

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
April 17, 2013 – 7p.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                            | Page 4 |
| 2. Chicago Tribune IPL Participates in World Book Night             | Page 5 |
| 3. Alpha Gamma Delta to Wordinger re: Thank You for<br>Presentation | Page 6 |
- E. Omnibus Consent Agenda
- |  |         |
|--|---------|
| 1. Minutes of Regular Board Meeting, March 20, 2013                    | Page 7  |
| 2. Treasurer's Report  | Page 10 |
| 3. Action on Bill/Additional Bills                                     | Page 14 |
| 4. Ordinance #2013-1 Authorizing Non-Resident Cards                    | Page 19 |
| 5. Minutes from the Communication Committee Meeting,<br>March 20, 2013 | Page 21 |
| 6. Minutes from the Policy Committee Meeting,<br>March 25, 2013        | Page 22 |
| 7. Review and Proposed Changes to Current Policies                     | Page 23 |
| 200 By-Law   |         |
| 210 Public Comment   |         |
| 301 Freedom of Information   |         |
| 430 Circulation  |         |
| 431 Fines and Charges  |         |
| 432 Homebound Services   |         |
| 433 Suspension and Limitation of Privileges                            |         |
| 440 Reference  |         |
| 450 Library Sponsored Programming                                      |         |

**BOARD MEETING – APRIL 17, 2013 – PAGE 2**

## Review and Proposed Changes to Current Policies (continued)

455 Group Tours/Programs

456 Proctoring

471 Social Media

475 Miscellaneous Equipment

490 Patron Grievance

500 Materials Selection

660.8-660.9 Meeting Rooms

700 Identity Protection

805.1-805.4 Personnel

- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Page 67 Information
- H. Staff Report  
Natalie Williams, Head of Youth Services Information
- I. Reports
- |   |         |             |
|---|---------|-------------|
| 1. WB/BR Chamber of Commerce Meeting (Cigler) | Page 81 | Information |
| 2. Darien Chamber of Commerce (Cigler)        | Page 81 | Information |
| 3. RAILS                                      | Page 82 | Information |
| 4. Building and Grounds Committee (None)      |         |             |
| 5. Finance Committee (None)                   |         |             |
| 6. Plan/Annexation Committee (None)           |         |             |
| 7. Policy Committee (Schusterich)             |         | Information |
- J. Unfinished Business
- K. New Business
- |  |         |             |
|--|---------|-------------|
| 1. Interview Trustee for Appointment             | Page 88 | Discussion  |
| 2. Officer Nominating Committee                  |         | Appointment |
| 3. Strategic Plan 2013-2015 Update               | Page 90 | Information |
| 4. Resolution #2013-C Honoring Crystal Megaridis | Page 99 | Action      |
- L. Committee Meetings  
None
- M. Community Events
- N. Library Events
- |  |           |         |
|--|-----------|---------|
| 55+ Council Meeting                                      | 4/17/2013 | 1:00 PM |
| Ask the Master Gardeners                                 | 4/17/2013 | 6:00 PM |
| The Prairie Godmothers Present Green Cleaning Essentials | 4/17/2013 | 7:00 PM |
| After School Chess - Kids                                | 4/18/2013 | 4:00 PM |
| Poetry Workshop Series                                   | 4/18/2013 | 6:30 PM |

**BOARD MEETING – APRIL 17, 2013 – PAGE 3**

## Library Events (continued)

Crime Readers Book Discussion	4/18/2013	7:00 PM
Play Reading Society	4/19/2013	2:00 PM
ESL Conversation Group	4/20/2013	10:00 AM
TAB	4/20/2013	2:30 PM
Start Early—Start Smart: College Major and Career Planning	4/21/2013	2:00 PM
Science Time: Planting Seeds	4/22/2013	10:30 AM
Adult Chess Group	4/22/2013	6:00 PM
Great Decisions	4/22/2013	7:00 PM
Get Money Smart	4/23/2013	1:00 PM
World Book Night	4/23/2013	5:00 PM
The Big Read: Highlights of Italy	4/24/2013	1:00 PM
Money Smart Apps	4/24/2013	6:00 PM
Genealogy Group	4/25/2013	1:00 PM
Daisy Scout tour	4/30/2013	2:30 PM
Giving Back--Volunteer Venues	4/30/2013	7:00 PM
Intermediate Excel	5/1/2013	3:30 PM
LinkedIn 101	5/1/2013	6:00 PM
A Virtual Visit with Adriana Trigiani	5/2/2013	7:00 PM
Getting Started with Your iPad	5/3/2013	3:30 PM
ESL Conversation Group	5/4/2013	10:00 AM
Adult Chess Group	5/6/2013	6:00 PM
Novel Idea- Heading Out to Wonderful by Robert Goolrick	5/8/2013	7:00 PM
After School Chess - Kids	5/9/2013	4:00 PM
Senior Friday Fun Days	5/10/2013	10:00 AM
Herpetology (Reptiles & Amphipians)	5/10/2013	6:30 PM
TAB	5/11/2013	2:30 PM
Adult Chess Group	5/13/2013	6:00 PM
Great Decisions	5/13/2013	7:00 PM

O. Adjournment



## OFFICE OF THE SECRETARY OF STATE

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JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY  
Gwendolyn Brooks Building  
300 South Second Street  
Springfield, Illinois 62701-1796

March 25, 2013

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 a FY2013 Illinois Public Library Per Capita Grant in the amount of \$43,704.93. Nearly \$11.9 million is being awarded this year to Illinois public libraries serving nearly 11.7 million patrons at a rate of \$1.027 per resident. These funds must be obligated and expended by June 30, 2014.

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

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are the life saver of those who need help to better their lives and provide the best and most reliable resource Illinois citizens have to obtain information. I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

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

JESSE WHITE, Secretary of State  
and State Librarian

cc: Ms. Crystal Megaridis, Board President  
FY13 Darien Per Capita File

JW:isl

www.chicagotribune.com/news/local/suburbs/downers\_grove\_darien\_westmont\_woodridge  
/community/chi-ugc-article-indian-prairie-library-participates-in-world-2013-04-01,0,2543826.story

**chicagotribune.com**

## Indian Prairie Library Participates in World Book Night

By criscigler, Community Contributor

2:06 PM CDT, April 1, 2013

News Release

Serving: Willowbrook, Darien, Burr Ridge  
Contact: Suzy Deucher, ext. 235, suzyd@ippl.info  
Christine Cigler, ext. 246, crisc@ippl.info

FOR IMMEDIATE RELEASE: April 1, 2013

Indian Prairie Library Participates in World Book Night

On April 23, World Book Night, volunteers from the Indian Prairie Public Library will be part of an ambitious campaign to give away half a million free books throughout the U.S. Volunteer book lovers will

help promote reading by going out into their communities and sharing free copies of books they love. Look for volunteers from IPPL at restaurants, stores, and other businesses in Willowbrook, Burr Ridge and Darien, starting at 5:30 p.m. April 23.

Bestselling authors Ann Patchett and James Patterson are this year's honorary chair-people. James Patterson said: "In my experience, when people like what they are doing, they do more of it. This is the genius of World Book Night — it gets people reading by connecting them with amazing, enjoyable books. I'm honored to be a part of it."

"I'm very proud to be a part of World Book Night," Ann Patchett added. "As both a writer and a bookseller, I'm all in favor of getting books into the hands of people who might not otherwise have access to them."

The books were chosen by an independent panel of booksellers and librarians through several rounds of voting. The printing of the free books was possible due to generosity of the authors, publishers, and book manufacturing companies.

World Book Night in the U.S. is a non-profit organization and has 501(c)3 nonprofit status. World Book Night U.S. is supported by publishers, Barnes & Noble, the American Booksellers Association, the American Library Association, Ingram Content Group, FedEx, printers, and paper companies; a full list of sponsors is at our website.

For more information about World Book Night, please go to [www.WorldBookNight.org](http://www.WorldBookNight.org) or visit us on Facebook and Twitter. For more information about the Indian Prairie Public Library, visit [ippl.info](http://ippl.info).

advertisement



Rebbie, a huge thank you to you and Mary for spending time with us last evening, and sharing insights to some of the books on the lists you presented. Such a nice variety of topics - and I liked the idea that they were not all "newbies"!

Hopefully you two can find a couple spots for the little plants to remind us that Spring really is coming.

Aue Downfield  
Alpha Gamma Delta

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of March 20, 2013

**Board of Trustees Regular Meeting  
March 20, 2013 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:04 p.m. Secretary Suriano called the roll.  
Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Luanne Spiros, Victoria Suriano, Robert Thomas

Absent: Jo Ann Schusterich

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Cris Cigler, Joe Popowitch

Others: Beena Deshmukh, a Burr Ridge resident interested in one of the open Trustee positions

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

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

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

- C. Public Comment – none

At this point Popowitch spoke to the Board regarding Item H (Staff Report). Popowitch left at 7:25 p.m. and the Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. LACONI Annual Trustee Banquet
2. Woman's Day Article Help Your Library Thrive

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 20, 2013
2. Treasurer's Report
3. Action on Bills/Additional Bills

Spiros moved, Oggerino seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Spiros moved, Suriano seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that a new Head of Youth Services was hired and will start on April 1. She has worked for Chicago Public Library and South Portland Maine Public Library. Six candidates were interviewed. Of the six, three were called back and met with the youth services department and the department heads. Spiros thanked Bukovac and Megaridis for their work on the Praxair grant application.

H. Staff Report - Joe Popowitch, Adult Services Librarian, demonstrated the various ways to access community information on our website including a frequently asked questions page and a local community events blog. Popowitch also spoke about the community service volunteers that he manages. Until recently we accepted anyone who contacted us. This became too difficult to manage so we now only accept people who are directly referred to us by the courts. Those include adults and juveniles through DuPage County and juvenile offenders through the Peer Jury program. Each person has had a background check and signs a court-ordered volunteer agreement. Last fiscal year we had 76 court-appointed volunteers who performed 2,080 service hours. They performed various tasks which included cleaning shelves, wiping down the front windows, alphabetizing the DVDs, and shifting areas of the collection when needed.

I. Reports

1. WB/BR Chamber of Commerce – Cigler’s report is in the packet. Megaridis thanked Cigler for attending the meetings.
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee - (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – (no report)
8. Communication Committee – Suriano reported that the committee met tonight. They discussed messaging in general. Also discussed was the library’s value as a community center and how this ties in with our mission and vision statements. They agreed that Cigler will develop a message for the December newsletter letting the public know that the library’s bonds will be paid off in December 2014 and that after reviewing the library’s financial status the Board made the decision not to ask residents to apply the bond money to the operating budget. The message will be repeated from December 2013 through May 2015 when residents will see the impact on their property tax bills.

J. Unfinished Business

1. Process for Appointing Trustees – The Trustees agreed that the process they used in the past worked well. Interested parties will submit answers to a brief questionnaire and the Board will conduct interviews. The item will be on the April and May agendas. Bukovac will review the questions previously used with Megaridis and they will finalize the details.

K. New Business

1. Trustee Advocacy – The Trustees agreed that their visits to the village/city boards are very worthwhile and should be done at least yearly; face-to-face time with the legislators is a useful, important part of their role as Trustees and should be coupled with periodic letters to the legislators; they should have a presence at library events (i.e. volunteer luncheon, Chan concert, Friends meeting); opportunities exist on a local level (i.e. Women’s Club, Lions Club, Kiwanis). Bukovac will attend an on-line advocacy class over the summer and will share information with the Trustees. An Advocacy Plan will be created.

L. Scheduled Meetings

A Policy Committee meeting is scheduled for March 25 at 7 p.m. Information for the meeting was distributed to the committee members tonight.

M. Community Events

N. Library Events



The Big Read: Ciao Bellal Italian in an Hour	3/20/2013	7:00 PM
After School Chess - Kids	3/21/2013	4:00 PM
Poetry Workshop Series	3/21/2013	6:30 PM
Crime Readers Book Discussion	3/21/2013	7:00 PM
RU Game: Super Smash Brothers Tournament	3/22/2013	6:30 PM
Getting Started with Your iPad	3/23/2013	10:00 AM
Kids Read - Family Spaghetti Dinner	3/23/2013	6:30 PM
The Big Read: Coming to America: Ellis island	3/24/2013	2:00 PM
Intro. To Excel	3/25/2013	3:30 PM
Great Decisions	3/25/2013	7:00 PM
Intro. To Excel	3/26/2013	3:30 PM
4th Wednesday: Yoga at the Library	3/27/2013	1:00 PM
Kids Read- Skype with Sharon Creech	3/27/2013	2:00 PM
Investors: Find Opportunities	3/27/2013	7:00 PM
Genealogy Group	3/28/2013	1:00 PM
Drop in Sessions for Digital Magazines	3/28/2013	2:00 PM
Explore Career Options	3/28/2013	7:00 PM
Movies & More: Skyfall	3/29/2013	7:00 PM
Adult Chess Group	4/1/2013	6:00 PM
Social Media for Business	4/2/2013	6:00 PM
Drop in Sessions for Digital Magazines	4/3/2013	6:30 PM
Eco-Friendly Eats	4/3/2013	7:00 PM
Today's Smart Living: Super-Couponsing 1	4/4/2013	7:00 PM
Play Reading Society	4/5/2013	2:00 PM
Practice ACT	4/6/2013	10:00 AM
ESL Conversation Group	4/6/2013	10:00 AM
Chan Concert: The Big Read: An Afternoon of Opera	4/7/2013	2:00 PM
Email for Beginners	4/8/2013	3:30 PM
Adult Chess Group	4/8/2013	6:00 PM
Great Decisions	4/8/2013	7:00 PM
Internet for Beginners	4/9/2013	3:30 PM
Novel Idea- The Cradle by Patrick Somerville	4/10/2013	7:00 PM
Senior Friday Fun Days	4/12/2013	10:00 AM
Play Reading Society	4/12/2013	2:00 PM
Game Night for 20-30somethings	4/12/2013	7:00 PM
Kids Swap 'n' Shop	4/13/2013	10:30 AM
Inside Darien's History	4/14/2013	2:00 PM
Adult Chess Group	4/15/2013	6:00 PM
GenLit (for 20-30 somethings)	4/15/2013	6:30 PM
Today's Smart Living: Creative Wedding Flowers for Less	4/15/2013	7:00 PM
Book Giver Reception	4/16/2013	5:00 PM

O. Adjournment

At 8:10 p.m. Spiros moved, Oggerino seconded to adjourn the meeting. All ayes.  
Motion carried unanimously.

\_\_\_\_\_  
Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2013

Balance on hand as of February 28, 2013.....	2,459,466.69
Cash Receipts for March.....	118,018.92
Cash Disbursements for March.....	293,484.55
Cash on hand as of March 31, 2013.....	2,284,001.06
Illinois Funds (Money Market) - Average Monthly Rate 0.059%	
General.....	331,649.11
Special Reserve.....	20,946.39
Working Cash.....	315.05
Bond.....	8,012.04
Children's Endowment.....	2,885.46
Endowment.....	11,168.94
<u>MPI Investments</u> .....	1,155,656.99
JP Morgan Chase - Savings - Rate .16%	
General.....	302,257.40
<u>Working Cash Fund</u>	
MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	34,671.32
Hinsdale Bank & Trust - Checking.....	24,831.99
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2013.....	2,284,001.06
 FUND BALANCES AS OF 03/31/2013	
Corporate Fund.....	1,598,336.17
Building & Maintenance Fund.....	80,344.32
I.M.R.F. Fund.....	6,037.60
Liability Fund.....	14,346.57
Social Security Fund.....	3,131.53
Special Reserve Fund.....	22,070.29
Working Cash Fund.....	391,404.71
Bond Fund.....	92,301.69
Misc. Balance Sheet Accounts from all Funds.....	76,028.18
Grand Total All Funds.....	2,284,001.06

**Indian Prairie Public Library District**  
**Consolidated Revenue Report for March 2013**

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Percent of Year: 75.00

	RECEIVED Mar 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	85,774.41	3,225,196.87	102.60%	3,143,629.00	-81,567.87
41110 · Bond Property Taxes	13,824.30	262,885.45	54.11%	485,845.00	222,959.55
41150 · Non-current Property Taxes	0.00	343.06	21.44%	1,600.00	1,256.94
43100 · Interest-Tax Levy	0.00	29.11	0.00%	0.00	-29.11
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>99,598.71</b>	<b>3,488,454.49</b>	<b>96.07%</b>	<b>3,631,074.00</b>	<b>142,619.51</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRICC	0.00	7,166.50	0.00%	0.00	-7,166.50
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>7,166.50</b>	<b>17.06%</b>	<b>42,000.00</b>	<b>34,833.50</b>
<b>INTEREST</b>					
43200 · Interest -Checking	3.04	55.62	1.85%	3,000.00	2,944.38
43500 · Interest - Investment	62.76	1,276.25	0.00%	0.00	-1,276.25
<b>TOTAL INTEREST</b>	<b>65.80</b>	<b>1,331.87</b>	<b>44.40%</b>	<b>3,000.00</b>	<b>1,668.13</b>
<b>DESK MONIES</b>					
45100 · Copier	430.85	3,439.13	68.78%	5,000.00	1,560.87
45120 · Computer Copies	952.93	8,037.57	80.38%	10,000.00	1,962.43
45200 · Fines/Fees	4,965.25	42,382.94	73.07%	58,000.00	15,617.06
45250 · Gifts/Donations	260.00	2,021.00	101.05%	2,000.00	-21.00
45300 · Lost Materials	1,578.24	8,772.14	73.10%	12,000.00	3,227.86
45350 · Non-Resident Fees	8,404.00	65,395.30	76.94%	85,000.00	19,604.70
45400 · DVD Fines	1,038.55	7,455.61	82.84%	9,000.00	1,544.39
45450 · Book Rental	181.35	1,675.65	67.03%	2,500.00	824.35
45550 · Meeting Room Rental	0.00	225.00	0.00%	0.00	-225.00
45600 · ILL Fees	16.50	370.80	0.00%	0.00	-370.80
<b>TOTAL DESK MONIES</b>	<b>17,827.67</b>	<b>139,775.14</b>	<b>76.17%</b>	<b>183,500.00</b>	<b>43,724.86</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	5.50	2,459.72	245.97%	1,000.00	-1,459.72
46750 · Collection Agency Fee	30.00	261.00	0.00%	0.00	-261.00
<b>TOTAL OTHER INCOME</b>	<b>35.50</b>	<b>2,720.72</b>	<b>272.07%</b>	<b>1,000.00</b>	<b>-1,720.72</b>
<b>GRAND TOTAL</b>	<b>117,527.68</b>	<b>3,639,448.72</b>	<b>94.27%</b>	<b>3,860,574.00</b>	<b>221,125.28</b>

Indian Prairie Public Library District  
Consolidated Expenditures Report for March 2013

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Percent of Year: 75.00

	Mar 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	145,333.61	1,364,100.58	71.18%	1,916,545.00	552,444.42	1,970,000.00	605,899.42
61310 · Benefits - Medical / Life Ins.	8,939.65	72,502.63	67.13%	108,000.00	35,497.37	125,000.00	52,497.37
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	3,000.00	500.00
61330 · Benefits - IMRF	26,875.40	129,658.04	73.62%	176,129.00	46,470.96	195,000.00	65,341.96
61340 · Benefits - FICA	11,003.56	103,246.00	70.42%	146,615.00	43,369.00	155,000.00	51,754.00
61400 · Staff Development	854.98	11,875.69	71.54%	16,600.00	4,724.11	23,000.00	11,124.11
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	0.00	591.40	59.14%	1,000.00	408.60	1,500.00	908.60
61710 · Workers Compensation	0.00	10,564.00	114.83%	9,200.00	-1,364.00	12,000.00	1,436.00
61720 · Unemployment Insurance	424.19	4,239.03	139.44%	3,040.00	-1,199.03	5,000.00	760.97
<b>TOTAL PERSONNEL</b>	<b>193,431.39</b>	<b>1,699,277.57</b>	<b>71.41%</b>	<b>2,379,629.00</b>	<b>680,351.43</b>	<b>2,489,500.00</b>	<b>790,222.43</b>
<b>MATERIALS</b>							
62100 · Books	16,139.75	153,679.22	61.76%	249,175.00	95,295.78	255,000.00	101,120.78
62200 · Periodicals	1,802.06	29,454.24	81.48%	36,150.00	6,695.76	42,000.00	12,545.76
62300 · Audio	2,531.16	37,773.27	79.61%	47,450.00	9,676.73	52,000.00	14,226.73
62400 · Video	5,122.36	37,498.53	68.55%	54,700.00	17,201.47	60,000.00	22,501.47
62500 · Multi-Media	0.00	703.05	26.53%	2,650.00	1,946.95	3,700.00	2,996.95
62600 · Electronic Reference Resources	7,383.61	63,569.36	90.19%	70,488.00	6,918.64	75,000.00	11,430.64
62800 · Processing Supplies	2,070.06	20,724.44	90.11%	23,000.00	2,275.56	25,000.00	4,275.56
<b>TOTAL MATERIALS</b>	<b>35,049.00</b>	<b>343,602.11</b>	<b>71.05%</b>	<b>483,613.00</b>	<b>140,010.89</b>	<b>512,700.00</b>	<b>169,097.89</b>
<b>BUILDING</b>							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	5,160.80	51,903.95	94.37%	55,000.00	3,096.05	65,000.00	13,096.05
63300 · Utilities	7,616.03	57,987.81	56.03%	103,500.00	45,512.19	16,000.00	-41,987.81
63400 · Maintenance Supplies	1,174.26	12,142.51	83.74%	14,500.00	2,357.49	20,000.00	7,857.49
63500 · Security System Monitoring	60.00	1,259.00	125.90%	1,000.00	-259.00	1,800.00	541.00
63600 · Property Maintenance	2,522.07	13,747.79	65.47%	21,000.00	7,252.21	35,000.00	21,252.21
63700 · Building Improvements	2,305.00	24,124.77	0.00%	0.00	-24,124.77	0.00	-24,124.77
63800 · Building Maintenance/Repairs	7,943.77	29,919.72	74.80%	40,000.00	10,080.28	60,000.00	30,080.28
<b>TOTAL BUILDING</b>	<b>26,781.93</b>	<b>191,085.55</b>	<b>81.31%</b>	<b>235,000.00</b>	<b>43,914.45</b>	<b>347,800.00</b>	<b>156,714.45</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	918.78	8,336.97	67.23%	12,400.00	4,063.03	16,000.00	7,663.03
64300 · Photocopy Supplies	337.43	2,186.11	43.72%	5,000.00	2,813.89	6,000.00	3,813.89
64400 · Patron Card Supplies	0.00	170.84	17.08%	1,000.00	829.16	2,000.00	1,829.16
64500 · Postage	395.00	3,622.18	45.28%	8,000.00	4,377.82	15,000.00	11,377.82
64600 · Non-Payment Reimbursement	504.44	1,024.37	29.27%	3,500.00	2,475.63	6,000.00	4,975.63
64700 · Travel	26.56	382.15	58.79%	650.00	267.85	1,000.00	617.85
64800 · Organizational Memberships	55.00	815.00	62.69%	1,300.00	485.00	2,000.00	1,185.00
64900 · Bank Fees	204.17	1,941.47	92.45%	2,100.00	158.53	3,000.00	1,058.53
<b>TOTAL OPERATION</b>	<b>2,441.38</b>	<b>18,479.09</b>	<b>54.43%</b>	<b>33,950.00</b>	<b>15,470.91</b>	<b>51,000.00</b>	<b>32,520.91</b>
<b>AUTOMATION</b>							
65100 · Supplies (paper, ink cartridge)	1,898.20	7,014.31	77.94%	9,000.00	1,985.69	12,000.00	4,985.69
65200 · Automation-Prof Services	0.00	6,000.00	60.00%	10,000.00	4,000.00	12,000.00	6,000.00
65300 · Purchase of Equipment	9.39	4,376.09	32.18%	13,600.00	9,223.91	20,000.00	15,623.91
65400 · Automation Equip Mnt/Repair	231.86	846.87	56.46%	1,500.00	653.13	4,000.00	3,153.13
65500 · Software	55.95	13,781.96	69.26%	19,900.00	6,118.04	23,000.00	9,218.04
65600 · SWAN	0.00	46,571.52	75.73%	61,495.00	14,923.48	64,000.00	17,428.48
65700 · Telecommunications	297.05	3,859.44	48.24%	8,000.00	4,140.56	12,000.00	8,140.56
<b>TOTAL AUTOMATION</b>	<b>2,492.45</b>	<b>82,450.19</b>	<b>66.76%</b>	<b>123,495.00</b>	<b>41,044.81</b>	<b>147,000.00</b>	<b>64,549.81</b>
<b>CONTRACTUAL SERVICES</b>							

**Indian Prairie Public Library District  
Consolidated Expenditures Report for March 2013**

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Percent of Year: 75.00

	Mar 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
66100 · General Professional Services	0.00	19,497.90	109.54%	17,800.00	-1,697.90	30,500.00	11,002.10
66200 · Credit Bureau	84.70	764.90	50.99%	1,500.00	735.10	1,500.00	735.10
66300 · Equipment-Maintenance Repair	247.94	4,148.52	51.86%	8,000.00	3,851.48	11,200.00	7,051.48
66900 · Fees - Bond Registrar	0.00	240.00	0.00%	500.00	260.00	0.00	-240.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>332.64</b>	<b>24,651.32</b>	<b>88.67%</b>	<b>27,800.00</b>	<b>3,148.68</b>	<b>43,200.00</b>	<b>18,548.68</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
67200 · Bonding	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
67300 · Officers & Directors Liability	0.00	1,000.00	100.00%	1,000.00	0.00	2,000.00	1,000.00
67400 · Umbrella Liability	0.00	3,283.00	80.80%	5,400.00	2,117.00	5,400.00	2,117.00
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>15,060.00</b>	<b>65.48%</b>	<b>23,000.00</b>	<b>7,940.00</b>	<b>25,000.00</b>	<b>9,940.00</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	4,117.58	16,955.91	74.75%	22,685.00	5,729.09	24,000.00	7,044.09
68210 · Marketing Advertising	535.00	820.00	22.78%	3,600.00	2,780.00	5,000.00	4,180.00
68310 · Marketing Supplies	22.47	649.17	29.51%	2,200.00	1,550.83	4,000.00	3,350.83
68410 · Marketing-Information Printing	14.50	2,350.56	47.01%	5,000.00	2,649.44	7,500.00	5,149.44
68500 · Legal Notices	0.00	988.80	49.44%	2,000.00	1,011.20	2,000.00	1,011.20
68600 · Special Events	1,200.93	11,538.24	45.79%	25,200.00	13,661.76	30,000.00	18,461.76
<b>TOTAL PUBLIC INFORMATION</b>	<b>5,890.48</b>	<b>33,302.68</b>	<b>54.88%</b>	<b>60,685.00</b>	<b>27,382.32</b>	<b>72,500.00</b>	<b>39,197.32</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
69200 · Bond Interest and Principal	0.00	472,922.50	96.98%	487,655.00	14,732.50	480,000.00	7,077.50
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	3,361.99	14,123.50	159.68%	8,845.00	-5,278.50	100,000.00	85,876.50
<b>TOTAL CAPITAL OUTLAY &amp; CONTINGENCY</b>	<b>3,361.99</b>	<b>487,046.00</b>	<b>98.10%</b>	<b>496,500.00</b>	<b>9,454.00</b>	<b>680,000.00</b>	<b>192,954.00</b>
<b>GRAND TOTAL</b>	<b>269,781.26</b>	<b>2,894,954.51</b>	<b>74.93%</b>	<b>3,863,672.00</b>	<b>968,717.49</b>	<b>4,368,700.00</b>	<b>1,473,745.49</b>

ACTION ON BILLS March 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking	Void - 43933 - Program Cancelled	\$ (220.00)
Bills for Approval	43950 thru 44057	\$ 85,918.96
Salaries for February	35294 thru 35322	\$ 8,207.03
Direct Deposits	& 15346 thru 15497	\$ 96,470.76
	TOTAL	\$ 190,596.75

Additional Bills  
(Distributed at  
Board Meeting)

----- thru -----

MONTH'S TOTAL \$ 190,596.75

# Indian Prairie Public Library District

## Check Register

March 1, 2013 through March 31, 2013

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Type	Date	Num	Name	Amount
<b>10121 - Checking - JP Morgan Chase</b>				
Bill Pmt Check	02/28/2013	43933	Image Art Studio - VOID	-220.00 Program cancelled
Bill Pmt Check	03/05/2013	43950	Petty Cash	186.95
Liability Check	03/14/2013	43951	Adler & Associates	35.22
Liability Check	03/14/2013	43952	Nationwide Retirement	610.00
Liability Check	03/14/2013	43953	Vantagepoint	975.00
Bill Pmt Check	03/14/2013	43954	Asimakopoulos, Jennifer	77.02
Bill Pmt Check	03/14/2013	43955	Baker & Taylor	4,201.27
Bill Pmt Check	03/14/2013	43956	Baker & Taylor (video)	1,202.01
Bill Pmt Check	03/14/2013	43957	Blackstone Audio, Inc.	10.00
Bill Pmt Check	03/14/2013	43958	Case Lots Inc.	386.70
Bill Pmt Check	03/14/2013	43959	CCH	29.79
Bill Pmt Check	03/14/2013	43960	City of Darien	50.00
Bill Pmt Check	03/14/2013	43961	Cochran, Judith	230.52
Bill Pmt Check	03/14/2013	43962	Colonial Life	47.32
Bill Pmt Check	03/14/2013	43963	Constellation	4,202.12
Bill Pmt Check	03/14/2013	43964	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	03/14/2013	43965	DAC	118.50
Bill Pmt Check	03/14/2013	43966	Darien Park District	2,047.07
Bill Pmt Check	03/14/2013	43967	Davidson Titles, Inc.	612.95
Bill Pmt Check	03/14/2013	43968	DEMCO	268.04
Bill Pmt Check	03/14/2013	43969	Downers Grove Public Library	363.90
Bill Pmt Check	03/14/2013	43970	Dzierzbicki, Monica	46.09
Bill Pmt Check	03/14/2013	43971	Edmonds Incorporated	37.00
Bill Pmt Check	03/14/2013	43972	Frank Electric Co.	386.00
Bill Pmt Check	03/14/2013	43973	Gale	85.32
Bill Pmt Check	03/14/2013	43974	Garvey's Office Products	128.96
Bill Pmt Check	03/14/2013	43975	Gaylord Bros., Inc.	123.00
Bill Pmt Check	03/14/2013	43976	Groot Industries, Inc.	218.42
Bill Pmt Check	03/14/2013	43977	Hinsdale South High School Stinger	35.00
Bill Pmt Check	03/14/2013	43978	Image Systems	247.94
Bill Pmt Check	03/14/2013	43979	Innovation Experts	55.00
Bill Pmt Check	03/14/2013	43980	Kapco	471.36
Bill Pmt Check	03/14/2013	43981	Kroeschell Service	1,465.00
Bill Pmt Check	03/14/2013	43982	LexisNexis Matthew Bender	71.57
Bill Pmt Check	03/14/2013	43983	Midwest Tape	481.23
Bill Pmt Check	03/14/2013	43984	NCPERS Group Life	96.00
Bill Pmt Check	03/14/2013	43985	OverDrive	83.97
Bill Pmt Check	03/14/2013	43986	Phillip's Interior Plants	215.00
Bill Pmt Check	03/14/2013	43987	PitneyBowes	27.57
Bill Pmt Check	03/14/2013	43988	Quill	839.11
Bill Pmt Check	03/14/2013	43989	Random House	138.75
Bill Pmt Check	03/14/2013	43990	Research Technology International	529.65
Bill Pmt Check	03/14/2013	43991	Rogers Vending	75.00
Bill Pmt Check	03/14/2013	43992	Runco	167.27
Bill Pmt Check	03/14/2013	43993	Showcases	55.00
Bill Pmt Check	03/14/2013	43994	Speciality Mat Service	170.80

# Indian Prairie Public Library District

## Check Register

March 1, 2013 through March 31, 2013

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Type	Date	Num	Name	Amount
Bill Pmt Check	03/14/2013	43995	Team One Repair, Inc.	607.05
Bill Pmt Check	03/14/2013	43996	ThyssenKrupp Elevator	737.01
Bill Pmt Check	03/14/2013	43997	Unique Books, Inc.	3,243.66
Bill Pmt Check	03/14/2013	43998	Unique Management	53.70
Bill Pmt Check	03/14/2013	43999	United States Postal Service	230.00
Bill Pmt Check	03/14/2013	44000	VISOgraphic	3,600.78
Bill Pmt Check	03/14/2013	44001	Wlosinski, Maria	14.13
Bill Pmt Check	03/14/2013	44002	Woodridge Public Library	15.00
Liability Check	03/28/2013	44003	Adler & Associates	35.22
Liability Check	03/28/2013	44004	Nationwide Retirement	610.00
Liability Check	03/28/2013	44005	Vantagepoint	975.00
Bill Pmt Check	03/28/2013	44006	Adult Reading Round Table	65.00
Bill Pmt Check	03/28/2013	44007	Alarm Financial	60.00
Bill Pmt Check	03/28/2013	44008	Asimakopoulos, Jennifer	95.00
Bill Pmt Check	03/28/2013	44009	AudioGo	120.00
Bill Pmt Check	03/28/2013	44010	Baker & Taylor	5,763.40
Bill Pmt Check	03/28/2013	44011	Baker & Taylor (video)	2,482.49
Bill Pmt Check	03/28/2013	44012	Bank of America	4,088.11
Bill Pmt Check	03/28/2013	44013	BCBS	7,349.43
Bill Pmt Check	03/28/2013	44014	Bittman, Bridget	250.00
Bill Pmt Check	03/28/2013	44015	Blackstone Audio, Inc.	10.00
Bill Pmt Check	03/28/2013	44016	Cabreana Audio Group	208.06
Bill Pmt Check	03/28/2013	44017	Call One	953.73
Bill Pmt Check	03/28/2013	44018	Cataldo, Jill	300.00
Bill Pmt Check	03/28/2013	44019	Center Point Large Print	106.65
Bill Pmt Check	03/28/2013	44020	Chicago Tribune	123.50
Bill Pmt Check	03/28/2013	44021	DEMCO	329.20
Bill Pmt Check	03/28/2013	44022	DuPage County Public Works	463.53
Bill Pmt Check	03/28/2013	44023	Edmonds Incorporated	371.36
Bill Pmt Check	03/28/2013	44024	Emerald Marketing, Inc.	500.00
Bill Pmt Check	03/28/2013	44025	Fox Valley Fire & Security	2,314.00
Bill Pmt Check	03/28/2013	44026	Gale	1,134.32
Bill Pmt Check	03/28/2013	44027	Garvey's Office Products	173.82
Bill Pmt Check	03/28/2013	44028	Glenside Public Library District	17.50
Bill Pmt Check	03/28/2013	44029	Ingram Library Services	22.08
Bill Pmt Check	03/28/2013	44030	Interact Business Products, LLC	2,305.00
Bill Pmt Check	03/28/2013	44031	JavaSmart USA LLC	115.87
Bill Pmt Check	03/28/2013	44032	Kroeschell Service	2,434.88
Bill Pmt Check	03/28/2013	44033	Lincoln National Life	87.21
Bill Pmt Check	03/28/2013	44034	Management Association	40.94
Bill Pmt Check	03/28/2013	44035	Michalak, Ellen	134.00
Bill Pmt Check	03/28/2013	44036	Midwest Tape	888.43
Bill Pmt Check	03/28/2013	44037	Naisbitt, Patricia	134.00
Bill Pmt Check	03/28/2013	44038	News Bank, Inc.	5,350.00
Bill Pmt Check	03/28/2013	44039	OverDrive	336.90
Bill Pmt Check	03/28/2013	44040	Palmisano, Stacy	12.43
Bill Pmt Check	03/28/2013	44041	PC Mall	80.53



# Indian Prairie Public Library District

## Check Register

March 1, 2013 through March 31, 2013

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Type	Date	Num	Name	Amount
Bill Pmt Check	03/28/2013	44042	Phoenix System & Service, Inc.	3,332.00
Bill Pmt Check	03/28/2013	44043	PitneyBowes	165.00
Bill Pmt Check	03/28/2013	44044	ProQuest LLC	1,995.00
Bill Pmt Check	03/28/2013	44045	Quill	292.45
Bill Pmt Check	03/28/2013	44046	Random House	267.50
Bill Pmt Check	03/28/2013	44047	Recorded Books, LLC	105.95
Bill Pmt Check	03/28/2013	44048	Regent Book Company	13.82
Bill Pmt Check	03/28/2013	44049	Sebert Landscaping	475.00
Bill Pmt Check	03/28/2013	44050	Siebert Enterprises	60.00
Bill Pmt Check	03/28/2013	44051	Stephens Plumbing & Heating, Inc.	128.00
Bill Pmt Check	03/28/2013	44052	Team One Repair, Inc.	623.40
Bill Pmt Check	03/28/2013	44053	Unique Books, Inc.	225.38
Bill Pmt Check	03/28/2013	44054	VISOgraphic	264.50
Bill Pmt Check	03/28/2013	44055	VSP Vision	74.28
Bill Pmt Check	03/28/2013	44056	West Payment Center	51.49
Bill Pmt Check	03/28/2013	44057	Wolper Information Services	1,822.88
Total 10121 - Checking - JP Morgan Chase				<u>85,698.96</u>
<b>TOTAL</b>				<u><u>85,698.96</u></u>

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

**March 2013**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	03/01/2013	17,534.10
EFTPS-State	Payroll taxes	03/01/2013	3,112.18
EFTPS-Federal	Payroll taxes	03/15/2013	17,388.60
EFTPS-State	Payroll taxes	03/15/2013	3,083.80
EFTPS-Federal	Payroll taxes	03/29/2013	18,320.52
EFTPS-State	Payroll taxes	03/29/2013	3,252.45
IMRF	Payroll Pension	03/01/2013	17,875.80
IMRF	Payroll Pension	03/29/2013	17,820.90
AT&T	Telecommunications	03/15/2013	297.05
Nicor	Gas	03/20/2013	1,718.23
DAC	Deposit to HRA	03/04/2013	2,500.00
US Bank	Credit Card Fee	03/04/2013	184.17
Hinsdale Bank	Fee-Direct Deposit	03/05/2013	20.00

ORDINANCE #2013-1

2013 ANNUAL ORDINANCE AUTHORIZING  
PUBLIC LIBRARY NON-RESIDENT CARDS

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

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

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

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

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2013-2014 fiscal year, commencing July 1, 2013 and ending June 30, 2014, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

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

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2013-2014, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

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

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

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

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

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

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

ADOPTED this 17th day of April, 2013, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Crystal Megaridis, President

ATTEST:

\_\_\_\_\_  
Victoria Suriano, Secretary

Indian Prairie Public Library  
Communication Committee Minutes  
March 20, 2013

Called to order 6:00 p.m.

Roll call: V. Suriano, C. Megaridis, L. Spiros, M. Krupicka, J. Bukovac, C. Cigler

Discussed the need to share with the community the fact that the building bond tax will be paid off December 2014.

Decided to place articles in the newsletter Dec. 2013 stating that this will be happening and the trustees assessed the library's finances and made the decision to not ask for that money for operating costs.

Article December 2014 will be "yeah the building bond is paid"

Article March 2015 the building bond is paid and you won't see that line on your tax bill in May talk about average savings

Article May 2015 The building bond is not on your tax bill, average savings

Also we should create key messages to underline the library's value

A message --Why the library, Why now

Relate to our vision

Adjourned 6:50

Indian Prairie Public Library  
Policy Committee Minutes  
March 25, 2013

Called to order 7:05 p.m.

Roll call: Krupicka, Thomas, Schusterich, Bukovac

The committee reviewed the following policies:

- 200 By-Law
- 210 Public Comment
- 301 Freedom of Information
- 430 Circulation
- 431 Fines and Charges
- 432 Homebound Services
- 433 Suspension and Limitation of Privileges
- 440 Reference
- 450 Library Sponsored Programming
- 455 Group Tours/Programs
- 456 Proctoring
- 471 Social Media
- 475 Miscellaneous Equipment
- 490 Patron Grievance
- 500 Materials Selection
- 660.8-660.9 Meeting Rooms
- 700 Identity Protection
- 805.1-805.4 Personnel

The committee agreed with the recommended changes to policy 430, 431, 471 and 660.8-660.9. For policy 805.1-805.4 they recommended a formula for sick time which is number of weekly hours divided by 5. One of the trustees inquired if the library could offer health insurance to part time staff and they would pay for it; Bukovac will look into this.

Adjourned 7:20 p.m.

## **Recommended Changes to Policies**

Attached are numerous policies that were reviewed by staff and the Policy Committee. We have set up a process where each policy is reviewed every other year.

Only a few of the policies have recommended changes. These are:

430

431

471 (this is brand new)

6660.8 – 660.9

805.1 – 805.4

BY-LAWS

Article I. Name

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

Article II. Purpose

Our Mission

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

Our Values

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

Our Vision

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

Article III. Board of Trustees

Section 1. General Powers

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

Section 2. Number and Tenure

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

Section 3. Ethics

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

Section 4. Conflict of Interest

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



## BY-LAWS

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

Section 5. Compensation

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

Section 6. Vacancies

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

Article IV – Officers and Director

Section 1. Officers

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

Section 2. Nominations and Election

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

Section 3. Term of Office

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

Section 4. Removal

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

Section 5. Vacancy

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

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Section 6. President

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

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

Section 7. Vice-President

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

- a. In the event of vacancy in the office of President, the Vice President shall temporarily perform the duties of that office until the next board meeting at which time a new president shall be elected.
- b. The Vice President shall, together with the Library Director, participate in the orientation of new trustees.

Section 8. Secretary

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

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

Section 9. Treasurer

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

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

## BY-LAWS

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- 15/4-10(2)). Cost of any surety bond shall be borne by the district.
- c. The Treasurer shall be responsible for the investment of library funds with board approval and subject to the limitations of the Illinois statutes.

Section 10. Additional Duties of Officers

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

Section 11. Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Library Director shall administer the policies adopted by the board. The Library Director, together with the Vice President, shall participate in the orientation of new trustees.

Article V. Board MeetingsSection 1. Regular Meetings

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

Section 2. Special Meetings

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

Section 3. Open Meetings Act

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

Section 4. Quorum

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

Section 5. Conduct of Meeting

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

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Section 6. Voting

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

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

Section 7. Order of Business

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

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

Section 8. Executive Session

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

Section 9. Attendance

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

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

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

## Article VI. Committees

### Section 1. Standing Committees

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

### Section 2. Ad Hoc Committees

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

### Section 3. Quorum

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

### Section 4. Reports

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

### Section 5. Open Meetings Act

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

## Article VII. Indemnification of Trustees, Employees and Volunteers

If any claim or action not covered by insurance is instituted against a trustee of the Indian Prairie Public

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

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

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

Article VIII. Compliance with the Law

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

Article VIII. Amendments

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

**ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES**

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

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

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

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

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

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

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

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

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

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

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

Public Comment

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

1. A sign-up sheet will be provided 15 minutes prior to the start of the Board meeting and each person who desires to speak to the Board will list their name and the topic they will speak to.
2. Speakers will be called in the order listed on the sign-up sheet. Each speaker may present comments once during the meeting for a maximum of five minutes.
3. A maximum of five speakers will be heard at any one meeting.
4. Board members may ask questions for their own clarification but will not provide direct responses to the speakers nor engage in discussion on the particular topic at that time.

The Board President is responsible for the orderly conduct of the meeting and shall rule on the appropriateness of speakers' presentations in relative to the purpose of the Public Comment period. The Library Board as a whole shall have the final decision on such rulings.

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

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

Adopted 4/20/11



## ILLINOIS FREEDOM OF INFORMATION ACT

**FOIA Information Officer**

Jamie Bukovac, Director  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561  
Email: [directors@ippl.info](mailto:directors@ippl.info)  
Fax: 630-887-1018

**Fees for copies**

- First 50 pages of black and white, letter or legal paper are free.
- After the first 50 pages the library charges \$.15 per page.
- Colored copies and copies sized other than legal or letter size will be charged at \$.50 per page.
- Cost of electronic records, e.g. disks, diskettes, tapes, etc. will have a charge of \$1.00 per unit
- Certified copies are \$1.00.

**Methods for making a FOIA Request**

Send your request to the FOIA Information Officer by email, fax or postal letter.

Contact information is at the top of the page.

Letters of request, addressed to the FOIA Information Officer, may also be delivered by hand to the Administrative Office Monday – Friday 9:00 am to 4:00 pm.

Your request will be responded to within five (5) business days.

**A brief description of our public body is as follows:**

The library provides materials and services for the informational, educational, recreational and social needs of the community.

**Our Mission**

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

**Our Values**

We value and respect the individual.  
We empower & guide each visitor.  
We aspire to bring people together.

**Our Vision**

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

The library's operating budget for FY 2012/2013 is \$3,374,329.00.  
The library employs 19 full-time employees and 86 part time employees.

### **Library 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

### **Library Board of Trustees Committees**

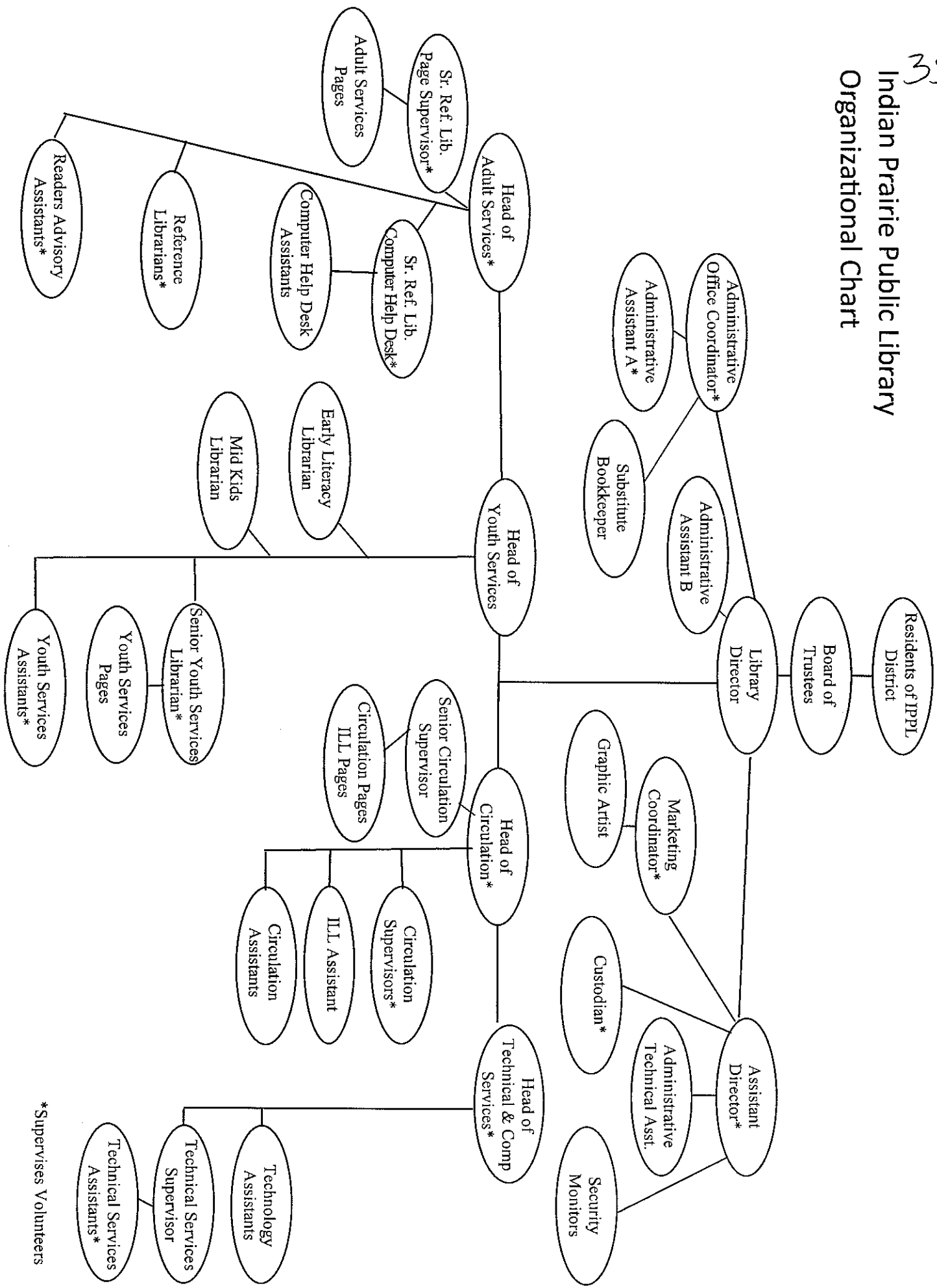
Building and Grounds:  
Paul Oggerino, Chairperson  
Jo Ann Schusterich  
Victoria Suriano

Finance:  
Marian Krupicka, Chairperson  
Luanne Spiros  
Robert Thomas

Plan/Annexation Committee:  
Luanne Spiros, Chairperson  
Victoria Suriano  
Paul Oggerino

Policy Committee:  
Jo Ann Schusterich, Chairperson  
Marian Krupicka  
Robert Thomas

# Indian Prairie Public Library Organizational Chart



\*Supervises Volunteers

SERVICES

CIRCULATION OF MATERIALS

430 Circulation of Materials

430.1 Loan Periods for Indian Prairie Public Library Materials

430.1-1 The following materials circulate for seven (7) days:  
New youth services DVDs, adult feature film DVDs, new console games.

430.1-2 The following materials circulate for fourteen (14) days:  
New fiction, new CDs, new audio books, periodicals, adult non-fiction DVDs, YS DVDs, Playaway Views, study guides, award books, downloadable audio books, e-books, ~~e-readers~~, Kreative Krates, console games, Leap Pad equipment, Leap Frog cartridges, miscellaneous equipment.

430.1-3 The following materials circulate for twenty-one (21) days:  
Books, new non-fiction, CDs, audio books, Playaways, encyclopedias, e-readers CD-Roms and PC games.

430.2 Renewals

~~Most materials may be renewed once for the same length of time as the original loan period.~~  
Most materials may be renewed twice for the same length of time as the original loan period.  
New console games and New YS DVDs may be renewed once. Phone and online renewals are accepted.

Exceptions – There are no renewals on the following materials:

- Items reserved for another Indian Prairie patron
- Adult feature films
- Rental books
- Downloadable ebooks and audio books
- ~~E readers~~
- High demand items such as ~~Kreative Krates and Leap Pad equipment~~, seasonal items and school assignments.

430.3 Interlibrary Loan

Loan periods and renewals for materials received through interlibrary loan are determined by the lending library.

430.4 Special Loans

430.4-1 Vacation loans for six weeks are available to Indian Prairie cardholders for 21-day materials. Limits may be put on high demand or reserve materials.

430.4-2 Courtesy Loan

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

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- 430.5 Quantity  
An Indian Prairie cardholder may have up to 200 items checked out. (The limit for a patron from another library is set by his home library.) Indian Prairie reserves the right to further limit the quantity of items checked out as necessary due to demand. Examples include: seasonal items and school assignment materials.
- 430.6 Reserves  
Reserves for items in the SWAN database may be placed online by any SWAN cardholder. Staff will place reserves for items in the SWAN database or for non-SWAN items for Indian Prairie cardholders only. Indian Prairie cardholders may have up to 20 active holds at one time.
- 430.7 Rental Books  
Additional copies of many books with waiting lists are available in the rental collections. After 2 days a daily rental fee is applied. These books are not holdable or renewable.
- 430.8 Reference Materials  
Reference materials circulate only under special circumstances, determined by the library staff; see Section No. 440 - Reference Service Policy.
- 430.9 Reciprocal Borrowing  
The library will provide reciprocal borrowing privileges to individuals presenting a valid reciprocal borrowing card from another library. Reciprocal borrowers are subject to the circulation policies as set by Indian Prairie Public Library.
- 430.10 Indian Prairie Responsibilities as an ILL Lender  
  
Indian Prairie reserves the right to decide whether or not a particular item will be provided. Indian Prairie will fax up to ten (10) pages in response to a library's photocopy request. Indian Prairie is not responsible for the quality of the copy provided.
- 430.11 Damage to Patron Equipment  
Indian Prairie Public Library is not liable for any damage to patron equipment due to the use of library materials.

Adopted 4/13/88, Rev. 6/21/89, 6/17/92, 1/4/95 & 1/18/95 (eff. 2/4/95) 5/17/95, 2/7/96, 3/15/00, 2/21/01 (eff. 6/1/01), 8/21/02, 11/20/02 (eff. 12/1/02), 5/21/03 (eff. 6/1/03), 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, 2/20/08, 1/21/09, 8/19/09, 2/17/10, 4/20/11, 7/20/11

## 431 Fines and Charges

### 431.1 Overdue Fines

- 431.1-1 Overdue fines for all items are \$.10 per day per item except for adult feature film DVDs, Playaway Views, console games, Kreative Krates, Leap Pad Equipment, miscellaneous equipment and e-readers which are \$1.00 per day.
- 431.1-2 For interlibrary loan materials and items borrowed at another SWAN library the SWAN system automatically sets overdue fines as established by the lending library but staff will adjust the fines to match the Indian Prairie fine schedule.
- 431.1-3 Fine calculation starts with the first day after the due date and is counted for every day the library is open. The maximum fine is equivalent to the overdue fine multiplied by 42 days or the price of the items, whichever is less.

### 431.2 Fees

- 431.2-1 A \$.25 per day fee is charged per book rental starting from the second day after checkout.
- 431.2-2 The patron is responsible for ILL fees charged by the lending library or system. These may include charges for photocopies, census microfilm, and books or other materials. For out-of-state interlibrary loan materials the patron will be charged \$5.00 per request. The library will charge \$10.00 to libraries requesting Indian Prairie Library materials who are not in the cooperative.
- 431.2-3 Collection agency fees will be added to all referred accounts.

### 431.3

#### Lost Materials

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

#### 431.3-1 Indian Prairie Public Library Lost Materials

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

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

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

#### 431.3-2 Interlibrary Loans

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

#### 431.4 Damaged Materials

##### 431.4-1 Indian Prairie Public Library Materials

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

##### 431.4-2 Interlibrary Loan Materials

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

#### 431.5 Payment

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

### 432 Homebound Services

#### 432.1 Eligibility

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

##### 432.1-1 Individuals

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

##### 432.1-2 Institutions

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

#### 432.2 Materials

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

#### 432.3 Loan Period

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

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

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

433 Suspension and Limitation of Privileges

433.1 Suspension of Privileges  
Whenever fines or bills against a cardholder exceed \$5.00, borrowing privileges will be suspended until fines and fees are below \$5.00

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

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

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

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



## SERVICES

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## REFERENCE

## 440 - Reference

## 440.1 - Philosophy

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

## 440.2 - Availability of Service

Reference services are provided to patrons of all ages all hours the library is open. The staff responds to requests for information by telephone, electronically or in writing. To enable staff to assist as many patrons as possible, limits may be placed on the number of reference questions that can be accepted per patron per day. Use of equipment or reference materials may be limited if others are waiting.

## 440.3 – Assisting Patrons

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

## 440.3-1 Telephone Requests

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

## 440.3-2 Book a Librarian

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

## 440.3-3 Circulation of Reference Materials

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

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

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

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

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

440.4- Evaluation and Review of Reference Services Policy

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

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

## SERVICES

## LIBRARY SPONSORED PROGRAMMING

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## 450 - Library Sponsored Programming

## 450 - Objectives

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

## 450.1 - Cost to Patrons

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

## 450.2 Sale of Merchandise by Speakers

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

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

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

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

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

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

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

## 450.3 - Attendance

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

## 450.4 - Library Co-sponsored Programs

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

## 450.5 - Evaluation

An annual evaluation of programs will be presented to the board.

## SERVICES

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## 455 - Group Tours/Programs

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

## 455.1 - Groups Requesting Tours/Programs

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

## 455.1-1 - Cancellation/Late Arrival

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

## 455.1-2 - Chaperons

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

## 456 – Proctoring

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

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

## SERVICES

471 Social Media

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

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

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

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

475 Miscellaneous Equipment

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

475.1 Copy Machine/Printers

It is the user's responsibility to comply with the copyright law of the United States (Title 17, U.S. Code). Copies from the copy machine or the printer have a per copy charge of 10 cents per page for black and white and 25 cents per page for color. Receipts will not be issued for paper, copying, or printing fees.

475.2 Typewriter

There is no charge for use of the public typewriter. Use of the typewriter may be limited if others are waiting.

475.3 DVD Player and Compact Disc Player

Players may be checked out for two hours for in-library use only. The checkout period may be extended two additional hours if no one else is waiting. Earphones must be used. Players must be returned to the appropriate desks – the Computer Desk in the Adult Department and the Ask Us Desk in the Youth Department.

475.4 Clavinova

A patron may use the Clavinova on a walk-up basis when the meeting room is available for one-hour at a time. The one-hour time period may be extended 1/2 hour at a time as long as no one is waiting or using the meeting room. Use of the meeting room takes precedence. Staff is unable to provide training in the use of the Clavinova. Headsets must

be worn while using the Clavinova. Normally the Clavinova is booked for individual use. However, a user may be assisted by one person.

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The Clavinova may be reserved for use in the meeting room during a scheduled meeting, program recital or recital practice. See the Meeting Room Policy for information on booking the meeting room.

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

## SERVICES

## 490 Process for Patron Grievance

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

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

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

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

Adopted 8/19/09, Rev. 4/20/11

This policy must be reviewed by the Board biannually.

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## MATERIALS SELECTION POLICY

### 501 - Philosophy

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

### 505 - Access to the Collection

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

### 515 - Responsibility and Criteria for Selection

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

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

Informational materials that are accurate and up-to-date

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

Curriculum support.

Diversity of subjects, ideas and opinions.

Relevance to community interests and needs

Literary quality

Reputation and or significance of author or illustrator.



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

Current or historical significance

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

Price

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

In Youth Services staff will not purchase CDs marked with a "parental advisory".

In Youth Services staff purchase DVDs rated G, PG and PG13 and games rated E, 10+, and Teen. In Adult Services, DVDs rated or "NC-17" will not be added to the collection. The library does purchase DVDs that are not rated.

525 – Gifts (see also 1100)

525.1 – Materials

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

The library will not accept donations of the following:

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

525.2 - Cash

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

535 - Weeding of the Collection

In order to provide a vital collection of materials, items must be removed according to the same criteria by which new materials are added. A continual weeding process takes place.

Materials may be withdrawn if in poor physical condition, if the information contained is no longer current or accurate, if there are more duplicate copies than needed, or if the material, except for that with specific value, does not circulate for a period of time as specified in the Indian Prairie Collection Development Plan.

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

#### 545 - Reconsideration of Library Materials

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

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

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

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

#### Appendices:

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

LIBRARY BILL OF RIGHTS

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

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

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

Adopted 5/11/88

## THE FREEDOM TO READ

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

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

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

Adopted 5/11/88

## FREEDOM TO VIEW

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

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

Endorsed by the ALA Council January 10, 1990.

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

Adopted 5/11/88

Appendix D

ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS:

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

THE RIGHTS OF USERS

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

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

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

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

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

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

### EQUITY OF ACCESS

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

### INFORMATION RESOURCES AND ACCESS

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

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

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

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

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

Adopted by the ALA Council, January 24, 1996

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

LIBRARY MATERIALS RECONSIDERATION FORM

Author

Title

Book Periodical Other

Publisher

Request initiated by

Address

City

Zip

Phone #

email

Do you represent:

Yourself

An organization (name)

Other group (name)

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

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



3. What are your reasons for objecting?

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## USE OF LIBRARY FACILITIES

## MEETING ROOMS

## 660 Meeting Rooms

Library meeting rooms are designed primarily to meet the operational needs of the library and to provide accommodations for educational, informational, cultural and civic functions of the Indian Prairie Library District community. Meeting room space is provided for group, not individual, use in the following order of priority:

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

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

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

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

## 660.4 Facilities Available

- Large Meeting Room - seating for up to 100 auditorium style or 48 seated at eight folding tables; built-in sound system and projector, mini-kitchen with sink and refrigerator, screen, podium.
- 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 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. Reservations will be held for 10 minutes.

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. Groups who regularly do not provide proper notification that they are cancelling the meeting will forfeit their right to book library meeting space.

660.10 Care of Facilities and Equipment

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

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

660.11 Restrictions

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

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

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

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

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

## IDENTITY PROTECTION POLICY

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

### Social Security Number Protection

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

The Library shall not:

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

In addition, the Library shall not:

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

### IDENTITY PROTECTION POLICY

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

#### **Requirement to Redact Social Security Numbers**

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

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

#### **Employee Access to Social Security Numbers**

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

Appendix A

**STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS**

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

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

**Why does the Library collect your Social Security Number?**

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

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

**What does the Library do with Your Social Security Number?**

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

**Questions or Complaints about this Statement of Purpose**

Write to the Library, Attn: Library Director

PERSONNEL CODE – Paid Leaves of Absence

805 Paid Leaves of Absence

Employees on paid leave will continue to earn seniority and to receive applicable benefits. The library will continue to pay 85% of the health insurance premium for full-time employees covered by the policy offered through the library.

805.1 Vacation

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

805.1.1 Full-Time Employees

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

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

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

805.1.2 Part-Time Employees

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

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



PERSONNEL CODE – Paid Leaves of Absence

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

805.2 Personal Business Day  
Full-time employees will be allotted two personal business days each fiscal year on July 1. Part-time employees will be allotted 8 hours of personal business time each year on July 1. The personal business day is not cumulative.

805.3 Holidays  
The library is closed and full-time employees are paid on the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When Independence Day, Christmas Day, or New Year's Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

Part-time employees regularly scheduled to work more than 20 hours a week will be paid for these holidays if normally scheduled to work those days upon which the holiday occurs. Substitutes and part-time employees scheduled to work less than 20 hours do not receive holiday pay. Employees taking unpaid leave of absence will not receive holiday pay.

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

Sick leave will be granted by the supervisor for the following reasons: personal illness or medical appointments scheduled during the employee's regular work hours or for family (spouse, child, parent or member of employee's household) illness. Medical appointments should be arranged as far in advance as possible and with consideration of the library's schedule. Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury.

If sick leave continues for more than the average number of hours an employee is scheduled to work in 1 week, the employee may be required to provide a statement from his or her doctor stating that the employee is able to return to work, what work can be performed and when a full work schedule can be resumed. The Library may designate such leave as Family or Medical Leave. Claiming sick leave under false pretenses may be cause for dismissal.

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

PERSONNEL CODE – Paid Leaves of Absence

805.4.2 Part-time employees regularly scheduled to work 20 hours or more weekly accrue 2 hours of sick leave per month equivalent to the number of average hours they work in a week divided by 5. Unused sick hours are accumulated.

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

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

805.5 Bereavement Leave  
Absence with pay for up to three scheduled work days is allowed to full-time employees and to part-time employees working 20-hours or more for death in the immediate family (spouse, domestic partner, child, stepchild, grandchild, father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, great-grandparent) or other member of the employee's immediate household. Additional unpaid time is allowed at the discretion of the Library Director. Time allowance for other funerals may be arranged at the discretion of the Supervisor and may be taken as vacation, sick time or as compensatory time to be made up within four weeks.

805.6 Jury Duty  
Employees shall be given paid time off for jury duty. The employee must present a copy of his summons as far in advance as possible, but at least within 15 working days of the date when jury duty is scheduled to begin (or the date the employee is required to call to see if they must appear).

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

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

## Director's Report April 2013

### Agenda

The omnibus agenda contains a number of policies reviewed by the Policy Committee. Only a few of them actually have recommended changes and there is a cover sheet that lists these.

Head of Youth Services Natalie Williams will make a brief presentation so you get a chance to meet her.

As of this writing we have received one questionnaire from a candidate for trustee. She has requested that she be interviewed at this meeting. Her information as well as the questions that were used two years ago are in the packet under New Business.

According to the library bylaws officers of the board need to be elected at the meeting in the month following the election. Crystal will appoint a committee to nominate officers at the May meeting.

The packet also includes an update on the 2013 – 2015 strategic plan.

### Trustee Questions

Trustees inquired about the election in 2015 and how many trustees will be up for election. I verified with the attorney that the three candidates appointed now will have a 2 year term and will be up for election in 2015 for another 2 year term. The trustee seats normally up in 2015 will still be on the ballot for a 4 year term. So, yes, there will be 6 seats up for election in 2015.

A trustee inquired if the library could offer health insurance to part-time employees who work over 20 hours. The employee would pay 100% of the cost. The answer is that the health insurance carrier requires the employer to contribute to the premium.

### Staff

Mieko Fujiura will be resigning as Senior Circulation Supervisor April 28 to take a reference librarian position at Downers Grove. Circulation Assistant Kim Tagney will also be resigning to take a new position April 11. Krista Kountz has been hired as the Youth Services Summer Assistant starting May 13 at a salary of \$9.18/hour.

I conducted a communication survey with the staff reviewing the variety of communication methods that are available and how often they avail themselves of these methods. The survey showed us that our library announcement blog is not being looked at as often as it should be by staff, plus more staff need to look at their department blog. We are planning ways to encourage staff to look at these blogs. We also saw that many do not receive the library's newsletter so we are doing a promotion to collect staff emails. We also received some ideas for enhancing the communication methods which we will implement.

### Meetings and Workshops

I submitted and have had accepted a program for the fall ILA conference. I will moderate a program on "Building a Cross-Cultural Service Environment at Your Library" working with Catherine Popowits as the speaker. Catherine owns Diversity Training and Consulting, Inc. and has presented at our staff institute and at MLS when they were offering workshops.

The Public Library Association offered a one-day online symposium in March. Several staff attended the online workshops. I attended "A Novel Approach to Giving Bad News", "Customer Service Challenges", "Marketing Trends and Innovations for Libraries", and "Designing a 21<sup>st</sup> Century Roadmap for Libraries". The last two I plan to use some of the information at a presentation I'll be making at the staff institute. I took the 45 minutes "Customer Service Challenges" workshop and created a 15 minute power point of key points that I presented to the staff at the Circulation Department meeting. The presentation highlights both what the patron is feeling and what the staff person is feeling in a difficult situation. I also shared it with the youth and adult departments.

Jamie Bukovac, Director

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**Assistant Director's Report**  
**April 2013**

**Building and Grounds:**

Landscaping service begins this month with spring clean-up.

Phone line trouble in the area caused us to have internal phone problems April 4<sup>th</sup> and 5<sup>th</sup>. Trouble was both internal and external. We alerted the public that we were experiencing problems on our website and on Facebook. AT&T resolved the issues by late afternoon on April 5<sup>th</sup>.

**Foundation:**

The Chan Concert, "An Afternoon of Opera" was held on Sunday, April 7<sup>th</sup>. 73 people attended. Anna Valcour (formerly of Darien) and Luke Randall performed a selection of operatic tunes to a very delighted audience.

**National Library Week (April 14-20):**

Woo-hoo! National Library Week is here and we are celebrating all week long. Flowers and signs thanking staff will be on display at the services desks. The outside sign will have a special NLW message. Behind the scenes, we will be providing some food and treats to staff throughout the week. On Tuesday, April 16<sup>th</sup> in honor of "National Library Workers Day" we will all show our "library spirit" by wearing fun library and reading related clothing and accessories.

**Social Media:**

I am pleased to report that Debbie Sheehan and Natalie Williams have joined our Social Media Team. They both bring lots of great ideas to the table and I am looking forward to increasing our social media content with their interests and insights.

**Marketing:**

Cris' marketing report is attached.

Submitted by:



Laura Birmingham

**Community Events/Partnerships**

A new event has been added to our community calendar. The staff of the Illinois House and Senate Republicans contacted us about a new event that they are planning for Saturday, June 22 from 9 a.m. to noon. This new initiative is in response to the legislative redistricting. It will be held at Lakeview Junior High and will be a Children's Safety Expo. We will distribute information about Internet safety for children and have a game.

Three new partnerships are in the works:

- o Community Bank of Willowbrook is going to donate \$250 toward our summer reading program
- o Burr Ridge Park District will be using our meeting room to show movies in the fall for their seniors group.
- o New owner of Zazzo's Pizza is donating pizza slices as summer reading prizes.

Winners of the Darien Woman's Club Creative Youth Art Fair were displayed in our art gallery. There were over 75 pieces of art in our second floor gallery.

**Big Read**

This year's Big Read has had more "sold out" programs than ever. Our final event, a virtual visit by Adriana Trigiani, has also filled up. We started with two locations - IPPL and LaGrange - and have added a third, Downers Grove PL.

In addition:

**RAILS Marketing Group**

The group is presented *Fifty Shades of Marketing* at a March 15 LACONI meeting. There were 78 people registered. It was a great success and our Facebook group now numbers 70. We're planning a joint meeting with the former North Suburban Library System marketing group and the DuPage Library System marketing group is also interested in joining us. By the fall, we hope to have a schedule for the upcoming year and a true RAILS marketing group, encompassing these three former districts.

**ILA Marketing Committee**

Seven proposals were accepted for ILA. We will probably have a concentration of marketing programs on the first two days of the conference.

**Congratulations to our graphic artist**

See attached.

Christine Cigler  
Marketing Coordinator  
April 9, 2013

- o *Enhancing the Community*
- o *The library helps residents expand their sense of community by fostering community projects and encouraging interaction and sharing of interests.*
- o *Provide opportunities for people to build relationships.*
- o *Act as the community's information resource.*
- o *Form partnerships to further develop community services.*

- o *Providing popular materials and programs*
- o *Present programming for entertainment and leisure*
- o *Fostering lifelong learning*
- o *Provide collections and programs that support life goals and interests*
- o *Provide opportunities for people to build relationships*
- o *Develop more programming and activities that provide the opportunity for people to interact*

- o *The library identifies target markets for library services, maintains a consistent brand message and develops strategy to increase community awareness and promote the library's value.*
- o *The library's personnel are dedicated to offering quality services. The library allocates, trains, and encourages staff to achieve and maintain the library's mission and vision.*

This is taken from the blog "Tame the Web" by Michael Stephens. Michael is very well known in libraryland as a blogger and speaker on technology, service and trends in libraries. For the tenth anniversary of his blog Michael put out a call for people to design a graphic for his blog. Our graphic artist Theresa won! Her credit is listed below. Michael's blog may be found at [tametheweb.com](http://tametheweb.com)

## Happy Anniversary Tame the Web – Ten Years Today!



Greetings all!

Today marks ten years that Tame the Web has been up and running as a library focused blog.

After learning about blogs and blogging in 2002, I was inspired to begin blogging in April 2003. TTW officially began April 1, 2003, with a post [about a recent presentation I gave at Computers](#)

in Libraries 2003, published from my brand new Apple laptop at Panera Bread in Mishawaka, Indiana. I learned as I went along, creating posts, adding links, and sharing my thoughts. Once in awhile, I would get a link from another blogger, pointing traffic my way. It was a thrilling time. Over the years, I believe TTW opened some mighty important doors for me: a PhD at UNT, teaching positions, and presentations and research all over the world. I am in awe of what's happened in part because of this blog.

I would like to thank the guest authors and contributors who have posted recently, as my time for blogging has ebbed and flowed. I am happy that TTW has grown to be more than just me posting mean cell phone pictures and "Ten Things About..." essays to a family of folks that share and contribute to the profession. I must also thank the TTW readers who have been here for so long and have contributed in so many ways: by commenting, by emailing, and by introducing themselves at a conference saying "I read your blog." The support has meant the world to me. Look no farther than here to see what I mean: <http://tametheweb.com/2007/06/18/jake-march-13-1994-june-18-2007/>.

In the beginning, I used the iBlog software for 2 years, then Movable Type. In 2006, we made the jump to WordPress. You'll find links below to the old blog files. Warning: many of the links no longer work!

First post on  
TTW: <http://tametheweb.com/iblog/B143020931/C1179432239/E961783833/index.html>

Here's the 2003-2004 version: <http://tametheweb.com/iblog/B143020931/>

Here's the 2005-2006 version: <http://www.tametheweb.com/ttwblog/>

#TTW10 "Tamer" Graphic by Theresa Papaurelis, Graphic Artist at Indian Prairie Public Library. (<http://ippl.info>)



March 2013  
Circulation Services

Circulation was down approximately 1% this month. We circulated 79,936 in March 2012 and 78,612 in March 2013. Patron visits dropped 10% (from 44,749 to 40,207) from last year – remember the 80 degree weather we had last year in March?

Last month I was unable report holds placed due to the server upgrade that SWAN had in February. SWAN is still unable to supply us with this number and is working closely with Innovative to get the report that generates this number back up and running.

In March, patrons using a form of self-service accounted for **55%** of our total circulation.

We are now selling stamps (individual as well as books of 20) at the Check-Out Desk! The Circulation Desk was asked to investigate if there were any services we might be able to offer our patrons that we were not. We looked into a variety of things: a change machine, issuing passports – even selling lottery tickets. We are still investigating an ATM machine. The only service that seemed viable at this time was selling stamps – something patrons have been asking for. Please note that there is a more complete report on potential services in the strategic plan up date

Sadly, two member of the Circulation Department tendered their resignations in March. Our Senior Supervisor, Mieko Fujiura, is leaving us for an Adult Services position at the Downers Grove Library. Kim Tagney, a Circulation Assistant, is leaving for a new fulltime position. Currently the Senior Supervisor position is posted.

Debbie Sheehan  
Head of Circulation Services

					Circ Stats							
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
Month	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
July	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	
Aug.	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	
Sept.	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	
Oct.	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	
Nov.	55,829	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	
Dec.	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	
Jan.	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	
Feb.	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	
Mar.	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	
Apr.	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470		
May	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927		
June *	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339		
Renewals through the webpack not included before April								1,284				
							Electronic Circulation	3,852				
Yearly												
Total	716,144	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	675,314	
<b>Beginning 2009-2010 totals include electronic circulation</b>												
*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												

### Adult Services March 2013

The AARP tax aid continued through March with over 200 people getting assistance during the month.

Popular programs held in March included the Big Read program on Ellis Island with 100 in attendance and a Chan Concert of Irish music and dance with 150 in attendance.

We showed three of the movies that were nominated for multiple Academy Awards: *Argo*, *Flight*, and *Skyfall*. We averaged 55 people at each movie.

Mary Paxson gave assistance to a local book discussion group of twelve, leading a discussion for them and giving them information about using the library for help with their discussion. Mary Paxson and I gave a book talk on finding new authors and good reads to ten members of the Alpha Gamma Delta sorority. Jennifer gave a presentation on using the library's web site for readers advisory to the Darien Women's Club with approximately 45 in attendance. Denise Tucker had created a brochure on using the library for assistance with your book discussion which we distributed to the first two groups.

Jennifer has been proactive in getting training for both the staff and the public on some of our databases. In March she had a representative from Public Records present a program for the public with 44 in attendance.

Zinio, the online magazine service has 287 people registered and over 1600 magazine downloads since March 1. Shirley and Denise have had two drop in training sessions for our patrons interested in learning how to use Zinio.

Shirley worked with Ann to convert one of the database computers to a Job Search computer with links to Worknet, other jobs sites, and Microsoft Office.

We now have a library group presence on Good Reads. If you join or are on Good Reads, click on Groups, find Indian Prairie, and join us. The idea is to have a community dialogue about books and reading. Jennifer is managing this account.

Based on a suggestion from Joe and then tweaked by myself and Cris, we now have bookmarks for staff to place in books and movies on one side of each of the A-frame displays. These bookmarks have staff names and the word recommends. So, if I see a blank on the A-frame, I grab one of my bookmarks, *Debbie Recommends*, and stick it in a book that I particularly recommend. The bookmark also directs patrons to see additional recommendations on our website

Debbie Wordinger

**Kids and Teens Department  
March 2013**

**Collections:**

The 2010 junior and teen magazines have been weeded to make room for the 2013 magazines. The old issues were given to the Friends sale.

**Programs:**

As the Reading Club coordinator, Jane Hartney has been working hard to learn the Evanced Summer Reading program software. She has been busy attending webinars and reading the manuals. She has already made some suggestions on how to better use the software to make it more efficient for staff.

Sarah is planning a "battle of the bands" event for teens in June. Because of the connection to music and performance, Sarah has gotten the Gift of Carl to sponsor cash prizes. This is the first event outside of the Write-On Festival that the Vuillame Family has sponsored at the library. Sarah has done a good job cultivating this partnership over the years.

**Social Media:**

IPPL Teens now have their own Facebook page. Sarah created a "Social Media" committee on TAB and the members will post to the site. The page already has 27 likes! The teens will also be Tweeting soon.

**Staff:**

Natalie started on April 1<sup>st</sup> and has been busy learning the ropes of her new position.

Natalie, Sarah and Monica did interviews for the 2<sup>nd</sup> summer intern position.

Report prepared by Laura Birmingham

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## TECHNICAL & COMPUTER SERVICES REPORT March 2013

### Strategic Plan Goals

- Further develop collections, resources and programs that support workforce education in partnership with WorkNet - A database computer was converted to a Job/Career research computer with access to Illinois Worknet plus access to all of our job and career online resources.
- Improve patron browsing within Dewey topics – Starting simplifying dewey in the 800s with the poetry books so all they will all be located at 808.81 instead of throughout the 800s.
- Provide technology for patrons to create digital media – Equipment to digitalize slides/negative/pictures and audio for cassette tape is now available to checkout. Equipment to digitalize VHS tape content in the library is now available and located in the adult database computer area. Dave & I will be offering two drop-in learning sessions title “Digitizing Your Memories “on May 29.

### Other Projects & Goals

- Tech Services-
  - Classified and processed new Great Courses collection.
  - Muslim Grant Donation: Processed 30 materials (books & DVDs). Added the online research database “Oxford Islamic Studies Online” to our database computers.

Ann M. Stovall, Head of Technical & Computer Services, April 9, 2013

STATISTICS FOR	Mar-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	49,431	49,093	428,367	420,427	2%
Teen	3,653	3,741	33,041	34,362	-4%
Kids	23,390	25,102	197,343	210,382	-6%
TOTAL	76,474	77,936	658,751	665,171	-1%
Electronic Circulation	2,138	1,566	16,555	9,767	69%
GRAND TOTAL CIRC.	78,612	79,502	675,306	674,938	0%
% Reciprocal Borrowing	16%	15%	16%	15%	
Patron Visits	40,207	44,749	360,333	373,448	-4%
<b><u>Current Cards</u></b>					
Resident	215	167	23,286	23,570	-1%
Non-Resident	90	92	1,061	974	9%
TOTAL	305	259	24,347	24,544	-1%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,750	4,162	32,460	30,730	6%
Kids - Reference	2,058	2,617	17,326	21,650	-20%
TOTAL REFERENCE	5,808	6,779	49,786	52,380	-5%
Adult - Other	1,197	1,099	14,658	7,080	107%
Kids - Other	1,620	1,323	15,416	12,323	25%
TOTAL OTHER	2,817	2,422	30,074	19,403	55%
GRAND TOTAL ASST.	8,625	9,201	79,860	71,783	11%
<b><u>ILL/Reserves</u></b>					
Holds		10,403		92,203	
ILLs Sent	5,708	5,980	47,925	49,173	-3%
ILLs Checked Out	6,345	6,678	55,820	55,846	0%
ILLs Received	6,787	7,202	60,304	60,927	-1%
Copy/Fax Sent	0	0	5	2	150%
Copy/Fax Received	0	10	43	57	-25%
<b><u>Programs - Adult</u></b>					
# Programs	10	6	55	45	22%
Attendance	470	344	2,196	1,327	65%
<b><u>Computer Classes</u></b>					
# Programs	12	7	61	38	61%
Attendance	158	80	680	459	48%
<b><u>Individual Technology Training</u></b>					
# of Patrons	37		562		
<b><u>Groups</u></b>					
# Programs	17	12	122	110	11%
Attendance	373	222	1,675	1,520	10%
<b><u>Others</u></b>					
#Programs	11	9	15	16	-6%
Attendance	231	140	323	257	26%
<b><u>Programs - Teen</u></b>					
# Programs	7	5	91	67	36%
Attendance	87	67	1,528	1,142	34%
<b><u>Programs - Kids</u></b>					
# Programs	61	55	293	289	1%
Attendance	2,329	2,244	14,982	15,934	-6%
GRAND TOTAL ATT.	3,685	3,097	21,946	20,639	6%

STATISTICS FOR	Mar-13	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,076	4,026	38,164	36,263	5%
Kids Computers	1,445	1,861	13,697	15,358	-11%
Teen Laptop	138	205	1,765	1,685	5%
Adult Laptop	162	116	1,669	1,082	54%
<b>TOTAL PATRON USE</b>	<b>5,821</b>	<b>6,208</b>	<b>55,295</b>	<b>54,388</b>	<b>2%</b>
<b>Hours Used</b>					
Adult Computers	3,171	3,021	26,696	25,922	3%
Kids Computers	773	1,023	8,597	9,007	-5%
Teen Laptop	170		2,074.50		
Adult Laptop	293		3,109		
<b>TOTAL HOURS USED</b>	<b>4,407</b>	<b>4,044</b>	<b>40,476.50</b>	<b>34,929</b>	<b>16%</b>
<b>IPPL Web Site Visitors</b>	<b>20,754</b>	<b>15,521</b>	<b>179,448</b>	<b>203,885</b>	<b>-12%</b>
<b>IPPL Total Page Views</b>	<b>24,853</b>	<b>19,188</b>	<b>185,952</b>	<b>362,634</b>	<b>-49%</b>
<b>Subscription Database Logins</b>	<b>3,033</b>	<b>2,843</b>	<b>24,065</b>	<b>21,914</b>	<b>10%</b>
<b>Peek-A-Books</b>	<b>2,006</b>	<b>1,168</b>	<b>18,278</b>	<b>18,404</b>	<b>-1%</b>
<b>Outreach-Homebound</b>					
Items Delivered	121	192	1,398	1,522	-8%
<b>Volunteers</b>					
Number Active	59	75			
Hours Worked	371.75	677.25	4,474.75	5,493.75	-19%
<b>Staff Training Hours</b>	<b>76</b>	<b>139.50</b>	<b>715.25</b>	<b>1,485.50</b>	<b>-52%</b>
<b>Room Use</b>					
Multi-Purpose Room	40	33	167	157	6%
Meeting Room					
Library	63	55	305	306	0%
Non-Library	36	21	252	178	42%
Group Study Room	255	385	2,189	2,950	-26%
Lobby Programs	3	1	16	13	23%
Conference Room	19	13	136	123	11%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**MATERIALS COLLECTION STATISTICS- MARCH 2013**

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1464	9	15	1458	123	263	132	278
Non-Fiction	53024	426	196	53254	2643	1833	3069	2029
Fiction	39101	327	496	38932	3403	2605	3730	3101
<b>TOTAL</b>	<b>93589</b>	<b>762</b>	<b>707</b>	<b>93644</b>	<b>6169</b>	<b>4701</b>	<b>6931</b>	<b>5408</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	890	0	0	890	11	10	11	10
Non-Fiction	20017	202	128	20091	765	838	967	966
Fiction	27474	409	143	27740	1780	1192	2189	1335
<b>TOTAL</b>	<b>48381</b>	<b>611</b>	<b>271</b>	<b>48721</b>	<b>2556</b>	<b>2040</b>	<b>3167</b>	<b>2311</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	935	1	0	936	53	10	54	10
Fiction	3227	79	15	3291	404	324	483	339
<b>TOTAL</b>	<b>4162</b>	<b>80</b>	<b>15</b>	<b>4227</b>	<b>457</b>	<b>334</b>	<b>537</b>	<b>349</b>
<b>GRAND TOTAL</b>	<b>146132</b>	<b>1453</b>	<b>993</b>	<b>146592</b>	<b>9182</b>	<b>7075</b>	<b>10635</b>	<b>8068</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	4440	36	5	4471	390	49	426	54
Music CD	9870	75	16	9929	473	85	548	101
Playaway	400	0	4	396	56	7	56	11
Video (VHS & DVD)	14656	200	32	14824	1389	115	1589	147
CD-ROMs	164	0	0	164	1	2	1	2
<b>TOTAL</b>	<b>29530</b>	<b>311</b>	<b>57</b>	<b>29784</b>	<b>2309</b>	<b>258</b>	<b>2620</b>	<b>315</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	768	12	10	770	77	258	89	268
Childrens Music CD	844	12	0	856	25	267	37	267
Junior Music CD	156	0	0	156	15	2	15	2
Playaway	63	0	0	63	0	0	0	0
Video	4868	70	316	4622	318	558	388	874
<b>TOTAL</b>	<b>6699</b>	<b>94</b>	<b>326</b>	<b>6467</b>	<b>435</b>	<b>1085</b>	<b>529</b>	<b>1411</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	219	10	0	229	19	1	29	1
Music CD	359	5	5	359	40	26	45	31
Playaway	67	0	0	67	1	2	1	2
Video	453	5	1	457	41	28	46	29
Console Games	428	1	0	429	56	30	57	30
PC-GAMES (formally CD-ROMS)	468	0	1	467	2	8	2	9
<b>TOTAL</b>	<b>1994</b>	<b>21</b>	<b>7</b>	<b>2008</b>	<b>159</b>	<b>95</b>	<b>180</b>	<b>102</b>
<b>GRAND TOTAL</b>	<b>38223</b>	<b>426</b>	<b>390</b>	<b>38259</b>	<b>2903</b>	<b>1438</b>	<b>3329</b>	<b>1828</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	1044	38	1082	334		372	
Kids and Teens ebooks	298	0	298	75		75	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	12136	337	12473	2036		2373	



**Chamber Reports**  
**Willowbrook Burr Ridge**  
**April 3, 2013**

Followed up with Burr Ridge Park District regarding showing movies for seniors at IPPL. Explained that the movies would have to be available through our licensing agreement. Program would be promoted through the Burr Ridge Park District. We're planning to start this new initiative in the fall.

Community Bank of Willowbrook will donate \$250 to our summer reading program.

The Chamber reported on this year's Business Expo. They are investigating making some changes, possibly a different location, different time of year.

Cruisin' 66 is scheduled for Saturday, August 10.

Presenter was Peter Donnelly from Argonne National Labs. I talked with him after the program regarding STEM (science, technology, engineering, and math) initiatives that the schools are integrating into their curriculum and the library's desire to offer programming for children in those areas. He has put me in touch with the staff at Argonne who does programming for children/schools and I have passed along that information to Natalie Williams.

Next meeting: May 1, 2013 featuring a speaker from McGraw Hill.

**Darien**  
**April 9, 2013**

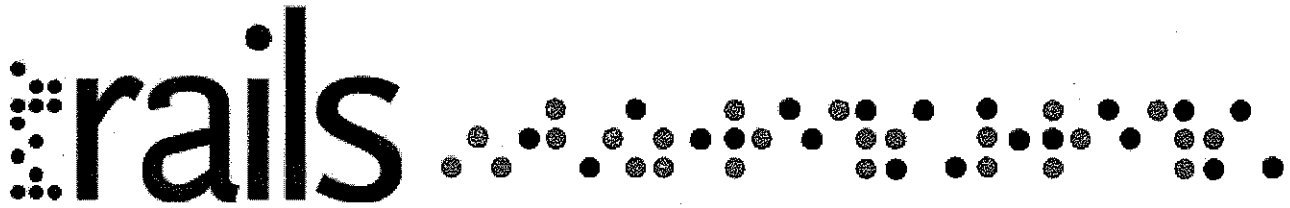
This was the first meeting in a long time that focused on Darien businesses and did not include other chambers. Guest speaker presented a program on personal safety. I had an opportunity to talk with the Community Bank of Willowbrook about their donation to summer reading as well as the new owner of Zazzo's Pizza who is also donating to our summer reading prizes.

Christine Cigler  
Marketing Coordinator  
April 10, 2013

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News from the Reaching Across Illinois Library System.




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**Last Week to Certify Your Library**

If your library has not completed the library certification process, please note that the deadline is this Sunday, March 31. Almost 1,300 RAILS libraries have certified so far. This process is mandatory for all types of libraries in order to remain a member of RAILS. **Libraries failing to certify by Sunday, March 31 will be suspended from system membership and will lose all system services and the ability to apply for ISL-sponsored grants.**

The online form is available on the [Illinois State Library's certification website](#). It will be easier to complete the form if you review the [data you will be asked to supply](#) beforehand. You will need the following numbers: control code, branch number, DUNS number and FEIN number. After you have this information, click on the Login to Library Certification Web Portal link at the top of the certification website homepage to complete the form. If you have any questions, or if you need help completing the certification form, please contact Susan Weinmann, RAILS Resource Sharing Specialist at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info) or 630.734.5118. Please certify as soon as possible to ensure that your library continues to be a member of RAILS.

**RAILS Member Update Sessions Survey Closes April 5**

A big thank you to the members who have offered feedback on our Member Update sessions. These updates are held every other month to keep members informed about what is going on with the system. RAILS has developed a survey to help us determine if the updates are still useful to members and to gather information on what changes might be made to improve them. We ask RAILS members working in all types of libraries to complete the survey at <https://www.surveymonkey.com/s/P5YTD7Y>. We welcome your feedback whether you have attended an update session or not. The survey should take approximately 10 minutes to complete. The survey closes on Friday, April 5.

**Calling all Rockford Area Members!**

There is a wonderful opportunity for members in the Rockford area to meet RAILS Executive Director Dee Brennan at the newly renovated Cherry Valley Public Library District on Friday, April 12 at 10 a.m. RAILS has received positive feedback from members who have attended previous Meet Dee Brennan sessions and Dee has enjoyed connecting with members at these events. To register for the event in Cherry Valley, see: <http://www.librarylearning.info/events/?eventID=15006>. After the event in the Rockford area, Dee's next stop will be at the [Sterling Public Library on April 18](#), and at the [Quincy Public Library on April 25](#). Please register on L2 so RAILS knows how many people to expect. Please feel free to share information on these events with your colleagues and networking groups. If you have any

March 27, 2013

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**Upcoming Meetings**

[April 3 Member Advisory Group](#)  
  
[April 12 Meet Dee Brennan in Cherry Valley](#)  
  
[April 18 Meet Dee Brennan in Sterling](#)  
  
[April 25 Meet Dee Brennan in Quincy](#)  
  
[April 26 RAILS Board Meeting](#)

[All board and committee meetings](#)

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A record-breaking snowfall forced the cancellation of the March 25 Meet Dee Brennan event in East Peoria. The meeting will be rescheduled and we will share the date with members when available.

[Update subscription preferences](#)[Forward to a friend](#)**Nominations for RAILS Board Due on April 15**

RAILS invites nominations for five volunteer positions on the RAILS Board of Directors: two at-large seats (to be filled by individuals representing RAILS libraries of any type – academic, public, school, or special), two public library seats (to be filled by board members from RAILS public libraries), and one special library seat (to be held by an individual representing a RAILS special library). Terms for all of these positions will begin on July 1, 2013 and end on June 30, 2016. You may run for the board yourself or nominate a colleague. A nomination form and further information is available from the RAILS website at <http://www.railslibraries.info/board/election/nom>.

**RAILS Facilities News**

As reported, RAILS is closing on the sale of the Shorewood service center and finalizing arrangements to move to a new location in Bolingbrook. The videoconference equipment from Shorewood will be moved to the New Lenox Public Library District. RAILS anticipates that the library will be ready as a videoconference site in mid-April and we will let members know as soon as we have the exact date. There will be no videoconference equipment at the Bolingbrook site, though in-person PrairieCat training will take place there in the future. RAILS thanks the New Lenox Public Library District for their willingness to serve as a videoconference site.

RAILS also reported that the RAILS Wheeling property was sold and RAILS will close on the sale in early April. RAILS will lease space and continue to provide delivery service from the current Wheeling location. We are in the process of establishing an alternative location for the Wheeling videoconference equipment and will keep members informed of new developments.

**RAILS is Now on Facebook**

RAILS thanks the more than 120 members who "like" us on Facebook! Last week, we introduced our Facebook presence, and word traveled quickly. You can find us at [www.facebook.com/railslibraries](http://www.facebook.com/railslibraries). We hope that members will find our page informative and interactive. RAILS will be featuring RAILS News (including behind the scenes and staff news), upcoming RAILS events, member news, and other information from the library world. So, visit us on [Facebook](#) to share your comments and library news with the Facebook community.

**Virtual Conference on EPUB3 in East Peoria April 17**

RAILS has arranged for a group viewing of a virtual conference on EPUB3 at 10 a.m. on April 17 at the East Peoria service center. EPUB3 is a standard for interoperable e-books that is rapidly being adopted by the publishing and device manufacturing community. The virtual conference will be available at the East Peoria location only. All are welcome to attend in East Peoria for a discussion of the strengths and weaknesses of EPUB3, suggested tools for implementation, barrier issues on the horizon, and the significant improvements in accessibility with EPUB. This is a virtual conference sponsored by the National Information

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[/2013/virtual/epub3](#). (Note that times are shown in Eastern time.) Registration and a description of EPUB3 can be found on L2 at <http://www.librarylearning.info/events/?eventID=15287>. Please note that RAILS has arranged for a group viewing of this virtual conference at its East Peoria service center. Remote viewing at other RAILS locations will not be possible.

#### **Next RAILS Member Advisory Group Meeting**

The RAILS Member Advisory Group will meet on April 3 at 1:30 p.m. An agenda and supporting documents can be found at: <http://www.railslibraries.info/board/meeting/2013-04-03>. The meeting will be broadcast via videoconference to RAILS locations and through one-way streaming. Information about the Member Advisory Group can be found by clicking Member Advisory Group in the footer of the RAILS website or at: <http://www.railslibraries.info/about/mag>.

#### **Recording Available of March 22 RAILS Board Meeting**

A [recording](#) of the March 22 RAILS Board meeting is now available. Minutes of the meeting, when available, will be also be posted on the RAILS website in the Board section. The Board section is available from the tab in the upper right corner of the RAILS website.

#### **Upcoming Webinar for Trustees**

The Illinois State Library will hold a webinar on April 4 from 10–11 a.m. to discuss the components of an Environmental Scan. The Environmental Scan is the trustee requirement for the FY2014 Public Library Per Capita Grant. Register at L2 at: <http://www.librarylearning.info/events/?eventID=15294>. The ISL reminds trustees that a link to view the webinar at a later time will be found under Quick Links at [http://www.cyberdriveillinois.com/departments/library/grants/plpc\\_equalization.html](http://www.cyberdriveillinois.com/departments/library/grants/plpc_equalization.html).

#### **Congratulations to RAILS Members Receiving Live and Learn Construction Grants**

Secretary of State and State Librarian Jesse White has awarded FY2013 Live and Learn Construction Grants totaling more than \$620,000 to 17 public libraries. The grants will help pay for essential capital improvements. Congratulations to the RAILS libraries receiving the grants: Chicago Heights Public Library, Graves-Hume Public Library in Mendota, Itasca Community Library, Lena Community District Library, Paw Paw Public Library District, Pecatonica Public Library District, Poplar Creek Public Library District, (Hanover Park Branch), Sterling Public Library, and Toluca Public Library District.

#### **Fund for Illinois Libraries Administered by ILA**

Did you know that the Illinois Library Association (ILA) administers the Fund for Illinois Libraries to help Illinois libraries in their fundraising efforts? Libraries often solicit funds from the general public, businesses, or foundations. In some cases, donors are permitted to give only to organizations holding IRS 501(c)(3) tax-exempt status. For many libraries this means foregoing a gift, as the time, effort, and costs of establishing and maintaining 501(c)(3) status are prohibitive. The purpose of the fund is to enable libraries to receive gifts from individuals or organizations that can only make donations to 501(c)(3) charitable organizations. More information is available on ILA's website at: <http://www.ila.org/about-ila/fund-for-illinois-libraries>.

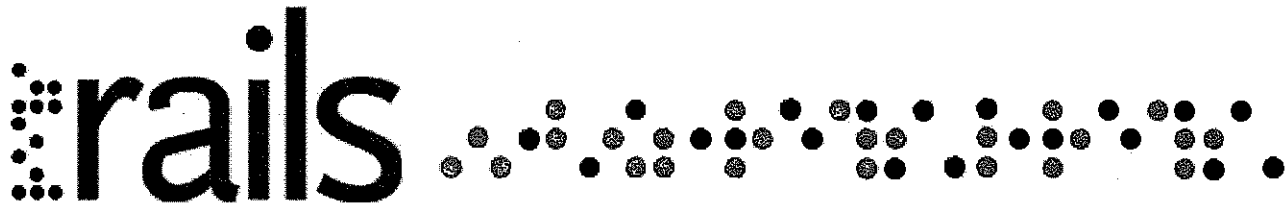
#### **Member News**

[Library Shares Tips on Fostering Early Literacy](#)

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**Last Call for E-Book Survey**

The Illinois State Library has asked RAILS and the Illinois Heartland Library System to submit a grant proposal for an e-book project. In order to ensure that the project meets the needs of as many RAILS libraries as possible, we are asking members to complete a brief survey at <https://www.surveymonkey.com/s/L2H59LH>. Libraries of all types (academic, public, school, and special) are invited to participate. We are looking for one response per library, so please have the appropriate person at your library complete the survey. So far, RAILS has received more than 525 responses. Thank you to the members who have responded and provided their valuable feedback. The deadline for the survey is April 10, 2013.

**Calling RAILS Bolingbrook (formerly Shorewood), Coal Valley, and Rockford Service Centers**

To reach RAILS staff at the Bolingbrook (formerly Shorewood), Coal Valley, and Rockford service centers, please call (toll-free) 877.542.7257 and enter the appropriate extension number when prompted. The extension numbers have not changed and are located in the [Contact](#) section of the RAILS website (available from the Contact tab in the upper right corner of the page). Currently, the direct dial numbers for these locations using the 309 and 815 area codes are not working. We expect this situation to be resolved soon and will keep members posted with new developments.

**RAILS Facilities News**

RAILS closed on the sale of the Wheeling service center on April 4. RAILS was able to lease back the delivery area of this building and continues to operate delivery service from this location. The closing on the Shorewood service center took place on April 8 and delivery service is now operating out of the new Bolingbrook service center located at 1000 W. Crossroads Parkway in Bolingbrook. When the office area is ready, PrairieCat staff will move to the new location. RAILS staff members working in or moving to the Bolingbrook service center (formerly Shorewood) can be reached toll-free at 877.542.7257. Extension numbers for RAILS staff remain the same. RAILS will keep members posted on new developments.

**RAILS Talking Book Program Changes to Begin July 1**

In January, the RAILS Board approved a plan to transition the two RAILS Talking Book Centers (Mid-Illinois Talking Book Center and Voices of Vision Talking Book Center) into a single Advisory Outreach Center. The Advisory Outreach Center will be called the Illinois Talking Book Outreach Center (ITBOC) and will be based at the RAILS Burr Ridge service center. Rose Chenoweth, currently the Director of the Mid-Illinois Talking Book Center, will be the Director of the ITBOC, effective July 1, 2013. The ITBOC will serve all counties in Illinois

April 10, 2013

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[April 12 Meet Dee  
 Brennan in Cherry Valley](#)

[April 17 RAILS Board  
 Nominating Committee](#)

[April 18 Meet Dee  
 Brennan in Sterling](#)

[April 25 Meet Dee  
 Brennan in Quincy](#)

[April 26 RAILS  
 Board Meeting](#)

[May 2 Meet Dee  
 Brennan in East Peoria](#)

[May 16 Meet Dee  
 Brennan in Freeport](#)

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[June 13 Meet Dee  
 Brennan in Galesburg](#)

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Vision Talking Book Center, is retiring. RAILS thanks Karen for her many years of outstanding service and dedication to the talking book program and its patrons. RAILS will be keeping members informed of new developments as the transition to the single RAILS Advisory Outreach Center proceeds.

**New Dates Added to Meet Dee Brennan**

There are eight upcoming opportunities to meet RAILS Executive Director Dee Brennan and to share your feedback on RAILS. RAILS thanks the members who have volunteered to host some of these meetings at their libraries. Please click on the location of your choice to register: [Cherry Valley Public Library District on Friday, April 12](#), [Sterling Public Library on Thursday, April 18](#), [Quincy Public Library on Thursday, April 25](#), [East Peoria on Thursday, May 2](#), [Freeport Public Library on Thursday, May 16](#), [Galena Public Library District on Friday, May 17](#), [Galesburg Public Library on Thursday, June 13](#), and [Macomb Public Library District on Friday, June 14](#).

**Help Shape the Future of RAILS: Nominations for RAILS Board Due April 15**

As reported in previous editions of E-News, RAILS is still seeking nominations for five volunteer positions on the RAILS Board of Directors. For more information and a nomination form, see: <http://www.railslibraries.info/board/election/nom>. You may run for the board yourself or nominate a colleague. This is your opportunity to help shape the future of RAILS, so please nominate someone today!

**Public Library Non-Resident Fee Program Form**

RAILS is required to maintain a list on the RAILS website of non-resident program information from RAILS public libraries and to indicate whether or not a library participates in the non-resident fee program. This web-based form and more information about the requirements for Illinois public libraries under the law can be found on the RAILS website at: <http://www.railslibraries.info/resource-sharing/nonresident-cards>. Each year, RAILS asks all RAILS public libraries to complete this online form. While library boards are still required to pass an annual ordinance authorizing non-resident cards, RAILS does not need to receive a copy of the ordinance. Please visit [the non-resident form page](#) and enter your non-resident information by June 30, 2013. If you have any questions, please contact Susan Weinmann at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info).

**Visit RAILS Booth at Reaching Forward**

RAILS will be staffing a booth at [Reaching Forward](#) on May 3. We look forward to interacting with our members and making sure library staff members know about the services that RAILS offers. So, please stop by and learn what RAILS can do for you!

**Virtual Conference on EPUB3 in East Peoria**

RAILS has arranged for a group viewing of a virtual conference on EPUB3 at 10 a.m. on April 17 at the East Peoria service center. This is a virtual conference sponsored by the National Information Standards Organization (NISO). For a detailed agenda, see <http://www.niso.org/news/events/2013/virtual/epub3>. (Note that times are shown in Eastern time.) Registration and a description of EPUB3 can be found on L2 at <http://www.librarylearning.info/events/?eventID=15287>. Please note that RAILS has arranged for a group viewing of this virtual conference at its East Peoria service center. Remote viewing at other RAILS locations will not be possible.

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about your library's recent referendum? How is your library celebrating National Library Week? All RAILS members working in all types of libraries are welcome to share their news with other RAILS members. RAILS offers numerous ways to help members share their news. Members are welcome to post news to the Library News, Continuing Education, Free/For Sale, and Jobs sections of the RAILS website. (Log into the RAILS website with the email address and password you use for L2.) News can also be posted to the [RAILS Facebook page](#), and to the [RAILS Community forums](#), including the forums for the [RAILS Regions](#).

#### **Congratulations to the Illinois Heartland Library System (IHLS)**

This week, 427 Illinois Heartland Library System (IHLS) libraries merged into the Sharing Heartland's Available Resources Equally (SHARE) system and went live on Polaris. SHARE libraries will have access to more than 10 million items. More information can be found at: <http://share.illinoisheartland.org>.

#### **On the Front Lines Scholarship and Program Information**

"On the Front Lines," a highly acclaimed continuing education opportunity sponsored by the Illinois State Library for "front line" library staff, returns for a ninth time to the University of Illinois, Springfield on August 5-7. Participants are eligible to attend from academic, public, school, and special libraries. Registration is now open through L2 at <http://www.librarylearning.info/events/?eventID=14610>. The registration fee is \$15 per person, which covers all programs and conference supplied meals. Forty scholarships will be awarded to help defray the costs of attending, including the registration fee and a two-night hotel stay. The scholarship does not cover travel or incidentals. Apply for a scholarship at <https://www.surveymonkey.com/s/otfl2013> prior to May 31.

#### **WebJunction**

WebJunction Illinois (WJIL) announces recent posts to the Powerful Programming series, including: [Sensory Storytime and The Ripple Effect](#), by Renee Grassi, Head of Children's Services at Glencoe Public Library; [Late Night Library](#), by Anthony McGinn, Marketing Coordinator at Glen Ellyn Public Library; and [The Big Cheese Program](#), by Neena Nagpal, Children's Librarian at the Aurora Public Library. The next blog series is on eLending. Email Lesley Zavediuk at [lzavediuk@illinoisheartland.org](mailto:lzavediuk@illinoisheartland.org) if you are interested in contributing to eLending 101. WJIL is also looking to start an Illinois centered e-book discussion and is looking for perspectives from all types of libraries.

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

The Oak Park Public Library Board of Trustees named David Seleb as Executive Director, effective May 1.

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

#### **Member News**

[Matteson Public Library Celebrates National Library Week](#)

[Secretary White Announces Grants](#)

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# Indian Prairie Public Library Trustee Questionnaire



Please return to Library Director Jamie Bukovac  
by April 10 or May 8. Thank you

Name: Beena Patel Deshmukh

Town: Burr Ridge

What is your "day job"?

My "day job" consists of 2 components. First, I am a full time mother to my 2 daughters who are 15 and 12. Second, I am a periodontist who has been in part time private practice for the last 17 years. I enjoy both of these components very much, along with being a wife to my husband of 20 years.

Do you have any special hobbies or interests?

My hobbies and interests include food, both cooking and eating it, reading, that's why I love the library, and travel. I also enjoy many forms of exercise, especially yoga.

Why would you like to be a trustee?

I would like to be a trustee to insure that the library stays on its current path. I also think I can bring a fresh approach to its management. The library is a vital part of our community and has enriched my family in many ways. I would like to give back to the library and our community by serving as a trustee.

What about Indian Prairie makes you the most proud?

I am most proud of the way Indian Prairie has kept up with technological advances. It, of course, continues to offer all the traditional library services, but also manages to offer all current technology to all of its patrons.

Do you have anything else that you would like to share with the Board?



Questions for potential trustees  
to be used in interviews

What would you like to tell us about yourself?

What is it that interests you about the library to want to be on the board?

While we don't expect you to know everything about the library or the board, tell us what contributions you would make to the board.

What questions do you have for us?

Indian Prairie Public Library  
Strategic Plan 2013 – 2015  
Update April 2013

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WORKSHEET

**The Library Mission**

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

**The Library Vision**

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

**Strategic Priorities**

**Providing popular materials and programs**

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

- Focus on providing easy access to high demand items.
  - **Popular youth non-fiction topics will be highlighted. ( 2013)**  
YS and Tech – 4 additional topics  
Tales and Poetry are completed
  - **Improve patron browsing within Dewey topics. (ongoing)**  
AS, YS and Tech; 2013 - YS biographies, AS 800's  
YS Biographies categories are currently being developed; Tech Services just started changing Adult 800's
- Offer expert assistance to residents to aid them in finding books and movies they will enjoy.
  - **Enhance online advisory tools. (2013) In process**  
AS  
Facebook Book Blitz (April 25<sup>th</sup>); Books Just For You form; Jennifer is developing survey for people who have used Books Just For YI to determine how well it is working; Beta-version of IPPL group on GoodReads is up and being tested and will be promoted in the next newsletter
  - **Examine ways to offer personalized services for popular materials. (2013) In process**  
AS  
See above – Facebook Book Blitz and Books Just For You
  - **Investigate methods for sharing reader-generated reviews online. (2013) In process**  
AS  
See above – GoodReads group being developed

- Stay current with new formats and ways to access content
  - **Provide access to e-magazines (2013). (new)**  
AS  
Completed – offering Zinio emagazines
  - **Enhance e-book collection and examine available delivery systems. (2013) (new)**  
Admin, AS, YS, CS  
Staff e-book Summit on April 22 to discuss results of technology survey and state of the service.
  - **Investigate providing e-music and e-video to patrons. (2013) (new)**  
AS, YS  
Staff is investigating Hoopla; Sarah J is investigating music streaming through iTunes and Amazon cloud
- Present programming for entertainment and leisure.

**Fostering life-long learning**

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

- Facilitate early literacy and cultivate young readers.
  - **Create a “My First Library Card” campaign. (starting September 2012) Preliminary details developed. Will develop further in 2013.**  
Kelly, Circ, Marketing
  - **Evaluate use of the Family Center and consider further development. (winter/spring 2013) currently in process**  
Kelly, Admin  
Have applied for Praxair grant to provide Legos table and Lego Duplos sets for the family center. Computer Services will be replacing family computers with touchscreens
- Support children and teens in their interests and educational needs.
  - **Create more methods for teen input into development of the teen collection. (fall 2012) process started, continue in 2013**  
Faceboak page was created in March 2013; IPPL Teens group created on the Kids and Teens GoodReads page
  - **Conduct focused discussions with schools regarding their strategic goals and analyze how the library can provide support. (2013)**  
JB, NW, MD, SJ  
Will schedule for the fall

- **Use Core Curriculum and STEM standards as a foundation for programming and materials for all ages. (ongoing) new**  
YS  
Robotic Legos and media equipment has been requested in Praxair Grant and supports STEM standards  
  
We've held 4 science related programs for kids so far this year. Others are planned for the summer
- **Provide collections and programs that support life goals and interests.**
  - **Further develop collections, resources and programs that support workforce education in partnership with WorkNet. (2013)**  
Shirley  
A database computer has been converted to a Job Search computer with links to Worknet, other job search sites and Microsoft Office
  - **Examine how to create a seniors area on the first floor. (2013)**  
DW and JB
  - **Investigate providing memory games for seniors. (2013)**  
AS
  - **Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. (2013-2014) new**  
AS, YS, Circ, CS  
Programs presented this year – origami, planting seeds to take home, Yoga, poetry workshop series, creating wedding floral arrangements, gardening, making environmentally-friendly cleaning products, beginners genealogy training, how to make chocolate candies.
  - **Develop a collection of foreign language magazines and newspapers. 2015**  
AS

### Enhancing the community

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

- **Provide opportunities for people to build relationships.**
  - **Develop more programming and activities that provide the opportunity for people to interact. (ongoing)**  
AS, YS, Circ, CS (related to above initiative)  
Bring Your Own Book Discussion held two times a year; start of Good Reads group; Facebook; Polish storytimes; Senior Fun Days; self-serve games in cafe
  - **Facilitate sharing of talents and skills. (ongoing) new**  
AS, YS, Circ, CS (related to above initiative)  
Senior Fun Days

- **Develop a community online presence for GenLit and Crime Readers groups. (fall 2012) started process, continue in 2013**  
AS  
*Mentioned on GoodReads; GenLit Facebook page; Crime Readers Facebook page*
- **Explore an online book club for the Kids & Teens Department. (fall 2012) started process, continue in 2013**  
YS  
*Currently have Teen GoodReads group;*
- **Evaluate upgrading or enhancing the meeting room technology/av equipment to enhance program attendee experience. (2014)**  
CS, Admin
- **Act as the community's information resource.**
  - **Be an information clearinghouse for local green efforts. (2012-2013)**  
AS, LB  
*Community Information page and blog displays local recycling information*
  - **Collect and archive oral local histories. (2013)**  
AS  
*Interviews have started and Joe is collecting information; promotion at senior clubs, newsletter and e-news*
  - **Develop a community stories project. (2014)**  
AS
- **Form partnerships to further develop community services.**
  - **Partner with other organizations to provide recycling opportunities for the community. (spring 2012) process started, to be continued 2013**  
LB
  - **Meet with community organizations to get updates on their activities and discuss ways to partner. (start fall 2012) started, to continue in 2013.**  
JB, LB, CC
  - **Invite groups to hold a meeting in the library and present a program targeted to their interests. (2013-2014) new**  
JB, LB, CC
  - **Annually identify community events the library will participate in. (ongoing) new**  
CC, AS, YS, Circ  
*Completed for 2013 will participate Darien Lions Club July 4 parade, Burr Ridge Fall Fest, developing idea with Willowbrook Park District and will be part of various school parent activities.*
  - **Explore the needs of the community's predominate ethnic groups. (2015)**  
YS, AS
  - **Facilitate community discussion on 21<sup>st</sup> Century Learning Skills. (2014)**  
JB

- Investigate if services provided elsewhere should also be provided by the library. (2013) new DS

Circulation has started selling stamps as has been requested by patrons; Circ explored selling lottery tickets and was told we have to be a business that sells things in order to participate; Circ explored issuing passports but it is staff intensive and the return on investment does not make it worthwhile; Circ evaluated getting a change machine, but most people want to break \$20.00 and change machines don't go up that high; Circ also investigated having a battery starter for cars which is something we will be doing as an emergency service for our patrons.

**To enrich lives through technology**

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

- Keep abreast of and anticipate how residents use technology.
  - **Annually survey library members regarding their use of technology. (2013 and ongoing)**  
JB, CC, CS
- Instruct and assist residents in using technology.
  - **Provide computer classes that assist residents in updating their work skills. (ongoing)**  
AS  
Offered a program on showing tools that help create resumes and improve computer skills, College of DuPage was here to promote their classes, we've hosted numerous computer classes for beginners and intermediate learners.
  - **Annually provide "senior boot camp" computer classes. (fall 2012 and ongoing)**  
AS, CS  
August 2013
  - **Expand efforts to train patrons on accessing library e-book collection. (2013) new**  
AS  
E-book training has been targeted to types of devices and we are offering a drop-in class, the tech bar is also helping people understand how e-readers work.
  - **Expand technology resources on library website to assist technology literacy. (2013) new**  
CS, AS
  - **Provide technology for patrons to create digital media. (2013 and ongoing)**  
JB, CS, AS, YS  
The library is checking out equipment that will digitize slides, photos, negatives and audiocassettes and has provided in-library equipment to convert VHS to digital)
  - **Provide technology classes at two other locations per year (2013 and ongoing) new**  
AS, CS

- Investigate offering classes using other computer labs in the community and creating a traveling computer lab. (2013 – 2014) new AS, CS
- Offer opportunities for residents to experiment with new technology.
  - Host programs that allow residents to use different types of technology. (ongoing) AS
  - Investigate and implement other technology uses for the Tech Bar. (2013) new CS, AS
- Provide a virtual library.
  - Continue to evaluate new technologies in web applications/tools to enhance the web site. (ongoing) CS
  - Continue to improve and promote the mobile access to the library. (ongoing) CS, Marketing  
*Have introduced 2 new ways to provide mobile access - Cardstar and Zinio emagazines, both have been promoted extensively*
  - Create screencasts/videos to teach and share information. (2012 and ongoing) Everyone

**Management Priorities**

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

**Financial**

- The library maintains a strong financial base and continually evaluates the best ways to manage finances in order to provide services desired by the community.
  - Apply for at least two grants per year. (ongoing) Everyone  
*So far have applied to Praxair*
  - Create a plan to promote donations to the library. (2012) process started to be continued in 2013 JB
  - Examine individual services and staff duties for determination of retention or revision. (2012 and 2013) process started Everyone  
*Adult Services has completed a list of staff duties for study purposes and revised Reader's Advisory job description; decided to discontinue Adult Summer Reading*
  - Examine how to increase library usage by Burr Ridge residents and other unserved areas. (2013-2014) JB, Trustees, CC

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- Research RFID as a means of creating efficiencies. (2013 – 2014) new DS
  - Examine annexation of unserved areas. (2014)  
JB, Trustees

### Staff

- The library's personnel are dedicated to offering quality services. The library allocates, trains and encourages staff to achieve and maintain the library's mission and vision.
  - A staff development plan will be developed each year and will include the following components: (ongoing)
    - Customer service and hospitality.
    - Technology training.
    - Leadership training
 LB
  - Continue to study and develop internal communication methods. (ongoing)  
LB, JB, CC  
*A staff communication survey was conducted, problems noted and discussion is proceeding on how to resolve issues, also suggestions from implemented*
  - Determine and implement fundamental staff skills training for each department. (2013) new  
LB
  - Review/create procedure manuals in each department and set up cross training program in each department. (2013-2014)  
Everyone  
*Circulation has a procedure manual*
  - Develop a continuous learning/laboratory environment to increase and support staff knowledge and creativity. (2014)  
JB, LB
  - Implement project management software to increase project efficiency and effectiveness. (spring 2013) new  
Ann, everybody  
*Project Management software is currently being researched*

### The physical library

- The trustees and staff continually analyze the building, equipment and space to ensure support of library services.
  - The building will be evaluated annually for optimal use of space.
    - Evaluate other uses for staff copier room (2013) new  
JB



- Evaluate design of teen area (2013) new  
JB, YS
- Evaluate use of Internet and wireless connection to determine need to expand service. (2013) new  
CS  
*Brett has investigated wireless connection and we are notified when bandwidth is high; Currently studying peak times and the need to purchase more bandwidth*
- Implement thin client for catalogs and databases and investigate for other areas for use to create efficiencies and cost savings. (2013 – 2014) new  
CS  
*Catalogs have been converted to thin client; testing one database computer*
- Investigate other public PC reservation and printing solutions for efficient systems and cost savings. (2013-2014) new  
C  
*Currently researching*
- Investigate use of televisions as promotional devices in the library. (2013) new  
CS, JB, CC  
*Currently researching*

#### Marketing

- The library identifies target markets for library services, maintains a consistent brand message and develops strategy to increase community awareness and promote the library's value.
  - Use video to showcase library services and programs. (ongoing)  
Everyone
  - Speak at each village board/council meeting once a year. (ongoing)  
Trustees
  - Promote the library as an environment-friendly organization. (start spring 2012) started process and to continue in 2013  
LB, CC  
*Community events blog was begun*
  - Conduct an in-house survey examining how patrons use the building and services. (2013)  
JB, CC
  - Improve and expand use of digital interactive map to include promotion of books, programs and services. (2013) new  
CS, CC  
*In progress*

- **Educate and engage our patrons about issues relative to e-book access (2013) new**  
JB, CC, AS  
Article in spring newsletter; e-book classes have patron education component
- **Research and identify effective new ways to promote the library especially using technology. (2013) new**  
CC
- **Prepare a plan to promote the library's technology services. (2013) new**  
CC, AS, YS, CS
- **Brand the library's early education services, programs and materials. (spring 2013)**  
Kelly, CC
- **Collect stories on how the library impacts peoples' lives in order to measure library outputs. (2013)**  
CC, AS, YS, Circ  
Ongoing; quotes used in newsletter and in e-news; Added name and phone to program evaluations in order to use quotes on program evaluations
- **Promote the library as a community information resource. (2013)**  
CC, AS  
Share community events and information on social media; Community Events blog
- **Promote library services that connect people with books and movies. (2013)**  
CC, AS  
Using social media, newsletter and enews
- **Print library promotional materials in various languages. (2015)**  
CC

Resolution #2013-C

*A Resolution Honoring Crystal Megaridis  
Indian Prairie Public Library District  
Board Trustee*

**WHEREAS**, Crystal was Trustee on the Indian Prairie Public Library District Board from May 2005 until May 2013; and

**WHEREAS**, Crystal served on such committees as Finance, Policy, Personnel, Automation and Advocacy and has served as chairperson on Finance, giving freely of her time and energy; and

**WHEREAS**, as Treasurer from May 2009 through May 2011 and as President from July 2011 through May 2013, Crystal guided the district in the wise use of limited resources and sought supplemental funding through state and federal grants; and

**WHEREAS**, Crystal also served as Board Member of the Metropolitan Library System, and served as Vice-President and Chair of the Planning Committee and guided MLS in its development of services to libraries and in its transition to the merged Reaching Across Illinois Library System,

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

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

Adopted this 17th day of April, 2013

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Jo Ann Schusterich, Vice-President

ATTEST:

\_\_\_\_\_  
Victoria Suriano, Secretary

Listening Posts March 2013

Kids & Teens

Patron stopped at the desk to thank us for keeping order in our library. She had been here for a while and had been impacted by a different member playing on an iPad at heightened volume. I really appreciated desk staff offering headphones even though they were refused. She (patron) felt that we (staff) should hear once in a while how much these small interventions help members feel more comfortable. Thank you Desk Staff. Jane H.

Got a call tonight from DG member that called our facility because we "serve so well". He was trying to locate a copy of the Xbox game "Skyram" and we did not have one on shelf so he requested a hold. I asked him his card # and he stated "it's in my phone and I am currently driving and talking on the phone. So I got his name and looked up the number called DG and had staff place hold. Jane H.

Mom said "We were going to LaGrange but (daughter) said we had to come here". Darien rates higher, loves the crafts! Jane.

Circulation

Day of the blizzard patron said, "Thank you for being open". DS

Patron remarked that the library is louder than it used to be: she was by the 1<sup>st</sup> floor windows by the study tables. NL

Patron commented about all the parking spaces in use, "Like this is the center of the universe!" Carol S.

Patron asked about having bags to check out to take items home. Pat K.

Yet another patron asked for another clear plastic sleeve for their library card. I think we should get a new supply of them. Barb G

Patron stopped at the check out to let us know having her card on her phone is so cool. She never forgets her card. Kim T

"It was because of you I got my card" Said a non-resident after I told her I was so glad she decided to join the library that day. GJ

Patron commented that she loves the way our children's books are organized. She said it makes it easy for her kids to be inspired. She belongs to another library but brings her kids here. Amelia

A Downers Grove patron said she drives out of the way to come here. We always give her the feeling that we enjoy what we do. June

Patron suggested that the coffee tastes bitter and may want to replace it with another brand. Sometimes it is watery. Kim E

**Circulation continued**

Indian Prairie patron said she is going to another library and not coming back here. It is too noisy here. Joyce D.

“Oh wow thank you so much, very good information” A patron didn’t have her library card so I told her about Card Star on her smart phone. Gail

**Adult & Computer Help Desk**

I enjoy attending the movies at the library. I was disappointed to see that you scheduled one of the movies for Good Friday. I usually go to church that evening. MS

This lady wowed and said the scanner is the BEST machine in the whole library, she just loved it. I assisted her using the scanner to scan copies from magazines then send an email to herself. She was very pleased to find out it was very neat. She was glad that she knew about it. JL

Some patrons had made a complaint about the TV Guide we had on shelf. First of all, here are only Primetime programs which start from 7 pm, there was no daytime program. Second, most of the programs did not match what was actually played on TV. They had asked if we can subscribe to the TV Guide from Sunday’s Chicago Tribune, the program was more accurate. JL

Member/guest is very impressed with our collection of Indian (Hindi) movies. He said it’s amazing, and the best in the area. SPJ

“I really appreciate the variety of programs that are offered. Please continue to offer all these great adult education programs.” (From Eco-Friendly Eats program on 4/3)

“All classes here have been excellent.” Keep up the good work.” (From Yoga at the Library program on 3/27)

“This is the first year I’m attending Big Read programs. This is my third one so far. I had no idea that these programs are so diverse, informative and fun!!” (From The Big Read: Ciao Bella! Italian in an Hour program on 4/4)

“I look forward to The Big Read and the different programs”. (From The Big Read: Coming to Ellis Island program on 3/24)

“Great program. We look forward to the Big Read every year.” (From The Big Read: Coming to America program on 3/24)

“Excellent. One of the most useful seminars I’ve attended at IPPL”. (From Super Couponing 1 4/4)

**Technology**

“I meet more people in these classes.” Ann

“I really like these classes.” Ann

“Thanks for having a regular mouse to use for the class.” Ann

**Administration**

Your library has the best programs. I wish Elmhurst PL had programs like you do. Cris

My friend just raves about the library – says it has a good “spirit.” Cris

I’m signing up for the Facebook class at the library; I don’t want anyone else at work trying to tell me how to use Facebook. Cris

This sounds like a great program (social media for business). I’m taking this flyer. Cris

“This is a great library...lots of different spaces to sit, think, and write poetry.” LB

“This is so cool, will you do this again?” (poetry reading) LB

“What a great way to spend a Saturday afternoon! I am going to sign up for the workshops and I can’t wait.” LB

Distributed AT meeting

**Jamie Bukovac**

**From:** Literacy DuPage <ldp@literacydupage.org>  
**Sent:** Wednesday, April 17, 2013 11:37 AM  
**To:** Jamie Bukovac  
**Subject:** To Celebrate National Library Week - Thank You For Building A Better World



Dear Jamie ,

**"Library Partnerships - Building a Better World"**

In just one year:

**\$120,000**

The economic value of partner library in-kind donations.

**\$683,100**

The economic value of the volunteer time donated.

**30,000 hours**

The number of hours volunteered.

**545**

The number of adult learners whose lives will never be the same.

**Priceless**

Your impact on future generations.

In celebration of National Library Week, the Literacy DuPage Board of Directors and staff would like to THANK you for providing tutoring space, meeting spaces for tutor training workshops and English conversation groups, tutor/student learning materials, community awareness about our program and the many other resources you provide. Your vital role helps us extend

our ability to offer critical literacy tutoring for adults in DuPage County.

Your partnership gives adults who have difficulty accessing traditional classroom instruction a chance to gain life skills to achieve independence. Together, we are changing lives, impacting future generations and building a better world!

# THANK YOU

Sincerely,

Literacy DuPage

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Naperville, Illinois 60540  
[www.literacydupage.org](http://www.literacydupage.org)

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