 • Barrington, IL 60010 • p: 224-848-4556 • f: 224-848-4571
innovationexperts.com

February 16, 2012

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

Dear Jamie,

We would like to thank you for your continued participation in the Macy's Museum Adventure Pass Program. As a result of the System mergers, RAILS was unable to continue in their role as administrator. The organization and management of the Adventure Pass Program has been transferred from RAILS to Innovation Experts.

We have contacted Macy's and they will not be able to continue funding the program after December 31, 2012. We truly appreciate the support that Macy's has given to this program. They do support us continuing the program if we can secure new funding elsewhere.

We are in the process of investigating potential funders. We will also be looking into additional museums to add to the program along with expanding into new libraries. This program has been extremely successful and we are motivated to keep it alive and make it even better than ever.

We will keep you informed via e-mail with our progress and we'll also be asking you for support letters in order for us to make a good case to a potential funder. We will be in touch with more details.

If you have any questions regarding the Macy's Museum Adventure Pass Program, please contact Kristen Shilt, Museum Pass Program Coordinator, at kshilt@innovationexperts.com or Debbie Baaske, Special Projects Manager, at dbaaske@innovationexperts.com. Please feel free to visit our website at www.innovationexperts.com.

Included with this letter is some additional information on Innovation Experts. If you have any questions about our organization or our services, please don't hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Kristen Shilt".

Kristen Shilt
Museum Pass Program Coordinator

A handwritten signature in cursive script that reads "Debbie Baaske".

Debbie Baaske
Special Projects Manager

Liza Branham
9 South 85 Nantucket Dr.
Darien, IL 60561
January 28, 2012

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

Dear Jamie,

Our garden club is starting to plan our plant sale for 2012. I spoke to Laura recently about having the sale on the library grounds this year as we have in the past. She asked that we send you a letter, with the sale date and other particulars, requesting your authorization.


We would like to hold the sale Saturday, June 2, 2012, from 10 am to 2 pm. Our format is fairly set by now. We would have the canopies, signage at the corner of Plainfield Road and Clarendon Hills Road and at both entrances to the library.

Our club is very grateful for the Indian Prairie Public Library's support of our plant sale in the past and we look forward to continuing our cooperative relationship in the future.

We hope to get your approval for our plant sale on June 2, 2012.

You can reach me at 630-964-2614 or lbranham@att.net

Sincerely,



Liza Branham
Darien Park District Garden Club

Cc: Laura Birmingham, Assistant Director
Cathy Streett, Plant Sale Committee Chairperson

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



February 20, 2012

Liza Branham
President, Darien Park District Garden Club
9 South 85 Nantucket Dr.
Darien, IL 60561

Dear Liza:

We would be happy to partner with the Garden Club for their annual plant sale on June 2. As in past years, we will also be partnering with the Garden Club to present a program. The plant sale is a nice tie-in to the programming. In past years the sale has been quite successful and I wish the same for you this year.

Sincerely,



Jamie Bukovac
Director

Board of Trustees

Crystal Megaridis /President Jo Ann Schusterich /Vice President Marian Krupicka /Treasurer Victoria Suriano/Secretary
Paul Oggerino/Trustee Luanne Spiros/Trustee Robert Thomas/Trustee Jamie Bukovac/Library Director

DS



You're invited to the Annual Trustee Banquet

A funny thing happened at the library on Friday, April 20, 2012

at The CARLISLE

435 East Butterfield Road
Lombard, IL 60148

6:15-7:15 Cash bar and appetizers

7:15-8:15 Dinner

8:30- 9:00 Program and entertainment by
Jannie Campbell

Jannie Campbell began his performing career at the age of 15.
He is the regular host of the popular live stand-up showcase, 100
Proof Comedy, at The comedy Sportz Theatre.



Annual Trustee Dinner Reservation Form \$55 per person

Please type or print clearly.

Name _____

Library _____

Dinner selection:

_____ Roast Strip Loin of Beef and
Breast of Chicken

OR

_____ Vegetarian

Please fill out one form for each person attending.

Reservations and checks will be accepted through
April 06, 2012. Please make checks payable to
LACONI and mail to Bob Harris,
Helen Plum Library, 110 West Maple St.,
Lombard, IL, 60148.

E1

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 15, 2012

**Board of Trustees Regular Meeting
February 15, 2012 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:04 p.m. Acting-Secretary Oggerino called the roll.

Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Luanne Spiros,

Absent: Jo Ann Schusterich, Victoria Suriano, Robert Thomas

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

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

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

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

C. Public Comment - none

D. Communications and Announcements

1. City of Darien to IPPL Board re: Citizen of the Year
2. Darien Patch re: Darien Citizens of the Year
3. Illinois State Library Future of Resource Sharing Committee
4. Illinois Library Day April 18, 2012

Bukovac suggested that we draft a Resolution honoring Rob and Char Vuillaume (Item C1); the Board agreed that it would be a great way to acknowledge the wonderful work the Vuillames have done through The Gift of Carl Foundation. Bukovac also suggested that the library purchase tickets for the dinner-dance; the Board thought it was a great idea.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 18, 2012
2. Treasurer's Report – January 2012
3. Action on Bill/Additional Bills – January 2012
4. Treasurer's Report & Action on Bills – November 2011
5. Treasurer's Report & Action on Bills – October 2011
6. Statement of Receipts and Disbursements for Fiscal Period July 1, 2011 Through December 31, 2011

Spiros moved, Oggerino seconded to set the Omnibus Consent Agenda. Roll call vote. Motion carried unanimously. Krupicka moved, Spiros seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda – none

G. Library Director's Report

With respect to SWAN managing its own employees, Bukovac said that RAILS wants to be sure that SWAN continues to work with the other LLSAPs. SWAN has reassured them that they will continue to maintain their relationships and partnerships. Bukovac and Birmingham have interviewed four people for the Administrative Office Coordinator position. They will be conducting a second interview with the top candidate tomorrow; Krzeczkowski will come back to help with the training. Megaridis said that the Strategic Plan brochure looks great; Bukovac thanked Megaridis and Krupicka for their input on the design and language. With respect to the "sharing our expertise" section of Birmingham's report, Spiros asked if we keep a record of staff that has received various training/education. Birmingham said she has a record of who attends staff training.

H. Staff Report - Debbie Sheehan, Head of Circulation Services, was unable to attend the meeting. She will present her staff report at next month's meeting.

I. Reports

1. Darien Committee For Intergovernmental Coordination – Megaridis reported that she and Krupicka attended last week's meeting. This is a continuation of the group that last met in 2009 – Darien Intergovernmental Programs Initiative. Mayor Weaver wanted to restart the committee. Her drive is to make Darien a better place. Krupicka noted that it is a valuable means of exchanging information. The committee will meet again on April 3.
2. Darien Chamber Economic Summit – Bukovac reported that the Chamber hosted the meeting here at the library and included a summary in the packet.
3. WB/BR Chamber of Commerce – Cigler's report was distributed tonight.
4. Darien Chamber of Commerce – none
5. RAILS Board - Bukovac's report is in the packet.
6. Trustee Workshop – Spiros attended the workshop. There was a record attendance comprised of people from throughout the State. The theme was government consolidation. There are 6,000 governmental bodies in Illinois; this is the largest in the country. Vertical versus horizontal consolidation was discussed. Other topics discussed: Open Meetings Act; ways in which to market and sell your library; the importance of advocacy; key House bills.
7. Building and Grounds - (no report)
8. Finance Committee – (no report)
9. Plan/Annexation Committee (no report)
10. Policy Committee (no report)

J. Unfinished Business - none

K. New Business

1. New Web Site Design – Bukovac demonstrated the on-line room reservation feature for outside groups as well as our new web site. Both will be up and running on March 1. The new web site is cleaner and includes rotating graphics to provide more promotion of materials and services.

L. Meetings Scheduled

A Building and Grounds Committee meeting is scheduled for February 29, 2012 at 7 p.m.
A Policy Committee meeting is scheduled for March 5, 2012 at 7 p.m.

M. Community Events - none

N. Library Events

1. Book Discussion, *Rum Punch* by Elmore Leonard, February 16, 7 p.m.
2. FAFSA Workshop, February 16, 7:30 p.m.
3. Practice ACT, February 18, 9:30 a.m.
4. President's Day Lego Creations, February 20, 3:30 p.m.
5. Book Discussion, *Heads You Lose* by Lisa Lutz & David Hayward, February 20, 6:30 p.m.
at Cooper's Hawk in Burr Ridge
6. Savvy Shopping, February 21, 7 p.m.
7. After School Chess, February 23, 3:45 p.m.
8. R U Game, February 24, 6:30 p.m.
9. Waltzing Australia, February 26, 2 p.m.
10. Intro to Excel, February 28, 3:30 p.m.
11. Intro to PowerPoint 2010, February 28, 6 p.m.
12. Famous African-American Women, February 29, 7 p.m.

O. Adjournment

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

Paul Oggerino, Acting-Secretary

A Resolution Honoring Rob and Char Vuillaume/Gift of Carl Foundation

WHEREAS, since its inception the Gift of Carl Foundation has contributed to our community through the Foundation's mission to provide awareness and educational opportunities in the fields of Theater Arts, Literacy, Music and Environmental Education; and

WHEREAS, since 2005 the Gift of Carl Foundation has awarded scholarships to Hinsdale South High School graduating Thespians, provided music students with lessons, donated instruments to school bands and participated in instrument recycling programs, sponsored Darien Arbor Day Celebrations and donated numerous trees, and has educated students about the important of trees to the environment; and

WHEREAS, the Foundation donated money to the Indian Prairie Public Library to fund books and for the past 5 years the Vuillaume Family and The Gift of Carl Foundation has worked with the Indian Prairie Library's Youth Services Department to create and sponsor the annual Teen Write-On Literary Festival to promote and encourage teens in developing their interest and skill in reading and writing by participating in creative writing competitions, literary workshops and author visits from award winning teen authors; and

WHEREAS, the Vuillaume's have personally worked with library staff and community teachers and students, have visited the high school and several junior high school classes to promote the "Write-On" event and to share the inspiration behind the creation of The Gift of Carl Foundation, and have also supported the Library's outreach efforts to connect with the students at the Willowbrook Corners After-school Club.

WHEREAS, the Foundation's philanthropy, made possible by the efforts of Rob and Char Vuillaume, has benefited library users, especially teens,

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

Rob and Char Vuillaume and the Gift of Carl Foundation be and is hereby honored and thanked for their generous donations as well as for their tireless and outstanding service to the community and to the Indian Prairie Public Library District.

Adopted this 21st day of March, 2012

AYES;
NAYS;
ABSENT:

Crystal Megaridis, President

ATTEST:

Victoria Suriano, Secretary

Indian Prairie Public Library
Policy Committee Minutes
March 5, 2012

Called to order 7:05

Roll call: Krupicka, Thomas, Megaridis, Schusterich, Bukovac

The committee members reviewed the data Bukovac prepared showing comparisons with other libraries of holidays and Sundays closed. The committee members discussed whether or not to close on a Monday when the holiday falls on a Sunday. Thomas and Schusterich determined that the policy should stay the same because this occurs in December/January every six years and there were only two patron complaints. Krupicka and Megaridis determined that the library should open on the Monday when New Years Day falls on a Sunday because otherwise the library is closed six days out of ten. Both sides will be presented to the Board.

The committee reviewed the following policies (415 Closings; 420 Library Cards; 465 Computer & Internet; 470 Web Site; 480 Privacy; 600 Use of Library Facilities; 804 Performance Evaluation; 806.2 VESSA Leave; 809 Staff Privileges; 1000 Emergency; 1100 Gifts). A few additional changes were given by the committee. The policies will be presented to the Board for approval.

Bukovac also reported on the number of tutors using the group study rooms in December and January. Krupicka suggested that Kids & Teens use the multi-purpose room for tutors when it is available. Bukovac stated that she has now asked staff to track the number of times they have to turn someone away because the rooms are in use. The committee said that is good idea and there will be further discussion with the Board. It was suggested that groups who want to use the room have precedence over tutors.

The committee members also discussed paying staff to stay until 10:00 to accommodate groups who want to stay past the library closing time. There was no consensus on this. The committee also discussed making the meeting room available for parties and charge for this service but it was determined that this will create more wear and tear on the meeting room and the library would have to charge a large fee in order for it to turn a profit. Also the park district already does this.

Adjourned 8:36

Indian Prairie Public Library
Building & Grounds Committee
February 29, 2012 – 7 p.m.
Minutes

Present: P. Oggerino, J. Schusterich, M. Krupicka, C. Megaridis, L. Birmingham,
J. Bukovac

Absent: V. Suriano

- Reviewed exterior of building. Birmingham reviewed the 4 quotes she received for landscape design services. The committee will recommend Sebert Landscaping to the Board at the March meeting since they have a designer on staff, are willing to create a design for free, and will do the work of removing the old plants and planting the new. Examples of their design and their work on their website. A representative from Sebert will be asked to attend the March Board meeting to discuss ideas for the Dimpy Pathria memorial garden to be installed in the circular area at the front of the library. If the Board approves their recommendation, the design plan can go for approval at the April meeting. Birmingham will obtain additional quotes from Sebert for the other side of the entrance to the building and the area off the Plainfield Road driveway.
- Bukovac relayed Trustee Thomas's concern with the large island in the parking lot and the impact it has on traffic at the southwest corner of the island. Birmingham shared that when the library created an entrance to the LADSE parking lot it cost \$8,000.00 to remove the concrete and grass and pave the area. Bukovac reported there have been no accidents at that location. The committee recommends placing a yield sign at the corner of the island and visiting this in the future whenever the parking lot is torn up and redone.
- Because of the level of noise they create on the first floor staff are recommending the library replace the 2 hand dryers in the adult services public bathroom with automatic paper dispensers. The committee agreed.
- Bukovac shared ideas on rearranging the first floor. Staff are weeding the reference collection and the amount of required shelving will decrease. They'd like to move the magazines shelving to the reference shelving area and create a more open feel in the center of the department. Trustees emphasized the need for similar seating in the area to accommodate magazine and newspaper readers. Several options were discussed for rearranging the area. The trustees asked if the same number of magazine shelves are required. Bukovac said she will have staff do a study of magazine usage and also look into whether using a display box-style method of storing the magazines would reduce the amount of shelving.
- Bukovac reviewed some small changes occurring in Youth Services, particularly to create collections for "mid-teens".

Meeting adjourned at 8:15 p.m.

DISTINGUISHING FEATURES:

A part time position providing shelving of library materials. Responsible to the Senior Reference Librarian.

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- Loads and moves fully loaded book carts throughout the library.
- Sorts materials for shelving.
- Shelves print and non-print materials.
- Shifts books as necessary.
- Shelf-reads as assigned.
- Answers patron directional questions when appropriate and refers patrons to staff for further information.
- Provides friendly, responsive customer service in a courteous and responsible manner.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of the arrangement of books in library. Must be friendly and a team player. Ability to correctly arrange print and non-print materials alphabetically and numerically, accuracy is highly important. Job requires consistent attention and concentration. Ability to follow oral and written instructions and communicate with patrons and staff in English. Ability to work under direct supervision and often independently once procedures are mastered. Must physically be able to move carts loaded with materials throughout the library. Ability to bend and climb a foot stool to shelve materials onto shelves which extend from floor to 8 foot height. Ability to move throughout the library to retrieve materials and assist staff or patrons. Ability to be able to lift, push, pull, or carry materials as necessary to perform primary job responsibilities. Ability to shelve 70 ~~90~~ books per hour accurately, under normal library shelf conditions.

QUALIFICATIONS FOR APPOINTMENT:

Must be at least 16 years old. Must be available to work evenings and weekends. Must be able to successfully complete written and practical shelving skills evaluation.

DISTINGUISHING FEATURES:

A part time seasonal position providing **direct customer** library service to children from birth to 8th 12th grade and their caregivers. Responsible to the Head of Youth Services. ~~May assist with overseeing volunteers.~~

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- **Provides customer service in a courteous, patron centered and hospitality forward manner.**
- Regularly scheduled to assist at the ~~youth services~~ **Kids & Teens Ask Us desk.**
- Answers basic readers advisory and reference questions.
- **Assists with planning, preparing and presenting outreach programming to youth.**
- ~~Exercises judgment in consulting with and referring questions to librarians.~~
- **May assist with programming for all ages – families, youth and teens.**
- Assists public in use of electronic resources **including PC's, i-Pads, DVD players, e-readers and laptops.**
- ~~Prepares bibliographies and assists with bulletin boards and displays.~~
- **Assists with online Summer Reading Club and program registration using the Evance system.**
- **Assists in training patrons on the Evance registration systems.**
- **Assists with overseeing teen volunteers.**
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Good customer service skills and an enjoyment of working with and relating to the needs of children, families and teens. Ability Proficient in using computers and troubleshooting routine problems telephone. Ability to learn related library software and equipment Willing to learn children's bibliographic tools and materials in all formats. Ability to empathize and relate to children. Ability to work well as part of a department team. Must be able to communicate effectively with patrons and staff in English, orally verbally and in writing. Ability to use sound judgment skills in directing the public to the appropriate area for further assistance. Ability to work independently without direct supervision Must be able to lift, push and pull and transport equipment and furnishings as necessary to set up for programs.

QUALIFICATIONS FOR APPOINTMENT:

~~Graduation from high school and one~~ **Two years of college. At least one year of experience** working with children, **families and teens preferred.** Must be available to work evenings and weekends.

Approved 4/19/89, Rev. 9/16/92, 5/17/95, 5/21/97, 4/21/99, 12/18/02, 5/19/04 (eff. 7/1/04)

SERVICES

E9 (i)

420 Library Cards

420.1 Issuance of Library Cards

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

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 Reaching Across Illinois System regulations. Parents or legal guardians are responsible for materials checked out on their child's card and should be aware that there are no restrictions on borrowing of library materials and they are 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.

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

420.7 Non-resident Taxpayer Cards

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

E9 (ii)

SERVICES

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 ~~laptop computer~~ 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 library provided software programs as time permits, but cannot offer in-depth personal instruction. The library does provide classes and a "book-the librarian" service which could be used for in-depth 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. ~~Library staff are unable to provide technical support to patrons using their own equipment to access the library's wireless service.~~

The Indian Prairie Public Library District does not monitor and is not responsible for information accessed through the Internet. ~~Information downloaded from computers may contain a virus. The library is not responsible for damage caused by viruses.~~ The library assumes no responsibility for any loss or damage arising from use of the library's computer/Internet 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 the library's Internet Services Policy.

Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures 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.

Use of the Internet for any purpose that results in the harassment of others is unacceptable. 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 Computer Workstations

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.

Computer stations in the adult department are provided for adults and children age 14 and up. Computers in the Youth Services Department are provided for children under age 18 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.

For minors age 13 and under to be allowed to access the Internet, both the child and a parent or legal guardian's signature, in person, is required. Minors ages 14 to 17 may access the Internet unless a parent or legal guardian chooses to block their access. A parent, who wishes to restrict his child's access to only times when the parent is present, may obtain a one-hour Internet pass for their child at the Youth Services desk.

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 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

SERVICES

Eq (iii)

470 Website

470.1 Purpose of Library Website

The Indian Prairie Public Library website 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 to External Websites

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 website 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 website 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 website 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 ~~those pages bearing the Indian Prairie Public Library name.~~ 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 Website Privacy Statement

The Indian Prairie Public Library District welcomes visitors to its website. The library is committed to upholding the privacy of website visitors. The library does not collect personal information for visiting its site. However, some databases available from the library's website 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

E9 (iv)

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 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

SERVICES

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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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

USE OF LIBRARY FACILITIES

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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, verbal or physical abuse. Cell phones must be on vibrate and may not be used in Computer and Periodicals Room, the Computer Lab, or the Quiet Study Room. 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 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. 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.

603 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.

604 Smoking

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

605 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.

606 Hygiene

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

607 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 and 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.

608 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.

609 Solicitation on library property.

No organization or individual shall be permitted to ~~place in the library any receptacle which solicit monetary 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 distribute advertising material, conduct electioneering or to solicit donations or information or petition signatures directly from patrons or staff on library property.~~

No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

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

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

610 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 may 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 disruption in the library will be warned that they will be barred from the library 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 same behavior continues ~~If the disruptive behavior continues~~ the patron will be barred for one year.

In the case of serious violations, a patron will immediately be barred from the library for one year. In the case of repeated, serious violations a patron may be barred from the library indefinitely.

610.1 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.

UNSUPERVISED CHILDREN LEFT IN THE LIBRARY THE SAFETY AND WELL-BEING OF CHILDREN

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

~~The Library Board states that To ensure the safety of children, it is the parents' or guardians' responsibility to provide childcare; the library and its staff will not be used for this purpose, cannot provide this service.~~ Children aged 7 and under must be accompanied under the direct supervision of an adult or adolescent of at least 12 years of age who is ~~The adult or adolescent keep visual contact with the child, and be 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.

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 (520).
- 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 2nd floor Youth Services department. Distribution of materials relating to adults of high school age and up are distributed in or near the 1st 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

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.

~~A form requesting the use of the display areas provided by the library must be completed and submitted to the library for approval by the library director or his/her designee.~~ 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 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.

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 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 Public Information Coordinator or the Graphic Artist 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 in the library newsletter and Web site. The Marketing and Public Information 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 ~~and one item for display on an easel in the main lobby~~. 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. ~~An application requesting the use of the exhibit area must be completed and submitted to the library for approval by the library director or his/her designee.~~ 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

USE OF LIBRARY FACILITIES

GROUP STUDY ROOMS

650 Use of the Group Study Rooms

650.1 There is no charge for use of the group study rooms.

650.2 First priority for use of the rooms is given to groups (2 or more people). The rooms may not be used for classes or seminars that are advertised to the public and are not library-sponsored programs. Nor may the rooms be used for business promotions or the promotion of products or services.

650.3 A single person may use a room if no group requires it but may not reserve the room in advance and must vacate the room within five minutes of being notified that a group requests use of it.

650.4 Children must be in at least 7th grade to use a group study room in the Adult Services Department. Children must be in at least 4th grade (or accompanied by an adult), to use the group study room in the Kids & Teens Department. Exceptions will be made with referrals from staff.

650.5 A group may make one 2-hour reservation up to one month in advance. A valid Indian Prairie Library card is needed to reserve a group study room. Time slots will be held for 10 minutes.

The rooms are available on a walk-up basis when the rooms are not reserved. The two-hour time period may be extended as long as no one is waiting.

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

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 reside in the district who have an Indian Prairie library card.
- Businesses located within the Indian Prairie District.
- Indian Prairie Library cardholders participating in or conducting recitals.
- ~~Non-profit organizations who do not have members that live in the district.~~

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 schedule 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.
- Conference room - seating for ten at conference table.
- Group Study Rooms - seating for six or eight. See Policy #650 for rules and regulations covering the use of these rooms.

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 laptop capable of accessing the Internet. Subject to availability, the following equipment may be reserved for use: overhead projector, slide projector, LCD projector, DVD, 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, from 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 conference 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. The user must reserve the Clavinova per policy #475.

660.8 Reservation Procedures

Reservations must be made on the 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 ~~7~~ two business days in advance of the meeting. The Meeting Room may be reserved up to three months in advance and can be reserved three months at a time. A separate application must be completed for each date. No group may use the meeting room more than two days per month with the exception of library or library related groups.

The application 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.

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 -- Performance Evaluation

E9 (vi)

804 Performance Evaluation

Regular employees are evaluated annually on the anniversary of their date of hire. Substitutes are evaluated July 1. 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 using the three months evaluation checklist.

804.2 Disciplinary Action

Formal disciplinary action is usually progressive, including and may include verbal warnings, written warnings, formal performance evaluations, suspension and discharge. A disciplinary procedure may begin at any step, depending on the severity of the offense. These steps are guidelines. Each discipline step could be used without prior warning, and immediate termination could occur upon the first incident.

PERSONNEL CODE – Unpaid Leaves of Absence

E9 (vii)

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.

PERSONNEL CODE – Staff Privileges

Eq (viii)

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. 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.

809.5 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.

EMERGENCY CLOSING

E9 (ix)

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 his/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

GIFTS

E9 (x)

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

Director's Report March 2012

Agenda

The policies listed on the omnibus consent agenda have all been reviewed by the Policy Committee and are being presented for your approval. Most of the policies have minor changes. Some changes are required by law such as the VESS Leave. Changes in the Use of Library Facilities reflect the need to address particular patron behaviors.

Regarding the meeting room policy, I shared with the committee statistics that show that in December and January in the adult group study rooms there were 366 uses and 123 of them were for tutors. In the Kids & Teens Department there were 244 uses and 35 of them were for tutors. I have now asked staff to track the number of people they have to turn away because the rooms are being used. The committee agreed that this is a good study and suggest that use of meeting rooms be discussed further once we have that information.

Information relative to the Days Closed Policy and the Landscape Designer are in your packet. Regarding the first floor restroom hand dryers, staff recommended to the committee that these be replaced with automatic paper towel dispensers. The noise impacts the first floor. The committee agreed.

Website

The library's new website came up March 1 and we've had a lot of positive response. There are still some minor tweaking that needs to be done and our IT staff been working diligently to make sure everything works correctly. A big thank you to the staff who worked to bring this about - it was a great collaborative effort among staff and between departments.

Annual ILA Conference

Indian Prairie will be highlighted at this year's ILA conference as staff and a trustee will be presenting in four workshops. Crystal and Debbie Sheehan will be part of the "Leading from Any Position" workshop. They also presented this workshop just this week at the State Library's "On the Front Lines" conference in Springfield where they had standing room only and received rave reviews. Cris and Debbie W. will be presenting a workshop on movie advisory. They had also presented this information at a LACONI workshop last year which was very well received. Jennifer will be doing a presentation about our GenLit collection and book discussion. Monica and Ann will be part of a panel relative to the picture book re-classification. Kudos and congratulations to all of them!!

RAILS

RAILS received their first payment from the state for the current fiscal year. The amount represents 10.9% of their budget amount. However, the governor has proposed 9.4% budget cuts which could impact future monies. RAILS has established an advisory group that is made up of directors from public, school and special libraries. Two public library directors are from the former MLS group and held a meeting to report on what is occurring with RAILS. One of them, while not a voting member, is on the executive search committee. Members asked the representatives to request that RAILS provide the membership with a cash projection.

SWAN

The SWAN Board is currently working with a RAILS representative on the new contract. So far, things are going well. Most likely the contract will be for three years so we won't have to do this work each year. The SWAN Board has selected a consultant to guide SWAN in developing a strategic plan.

Staff

Gail Graziani was hired as Computer and Magazine Assistant February 22 at a salary of \$12.30/hour. Kimberly Eisenschenk was hired as a Circulation Services Assistant starting April 2 at a salary of \$12.30/hour. Pat Leja was also hired as a Circulation Services Assistant starting March 13 at a salary of \$12.30/hour. Julian Coss was hired as a Substitute Youth Services Page starting February 27 at a salary of \$9.05/hour. Sandy Novak was hired as the Administrative Office Coordinator beginning March 5 at a salary of \$23.00/hour.

Meetings and Workshops

Feb. 14	SWAN Membership meeting
Feb. 14	SWAN Board meeting
Feb. 15	Board meeting
Feb 16	Zone 1 Directors meeting
Feb 17	SWAN Board meeting
Feb 21	Leadership Group meeting
Feb 21	Department Heads meeting
Feb 22	SWAN staff meeting
Feb 24	Darien Administrators meeting
Feb 29	Building and Grounds Committee meeting
Mar 1	SWAN Directors quarterly meeting
Mar 1	RAILS Directors meeting
Mar 5	Policy Committee meeting
Mar 8	SWAN Finance/Personnel Committee meeting
Mar 9	SWAN Board meeting
Mar 15	PLA Conference webinars – "Social Media and Your Marketing Strategy", "Transforming Public Libraries"
Mar 16	PLA Conference webinars – "Putting Your Library Virtually Anywhere", "The Future of Libraries: Trends"

Jamie Bukovac
Library Director

**Assistant Director's Report
March 2012**

Building & Grounds:

Tri-State's fence was damaged (looks like a car crashed into it). They filed a police report.

To keep up with our volume of recycling, we now have a third commingled recycling receptacle through our waste contractor, Groot Industries.

Sebert landscaping will begin Spring clean-up of the grounds in April.

I am currently getting proposals on repair and sealcoating for the parking lot.

The library will not be a polling place in March. The DuPage County Election Commission will be using the LADSE (formerly KinderCare) building instead. They like that location better because it is one level and has separate entrance and exits for easier flow. I am sure we will have some confused voters, so the County will put signs on our doors to direct people to the new location.

Foundation/Chan Memorial Concerts:

Dates are set for the Summer outdoor Chan concert series! Concerts will take place on the 2nd Wednesday of the month at 7:30pm.

June 13 th	Andrew Salgado
July 11 th	Confetti
August 8 th	The Neverly Brothers
September 12 th	K Michaels Band

This accomplishes the Strategic Plan goal under the popular materials and programs section, "Provide programming for entertainment and leisure."

Marketing:

New eNews

Cris started using Constant Contact in January for our e-newsletter. To date, she has produced three electronic newsletters using this new format. Beside the bold, new exciting look which ties into the look of the new website, Constant Contact provides reports showing how many people have actually opened the e-newsletter and what links they're clicking on.

Recipients: 12,402 with 20.4% average open rate and a 9.9% average click rate. (Note: Some things in the E-News do not need to be clicked-on such as program information or a book sale notice. Other links, such as databases require a click to get to the database.)

New website

The launch of the new website was very time consuming for Cris and Theresa during January. Photographs to be used throughout the website had to be identified, resized and inserted into the site. In some cases photos had to be taken and even staged. There were several revisions to sections of the home page as we began to see how

they looked. Creating the rotating images on the home page was a major accomplishment. Photos and captions were selected to capture a variety of settings and activities in the library.

Theresa designed "Come explore, connect and be inspired online" design for promoting the new website. The design is featured on banners at the main entrance to the library, in the Kids & Teens area, and in the staircase. Bookmarks are featured at the public service desks.

Spring newsletter

During February, while creating graphics and proofreading the new website, Theresa and Cris produced the spring newsletter. It was in mailboxes February 29th. They did an outstanding job of juggling the demands of these two major projects. The newsletter features an article about the strategic plan for 2012-2014 and a feature article about the new website.

Willowbrook/Burr Ridge Chamber

For the first time, IPPL participated in the Willowbrook/Burr Ridge Chamber's Business Expo on March 7 at Ashton Place. With one of our strategic goals being to develop more community partnerships, this opportunity seemed ideal. Cris put together a nice display showcasing the many ways people use the library. (Please see Cris' detailed Chamber report for more info!)

Art and displays

January and February – Giving DuPage photos in the art gallery, Salt Creek Quilters Guild and Boy Scouts in the display cases

Sharing Our Expertise:

Dominican student starts practicum

In January, Aly Krawczyk started a practicum with Cris through Dominican University. She will get credit for one graduate level class by completing 120 hours of work and meeting several goals that she has established with Cris and her faculty advisor. Aly recently met with her faculty advisor to discuss her work – the advisor was quite impressed with the collaborative and high level tasks she was experiencing.

Here is Aly's perspective:

"I am a graduate of the School of Library and Information Science at Dominican University and a Youth Services paraprofessional at local suburban library. Through my experiences with school and work, it's come to my attention that many libraries are lacking when it comes to communicating with the communities they serve. At a time when library funding is being threatened all around the country and the function of the library in the community is in question, it is more important than ever for libraries to communicate their value and pay close attention to how they are perceived by the public. When choosing my internship, I recognized Indian Prairie Public Library as a library that is prominent and visible in its community, and makes a clear effort to maintain consistent communication with its community through a variety of means. While this is due to a combination of services, including outreach and programming, it is also the result of having a dedicated Marketing Coordinator and marketing budget. So far in my internship with Cris Cigler, I've been fortunate enough to help with important projects, such as the library newsletter, e-newsletter, new website, and several marketing campaigns. I've been able to look at current marketing practices at Indian Prairie Public Library with fresh eyes and offer suggestions about the

procedures. During my time here, I've felt that my work has been valued, and I myself have been inspired by the people and ideas at this library. I look forward to a similar experience for the remainder of my internship."

Meetings, Service Desk Hours and Workshops:

- 2/16 Kids & Teens (2 hours)
- 2/16 Zone meeting @ Downers Grove library
- 2/16 2nd Interview – Sandy Novak
- 2/21 Leadership Discussion Group
- 2/21 Department Head Meeting
- 2/22 Ask us Desk (2 hours)
- 2/23 Kids & Teens (2 hours)
- 2/29 Building & Grounds
- 3/7 Ask us Desk (2 hours)
- 3/7 WB/BR Chamber Business Expo @ Ashton Place
- 3/8 Kids & Teens (2 hours)
- 3/8 Webinar: Using iPads and Tablets in the Library Pt. 1
- 3/15 Kids & Teens (2 hours)
- 3/15 Webinar: Using iPads and Tablets in the Library Pt. 2
- 3/21 Kids & Teens Desk (4 hours)
- 3/21 Library Board meeting

Submitted by:



Laura Birmingham

TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT February 9 – March 14, 2012

Personnel, Professional Development, Meetings

- Feb. 21- Attended Evanced webinar – Events 301
- Feb. 21- Department Head Meeting
- Feb 23- Attended SWAN Millennium Cataloging Users Group
- Mar. 8- Dave and I attended ALA TechSource Workshop Integrating iPads and Tablet Computers into Library Services, Part 1.

Sharing

- Share information with the Vickie who is the Assistant Director at Cicero Library on how we created our new book promoting section on our homepage using Bookletters.

Technical Services

- Contributions to SWAN database in January– Created 525 and modified 625 bibliographic pre-cataloging records.
- Finished de-Dewing the adult 700s DVDs into the new “Performance” topic.
- Finished de-Dewing the Junior poetry books.

Computer Services Projects, Technology Improvements & Problems

- Dave set-up a laptop that will be used by volunteers for one-on-one computer assistance. (SG: Develop volunteer corps for one-on-one computer assistance for residents)
- Implemented Evanced room booking service so member can reserve the Meeting or Conference room online. (Tech Plan: Goal 3 # 4- Implement online program registration and room booking reservation to streamline service 1/2012.)
- CS is testing out new solid state drive to upgrade specific older computers instead of replacing them. This saves money and the users' time because it increases the computer performance and boot time between usages. We are currently testing them out on Express Internet computers.

Update on New Website

- Our new Web site ippl.info went live on Feb. 28 (Tech Plan: Goal 5 # 1- Finish redesign and content inclusion of the Web site.) Implement online program registration and room booking reservation to streamline service 1/2012.)
-
- Google languages plugin was added to the footer so users can view the website in a variety of languages. (Strategic Goal: Offer the library web site in a variety of languages, Winter/Spring 2012)
- Diane installed an easier form generator and I recreated the Suggest a Purchase, Comment and Ask a Librarian Form to embed.

- Added Burr Ridge/Willowbrook Triblocal and Burr Ridge Patch RSS feeds along with the Darien Patch to new community information page. (SG: Improve and expand the library's community information web page)
- Dave re-created the ESL and Local History Blogs to new section of server.
- Dave and I created Mobile Apps page which uses QR codes to promote easy access to install library related Apps on a smartphone. (Tech Plan: Goal 3 #3 Examine use of QR codes to promote library services-2/2012)

Staff Training

- Created documentation to post to new Hot Topics blog and trained staff how to access and post to the new blog.

Computer Classes/Programs

Date	Class	Instructor	Attendance
2/9	Computers for Beginners Part 2	Ann	11
2/9	Intro to the Internet	Dave	10
2/14	Intro to Excel Part 1	Rich	11
2/14	Intro to PowerPoint Part 1	Ellen	11
2/21	Intro to Excel Part 1	Rich	9
2/28	Intro to Excel Part 2	Rich	9
2/28	Intro to PowerPoint Part 2	Ellen	10
3/6	Intro to Excel Part 2	Rich	8
3/12	Computers for Beginners Part 1	Ann	10
3/12	Intro to Excel Part 1	Rich	12
2/14	Computers for Beginners Part 2	Ann	8

Professional Computer Services

- Cleaver Consulting- (Web site) Purchased an additional 50 hours to finish work need for new site. As of Feb 12, 2012 remaining block time hours: 39.75

Print Center Report Revenue & Scan Station Usage for November & December
(Does not include wireless printing)

Printer Area	Service Type	B & W Printer	Color Printer
1 st floor Print Center	Adult	664.40	138.50
2 nd floor Print Center	Youth	64.20	72.00

Ann M. Stovall, Head of Technical & Computer Services, March 14, 2012

Adult Services Monthly Report: February 2012

Groups and Staff Led Discussions : The Current Events group is not meeting currently because Mary Krekelberg is leading The Great Decisions discussion. They have had two discussions so far with an average of 19 in attendance.. Chess averaged nine at their meetings. Genealogy had 26. ESL met twice with an average attendance of 11. The 55+ Council met with Joe. Seven were in attendance.

The GenLit book discussion had ten in attendance. The Novel Idea book discussion had 11 in attendance and the Crime Readers had 11. The Play Reading group met three times in February with ?. We had three movies in February, all comedies to chase the winter blues. We had 29 for *It's Complicated*, eight for *Groundhog Day*, and 14 for the movie *Midnight* with Claudette Colbert.

Programs: A program on decorating cupcakes had 47 in attendance. We also had a program on Australia ? and, in honor of Black History Month, a program on famous African American women with ? in attendance. Staff gave a class on ebooks with 13 in attendance and one on Facebook with 12. A program for seniors on Elder care had 24 in attendance. The COD representative had 17 people stop by. The AARP has started their tax assistance. So far they have helped 70 people and they are booked until the end of March.

The Big Read: We have over 30 people signed up for our book discussion. We will break into two groups with Mary Paxson leading one group and I will lead the other. A wine tasting we are doing jointly with Clarendon Hills Public Library is full and we already have 250 people signed up to see the author in May. A music program on Paris in the Jazz Age has 83 people registered and a program Paris Today has 56 registered. This book really seems to be generating interest.

Summer Reading: Denise has met with Kids and Teens and Cris to plan for summer reading. We are going to have a joint program for a child(ren) and parent who want to read together. The overall themes for summer reading for the different age groups have to do with night, dreams, sleep. We did not like the adult title :Read Between the Covers and after much thought and discussion have come up with Reading under the Stars.

Collections: The nonfiction has been shifted so Sally has finished the endcaps. Cris has started putting signage in the pullout areas to better guide patrons. She started in Fitness and is moving on to Sports. We are constantly tweaking these areas and planning for changes in cataloging in the future in the other Dewey subject areas.

Staffing: We hired Gail Graziani as new computer desk assistant and I hired Meiko, one of the Circulation desk supervisors, to be a substitute reference librarian. Meiko recently completed her MLS degree.

Continuing Education: As part of the Librarian exchange we had staff visit Hinsdale, LaGrange, and Woodridge. For April staff are planning visits to libraries farther afield to see how they are dealing with changes in the library world. So far we have staff going to Bloomington (while visiting a relative) and Arlington Heights. Jennifer is currently at PLA.

Sharing: When some of the directors from Zone 7 libraries came, I showed them the adult department. We had two librarians visit us as part of the exchange, one from Downers Grove

and one from Thomas Ford. We have a library school student, a distance learner from Wayne State, observing for several hours at the adult Ask Us Desk. Both Jennifer's proposal for an ILA program on building a GenLit collection and and Cris's and my proposal for our movie advisory program that we gave for Laconi were accepted by ILA.

Debbie Wordinger

Circulation Services

February 2012

Circulation for February 2012 was up 9% from February 2011 (73,132 compared to 68,862). This is our highest February ever! Statistically, the biggest jump is in our electronic circulation. Last year we only had 479 electronic checkouts, whereas this year saw 1,405 checkouts – an increase of 150%! Although holds placed by or for our patrons increased 6%, ILLs received was down 2%. An interesting note – ILLs we have *sent* are up 15%!

In February, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 33,367 of our check outs or renewals or 46% of our total circulation. This is the first time in 8 months that self- service has accounted for less than 50% of our circulation.

The specific self-check numbers for February are as follows:

Hold pick up – 10,742 (3,474 patron sessions)
ADA – 10,698 (3,049) patron sessions
Kids & Teens – 10,521 (1,841 patron sessions)

Although both e-readers continue to be popular, the Kindles have twice as many holds as the Nooks! As of now, there are 18 Indian Prairie holds on our Nooks and 38 Indian Prairie holds on the Kindles!

It's been a busy month! We received over 75 applications for 2 Circulation Assistant positions! We interviewed 6 people and hired Patricia Leja (who started March 13) and Kimberly Eisenschenk (who will start April 2).

February 21 was the last day to register to vote in the General Primary Election. As always, we had a flurry of people registering at the last minute. Later this year, we will be gearing up for the Presidential Election in November. I usually have volunteers that come in and help with the high volume of people needing to register.

I would like to mention that all three of the Circulation desks now have lasers that will read library card barcodes from "smart phones". If you have yours loaded on your phone, please stop by and try it!

SWAN Circ. Advisory (which I am a member) has started a new training initiative for 2012. The initiative is called "Get Smart" (it has a television theme), and will have 4 different workshops. They are geared toward the front line circulation staff. The first workshop was held March 6 at Eisenhower P.L. The topic was "The A-Team" (Customer Service at the Circ. Desk). Supervisors Mieko Fujiura, Gail Johnson and Jan May attended and they were all very enthusiastic! I will be facilitating the workshop in December (along with the Head of Circ. from Woodridge) called "One Step Beyond". We will be discussing SWAN parameters, control options, etc. I will share this information with the board once we have created the workshop.

Sharing Expertise

On March 11, I participated in the "On the Front Lines" conference in Springfield. I was asked to be part of a panel that included Crystal Megaridis and Janet Colwell, from Warren Newport Library. Our topic was "Leading from Any Position". For my part, I discussed leading a large staff of part-time, non-professionals. We had "standing room only" and our discussion seemed very well received. An expanded version of our presentation was accepted for ILA in October!

I received a call from Oak Park P.L. regarding the wrappers that we use on our holds. We had inadvertently left one on one of their items and they saw it for the first time. Their staff absolutely loved how we do the wrappers and wanted all the information regarding the template we use and the vendor that we purchased our printers and paper from. I was happy to share this information with them.

Workshops and Meetings Attended:

Feb. 10	Zone 7 Tours	
Feb. 13	Circulation Supervisor Meeting	
Feb. 14	Zone Meeting	Woodridge P.L.
Feb. 21	Department Heads	
March 11-12	"On The Front Lines" Conference	Springfield

Adult Ask Us Desk	Feb. 10 & Feb 23, Mar. 1
Kids & Teens Desk	Feb 28

Debbie Sheehan
Head of Circulation Services

Month	Circ. Stats		Circ. Stats		Circ. Stats		Circ. Stats		Circ. Stats		Circ. Stats		Circ. Stats		Circ. Stats	
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2010	2011	2012	2012
July	64,059	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936			84,936			86,301
Aug.	59,393	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314			77,314			84,118
Sept.	49,693	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475			71,475			70,809
Oct.	58,042	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	**		42,400			71,702
Nov.	54,417	55,829	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	**		53,470			67,626
Dec.	45,312	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699			67,699			67,864
Jan.	62,937	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035			77,035			74,604
Feb.	59,851	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341			69,341			73,132
Mar.	64,547	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103			83,103			
Apr.	62,184	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953			68,953			
May	58,446	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416			72,416			
June	* 65,000	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635			87,635			
Renewals through the backpack not included before April								1,284								
Yearly																
Total	703,881	716,144	756,795	745,681	711,599	714,820	763,920	857,901	901,299	855,777			855,777			596,156
Beginning 2010-2011 totals include electronic circulation																
*Missing data--used an average number to get a total																
Highest totals for months relative to previous years																
**Construction 10/11/10 -11/11/10																

Youth Services
Monthly Report to the Board
February 2012

Collections and Services

- K&T Group Study Room turnaways were tallied from 2/14-2/29. This occurred eleven times during this period. In addition time only two of these were during tutor sessions. Staff will continue to monitor this during the month of March.

School Services

- Judy and Mary Jo submitted Caudill, Bluestem and Monarch student voting totals from three area schools. Additional voting was available at IPPL throughout the month-IPPL votes were also included.
- Sarah participated in the semester evaluations for Hinsdale South transition students working at IPPL.

Programs-

Youth- YS staff presented 52 Youth and Family programs in February.

- The month began with two of our most popular programs – Valentines making and Kids Swap & Shop. This program was offered at the same time-drawing a large combined attendance of nearly 160 people.
- The Winter/Spring story time sign-up social and classes began this month. Staff used laptops at the sign-up to access the Evance registration system and created extra learning opportunities for our members on how to use this new tool.
- As schools were off for Presidents Day we hosted Lego building for over one hundred participants.

Teens- Six programs were offered this month;

- In addition to the monthly Gaming Committee and Teen Advisory board meetings teen had opportunities to attend a Practice ACT session hosted by Kaplan and Mario Kart –RU Game.

Outreach-

- In addition to leading this month's Teens for Excellence book club, Sarah also lead tours and presented research & database training for both a Cub & Girl Scout troop.

Staff

Desk-

In addition to the many hours needed to plan, prepare and present the Winter/Springs 6-week session of storytime and Explore time classes, staff also;

- Continued to evaluate the best procedures for using the Evance program reservation system and make necessary corrections to enhance and support member usage
- Jane & Mary Jo created templates of regular room set-ups for later inclusion in Evance. As well as beginning to schedule and in-put upcoming Summer Reading programming.
- At this month's Department meeting staff were shown the new web site and all of the new tools and services the Sarah has created on the Kids & Teens pages.
- Mary Jo & Kelly created a interactive display for this years Kids Read program for the book, *The Invention of Hugo Cabret*.
- Kelly worked with all of the story time presenters to create "social" handouts. For each type of story time class we offer. This provides an opportunity for parents & caregivers to discuss with their child ahead of their first class-what to expect and included pictures of the staff.
- Monica and Kelly are creating a story time survey to be given to the parents and caregivers during the last two weeks of the Winter Spring session. Results will be shared in the March report.

Sharing Our Expertise-

The ILA 2012 Conference program proposal that includes our Picture book re-classification project was accepted. Monica and Ann Stovall will be assisting in the presentation in October.

A StoryTube video, submitted by IPPL's Judy Cochran and created by two of our young members, Jenna Cox and Grace Wilcox, was featured by a blog called - *Author, Author, and an Illustrator or Two*, hosted by McBookwords. The Storytube submission project is part of the Kids & Teens annual Illinois State Award Nominee Monarch & Bluestem challenge. Children who read all of the nominated titles for the current year receive a Monarch butterfly finger puppet or Bluestem flower seeds and a Certificate of completion, as well as the opportunity to have their favorite book filmed and submitted to StoryTubes. The blog entry had generated over 250 hits during its first hour of being open to the public.
<http://authorauthorillustrator.blogspot.com/>

Pages -

We conducted interviews this month for a replacement for Jason's substitute position. Julian Coss was hired and his first day was Monday, Feb. 27.

Additional projects completed by the K&T PAGING staff included;

Mary Lynn assisted with changing over the new state award nominee books for 2013, and re-shelving the 2012 books in their original homes. Mary Lynn started assisting Sarah with a weeding project involving multiple copies of Christmas and Thanksgiving books. Mary Lynn has also assisted Sarah and Judy as a story time assistant when regular volunteers were absent.

Ashley for assisted with Julian's training.

Meetings

2/2	Gaming Committee mtg	Jane
2/6	YA-Sig meeting	Jane
2/7	Department Heads mtg	Monica
2/9	Tech team meeting	Sarah
2/10	Junior Advisor Board mtg	Kelly
1/10	Teen materials webinar	Jane
2/14	Interview for Sub. Page	Sarah & Monica
2/15	Desk Staff meeting	K&T desk staff
2/17	Two Interviews for Sub. Page	Sarah & Monica
2/18	Teen Advisory Board mtg	Jane
2/20	Meeting with Jamie	Monica
2/20	SRC mtg with Debbie W.	Monica
2/21	Department Heads mtg	Monica
2/23	Leadership/Management webinar	Monica
2/29	Playaway vendor meeting	Sarah

Submitted by Monica Dzierzbicki 3/14/2012

STATISTICS FOR	Feb. 2012	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	45,359	44,620	371,334	349,339	6%
Teen	3,367	3,137	30,621	26,604	15%
Kids	23,001	21,105	185,280	164,446	13%
TOTAL	71,727	68,862	587,235	540,389	9%
Electronic Circulation	1,405	479	8,201	3,281	150%
GRAND TOTAL CIRC.	73,132	69,341	595,436	543,670	10%
% Reciprocal Borrowing	16%	17%	15%	15%	
Patron Visits	34,436	33,764	328,699	247,251	33%
<u>Current Cards</u>					
Resident	209	197	23,585	23,588	0%
Non-Resident	99	71	1,003	920	9%
TOTAL	308	268	24,588	24,508	0%
<u>Reference Req.</u>					
Adult	3,486	2,932	26,568	21,831	22%
Kids	4,023	3,953	30,459	25,663	19%
TOTAL	7,509	6,885	57,027	47,494	20%
<u>ILL/Reserves</u>					
Holds	10,569	8,965	81,800	77,405	6%
ILLs Sent	5,324	4,719	43,193	37,436	15%
ILLs Checked Out	6,274	5,181	49,168	51,159	-4%
ILLs Received	6,919	5,311	53,725	54,677	-2%
Copy/Fax Sent	0	0	2	7	-71%
Copy/Fax Received	3	6	47	17	176%
<u>Outreach-Homebound</u>					
Items Delivered	164	160	1,330	1,204	10%
<u>Volunteers</u>					
Number Active	88	65	723	600	21%
Hours Worked	663.25	372.25	4,816.50	3,537.75	36%
<u>Programs - Adult</u>					
# Programs	6	6	39	15	160%
Attendance	128	312	983	545	80%
<u>Computer Classes</u>					
# Programs	10	1	31	5	520%
Attendance	111	12	379	52	629%
<u>Groups</u>					
# Programs	17	19	98	82	20%
Attendance	217	278	1,298	1,021	27%
<u>Others</u>					
#Programs	5	6	7	7	0%
Attendance	70	106	117	167	-30%
<u>Programs - Teen</u>					
# Programs	6	8	62	62	0%
Attendance	82	489	1,075	1,492	-28%
<u>Programs - Kids</u>					
# Programs	52	36	234	171	37%
Attendance	2,522	1,284	13,690	8,510	61%
GRAND TOTAL ATT.	3,130	2,481	17,542	11,787	49%

STATISTICS FOR	Feb. 2012	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers					
Patron Use					
Adult Computers	3,637	3,447	32,237	29,633	9%
Kids Computers	1,578	698	13,497	6,734	100%
Teen Laptop	243	111	1,480	642	131%
Adult Laptop	116	89	966	216	347%
TOTAL PATRON USE	5,574	4,345	48,180	37,225	29%
Hours Used					
Adult Computers	2,664	2,561	22,901	20,629	11%
Kids Computers	888	497	7,984	4,594	74%
TOTAL HOURS USED	3,552	3,058	30,885	25,223	22%
IPPL Web Site Visitors	21,316	20,391	188,364	152,750	23%
IPPL Total Page Views	39,460	37,219	343,446	278,362	23%
Subscription Database Logins	4,431	2,684	36,307	18,182	100%
Staff Training Hours	54.50	60	1,346	1,026	31%
Room Use					
Multi-Purpose Room	26	27	124	130	-5%
Meeting Room					
Library	57	42	251	96	161%
Non-Library	22	19	157	80	96%
Group Study Room	280	239	2,565	954	169%
Lobby Programs	2	1	12	9	33%
Conference Room	15	18	110	108	2%
Clavinova	0	0	0	0	

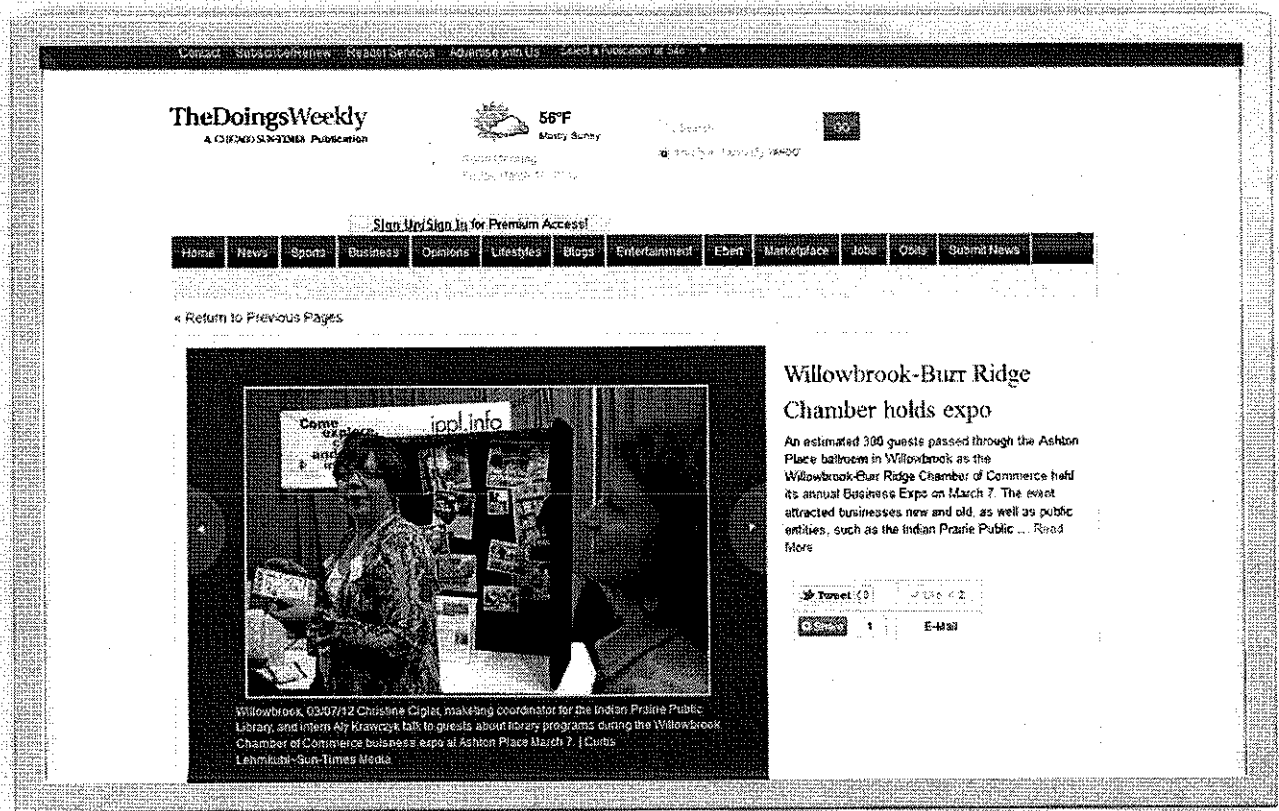
MATERIALS COLLECTION STATISTICS - FEBRUARY 2012

	Prev. Month Total	Added	Withdrawn	Current Total	YEAR TO DATE Added	YEAR TO DATE Withdrawn
BOOKS <u>Adult</u>						
Reference	2,610	15	183	2,442	157	517
Non-fiction	52,002	336	129	52,209	3,190	3,679
Fiction	37,282	465	343	37,404	3,379	2,031
TOTAL	91,894	816	655	92,055	6,726	6,227
BOOKS <u>Kids</u>						
Reference	892	1	5	888	15	39
Non-fiction	20,543	64	198	20,409	1,386	2,677
Fiction	26,807	185	52	26,940	1,732	971
TOTAL	48,242	250	255	48,237	3,133	3,687
BOOKS <u>Teen</u>						
Non-fiction	995	7	114	888	119	124
Fiction	3,438	40	25	3,453	535	198
TOTAL	4,433	47	139	4,341	654	322
GRAND TOTAL BOOKS	144,569	1,113	1,049	144,633	10,513	10,236

AUDIOVISUAL <u>Adult</u>						
Video	12,748	185	32	12,901	1,620	118
Audio	13,186	145	33	13,298	917	151
CD-Roms	350	0	0	350	0	24
TOTAL	26,284	330	65	26,549	2,537	293
AUDIOVISUAL <u>Kids</u>						
Video	5,028	20	25	5,023	310	357
Audio	2,135	13	27	2,121	193	200
CD-Roms	462	0	1	461	33	49
TOTAL	7,625	33	53	7,605	536	606
AUDIOVISUAL <u>Teen</u>						
Video	559	17	5	571	86	41
Audio	815	2	6	811	93	21
Console Games	358	3	1	360	31	15
CD-Roms	12	0	1	11	0	77
TOTAL	1,744	22	13	1,753	210	154
GRAND TOTAL AV	35,653	385	131	35,907	3,283	1,053

DIGITAL COLLECTIONS					
Adult ebooks	556	53		609	
Kids & Teens ebooks	154	8		162	
Reference ebooks	329	0		329	
Emedia Library (ebooks&audiobooks)	7941	759		8700	

Willowbrook Burr Ridge Business Expo – March 7, 2013
Coverage in Doings



For the first time, IPPL participated in the Willowbrook Burr Ridge Chamber Business Expo. We set up a book featuring photos of the many ways people could use the library, drawing attention to the fact that today's library is a community center.

We solicited email addresses for the eNews, with a prize drawing for an engraved brick in the Reading Garden being offered as a prize drawing for every email address submitted.

We had 81 individuals submit their email addresses – 50 of which were new to our list. We drew a winner for the engraved brick. Donna Knepper from Darien, who is a cardholder, won the drawing. Of the 81 names, 20 were from Darien, 20 from Willowbrook and 19 from Burr Ridge.

In addition to the email addresses, we received at least six inquiries about purchasing a card and several inquiries about purchasing a brick. As usual when we appear at any community event, the positive comments from the public are just overwhelming. One woman talked to us specifically about the Big Read and how she and her sister enjoyed the events; she started to cry, remembering their bond, because her sister recently passed away – she was delighted to hear about the possibility of remembering her sister with an engraved brick.

We handed out our current newsletter and brochures about the library, about how much money you can save by using the library, how the library has changed and how to buy a brick. We gave away IPPL pens, plastic cups and the last of the magnet picture frame puzzles.

The booth featured our new banner publicizing the new website.



The traffic at the booth was very steady from 1-4 p.m., then slowed down a little. We left about 5:30 p.m. We were located right next to the Village of Willowbrook, emphasizing the fact that Willowbrook residents are in our district.

All in all, it was a worthwhile event and I would definitely consider doing it again next year.

Christine Cigler
Marketing Coordinator
March 16, 2012

Policy 415 - Closings

Attached is the current policy for scheduled closings. Also, remember that the trustees approve an annual calendar of closings which includes the closings for DarienFest.

Also attached are the holiday/Sunday closings for 2012 and for 2013 for area libraries and libraries near our size in population.

The Policy Committee members reviewed this information and have two recommendations for the Board to consider, each recommendation being supported by two board members at the committee meeting but no majority support or consensus on either one:

1. Do not make any changes to the Scheduled Closings policy.
2. Change the wording in the policy to read, "When Independence Day and Christmas Day fall on a Sunday the library will be closed on Sunday and 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."

No other changes are recommended by the committee.

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, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, 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.

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

Holiday/Sundays Closed 2012

Closed Monday when holiday falls on Sunday

Indian Prairie	10 + 2 Sundays	x
Downers Grove	8 + New Years Eve 5:00, + 2 Sundays	
Woodridge	9 + New Years Eve 5:00	x
Elmhurst	9 + New Years Eve 5:00	x
Westmont	9 + Thanksgiving 5:00 + 2 Sundays	
Hinsdale	8 + Thanksgiving 5:00, New Years Eve 1:00 + 2 Sundays	
Thomas Ford	9 + FT staff get 2 floating holidays, closed Sundays in summer	x
La Grange	11 + New Year's Eve 5:00, closed Sundays in summer	x
Orland Park	9 + 2 Sundays	
Tinley Park	12 + 2 Sundays	x
St. Charles	10 + Thanksgiving eve 5:00, New Year's Eve 6:00	x
Lombard	11 + Thanksgiving 5:00 + 2 Sundays	x
Barrington	9	
Carol Stream	9 + Thanksgiving eve 5:00, New Years Eve 5:00	x

Holidays/Sundays Closed 2013

Indian Prairie	9 + 2 Sundays
Downers Grove	8 + New Years Eve 5:00 + 2 Sundays
Woodridge	8 + New Years Eve 5:00
Elmhurst	8 + New Years Eve 5:00
Westmont	9 + Thanksgiving Eve 5:00 + 2 Sundays
Hinsdale	8 + Thanksgiving Eve 5:00New Years Eve 1:00 + 2 Sundays
Thomas Ford	9 + FT staff get 2 floating holidays, closed Sundays in summer
La Grange	10 + new Year's Eve 5:00, closed Sunday in Summer
Orland Park	9 + 2 Sundays
Tinley Park	11 + 2 sundays
St. Charles	9 + Thanksgiving Eve 5:00, New year's Eve 6:00
Lombard	10 + Thanksgiving Eve 5:00 + 2 sundays
Barrington	9
Carol Stream	8 + Thanksgiving eve 5:00, New Years Eve 5:00

K1

Landscape Design Services

I spoke to four different companies who offer landscape design services and described the project. Here were their fees:

Hidden Gardens (Willowbrook) – They were actually closed for the season but I received a phone call from a woman who does landscape design on the side for them. She said she would charge a 20% design fee, plus we would have to hire a crew to do the actual removal and planting job.

Hinsdale Nursery (Hinsdale) – They charge a 25% design fee, plus we would have to hire a crew to do the removal and planting.

EcoNative Landscape (Riverside) - \$1000 consultation design services on top of the project cost, plus we would have to hire a crew for removal and planting.

Sebert Landscaping (Romeoville) – This is the contractor that will be doing our bed and lawn maintenance for the 2012. They have a designer on staff and will do the job at no additional cost on top of the project.

The Building and Grounds Committee recommends hiring Sebert Landscaping to design and install the Dimpy Pathria memorial garden project and re-landscaping the East front entrance area.

Submitted by:

Laura Birmingham

Listening Posts February 2012

Kids & Teens

A Dad brought his daughters in after both had read so much they earned all 10 of the patches in the Reading Patches Club. He did a photo & girls both had framed patches. We also did Monarch Story Tubes video with one girl who read all 2012 Nominees. Dad said how much he appreciated IPPL- "It is the girl's favorite place".

Earlier this week a mom told me she could not afford to come to Goldy Locks (program) because it cost too much when she called Theater of Western Springs. I told her that the library does not charge members because the library pays the theater to provide the performance. She was very happy & took 6 tickets. She said that she just loves this library.

Patron quote, "You guys have made this place so awesome - it was awesome to begin with, but now it is more so." From parent learning they can use laptops available in K&T room. When helping a patron to locate a book they commented, "Wow! I'm Impressed!", after I quickly found the book on the shelf.

Patron commented they had been waiting four days for a response from Reference on their request for GED tutors. I apologized for the long delay and found the information they needed. Patron thanked me and said they understood that we are very busy.

Mom asked if our copier [machine] would copy the pyramid cat craft instructions from our Creation Station, onto heavy paper. Though I said the copier would not be able to make that type of copy-we kept talking and she said she loved the craft & her son's school was studying shapes - specifically the pyramid. She wanted to make the copies to share with her son's class. I said to go ahead and take the copies we had at the Creation Station. I also told her I would tell Kelly how much they enjoyed the cat pyramid and they had come back especially to get the pattern....

On Saturday a grandpa (?) came in with 3-year old grandchild. He had the Tribune with the "New Classics for Kids" article and wanted to see the books - which we found! Happy little girl!

On Monday and Tuesday I had several adult members ask if there was anything special going on in the department over the last several weeks, saying "It's been so busy!" They were amazed with how many students & adults we had in the K&T room. Another member added, the department needs three staff on the K&T desk on Sundays.

Circulation

Patron complained of noise level in the library.

IP patron said we have a phenomenal selection of documentaries.

A 95 year old patron wanted to know why there is no parking for seniors closer to the doors. Called Jason to walk her to her car and she was so happy. She then told him which arm to escort her with! She refused to write out a suggestion so I told her I would do it for her.

Patron says she loves the system we have for picking up her holds. She's says it's a "wonderful practice".

Was chatting with a patron who said "thank you, I really appreciate all of you"

Hinsdale patron returned the foreign film "Queen to Play". He said the film was wonderful and wishes that his library carried the variety IPPL does. He said that whoever orders our foreign films does an outstanding job.

Patron said she likes the "old system" of book rentals where one paid in advance \$1.00 for one week.

Westmont patron said we have a great selection of movies (she checked out 6) but complained she doesn't like the "new" display method of "face out". She liked the spine out better.

Patron commented that she loves our library.

Patron had returned a DVD for cleaning since it shipped and it was nowhere to be found. A quick call to Diane N. and she immediately came downstairs to look when the item didn't surface in Tech. She found the item and the patron was thrilled. That was great customer service.

Patron said that IPPL is the only library that asks patrons to wait at the desk while we check in there items. She thinks that is ridiculous.

Adult & Computer Help Desk

“This library is wonderful, I live in Washington DC, I used to live here and there the libraries are dark, dirty and cramped, this place is well lite, inviting and designed with expansion in mind, you must dance to work.”

“All we need is a fireplace!” On February 10 while the snow was coming down.

“He was charged \$21 at Kinko’s for six blank pages.” A mother said about her adult son when she tried to give me a dollar for helping them print out a Receipt of payment for a flight. I told her to give him the dollar since he had to pay \$21, she said to me that he didn’t pay he charged it to my credit card.

“The hand driers in the bathrooms are so loud. You can hear them half way across the library. I know you are trying to save paper, but the NOISE POLLUTION IS terrible.”

Patron says we should have more signs around indicating that we have security cameras. He said someone brought a laptop into the washroom and had it with him at the urinal.

DGS guest said she was grateful to have the mobility chair, but found it was to narrow. (“It’s terrible”)

Women who signed up for AARP tax help said she was glad she had seen info out the service on channel 6, or she would never have known. (I mentioned that it was in our newsletter.)

Technology

Patron: “I didn’t know the library offered books for the kindle! You guys are more than just paper books!”

Administration

Several members of a new artist group renting the conference room mentioned how happy they were with the room.

Patron came into the office and said, “Best library ever!”