

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
March 19, 2014 – 7 p.m. – Conference Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Dorothy Schardt, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. White to Bukovac re: FY14 Per Capita Grant Page 4
 2. White to Bukovac re: Back 2 Books Grant Page 5
 3. Weinshenker to Library re: Painting Page 6
 4. *Midwest Living* "28th Annual Best of the West" Page 7
- E. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, February 19, 2014 Page 9
 2. Treasurer's Report Page 12
 3. Action on Bill/Additional Bills Page 16
 4. Minutes of Policy Committee Meeting, February 26, 2014 Page 20
 5. Policies for Review:
 - 410 Hours of Operation Page 21
 - 415 Closings Page 21
 - 420 Library Cards Page 22
 - 470 Website Page 24
 - 480 Privacy Page 25
 - 1000 Emergency Closing Page 28
 - 1100 Gifts Page 29
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 31 Information

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H. Staff Report
 Marianne Ryan, Marketing and Promotion Coordinator Introduction
 Debbie Wordinger, Head of Adult Services, Collection Development Information
 Jennifer Asimakopoulos, Senior Adult Services Librarian, Databases Information

I. Reports
 1. WB/BR Chamber of Commerce Meeting (no report)
 2. Darien Chamber of Commerce (no report)
 3. RAILS Page 49 Information
 4. Building and Grounds Committee (no report)
 5. Finance Committee (no report)
 6. Plan/Annexation Committee (no report)
 7. Policy Committee (Damon) Information

J. Unfinished Business
 1. Trustee Interviews Page 53 Discussion
 2. Appointment of Trustee Action

K. New Business
 1. Proposed Changes to Policy 465 Computer & Internet Services Page 56 Action
 2. Proposed Changes to Policy 600 Use of Facilities Page 60 Action
 3. Proposed Changes to Policy 800 Personnel Page 73 Action

L. Committee Meetings

M. Community Events

N. Library Events

Big Read: Climbing Denali: North America's Highest Peak	3/19/2014	7:00 PM
Gravity (2013)	3/20/2014	2:00 PM
C.O.D.—What You Need to Know	3/20/2014	5:00 PM
Georgia O'Keeffe: An American Master (Celebrating 25 Years)	3/20/2014	7:00 PM
Crime Readers Book Discussion- Boy in the Water by Stephen Dobyns	3/20/2014	7:00 PM
AARP Tax Aide 2014	3/21/2014	9:00 AM
Movies & More: Dark Victory (1939)	3/21/2014	7:00 PM
Kids Read: Build A Car for Drive In Movie Event	3/22/2014	10:30 AM
Kids Read: Drive In Movie	3/22/2014	6:00 PM
AARP Tax Aide 2014	3/24/2014	9:00 AM
Adult Chess Group	3/24/2014	6:00 PM
Great Decisions	3/24/2014	7:00 PM
Intermediate Word	3/25/2014	4:00 PM
DIY Teens	3/25/2014	4:00 PM
E-movies & E-music	3/25/2014	6:30 PM
Tuesday Night Tales	3/25/2014	6:30 PM
Organ/Tissue Donor Registration	3/26/2014	12:00 PM
Big Read: 4th Wednesdays: The Southernmost Point: Escaping to Key West	3/26/2014	1:00 PM

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iPad 101: Getting Started with Your iPad	3/26/2014	6:00 PM
Vision and Success at School	3/26/2014	6:30 PM
GenLit (for 20-30somethings)	3/26/2014	6:30 PM
Genealogy Group	3/27/2014	1:00 PM
Big Read: Cuban Cuisine	3/27/2014	7:00 PM
AARP Tax Aide 2014	3/28/2014	9:00 AM
Springtime Stories	3/29/2014	9:30 AM
Kindle Fire 101: Getting Started with Your Kindle Fire	3/29/2014	1:00 PM
AARP Tax Aide 2014	3/31/2014	9:00 AM
Super Smash Bros. Brawl	3/31/2014	6:00 PM
DIY Teens	4/1/2014	4:00 PM
Tuesday Night Tales	4/1/2014	6:30 PM
Introduction to Excel: Part 1 & 2	4/2/2014	12:00 PM
Intermediate Excel	4/2/2014	3:00 PM
KIDS READ - Souvenir Suitcase Make n Take	4/2/2014	3:30 PM
E-books for Kindles	4/2/2014	6:00 PM
E-books for iPads and Other Tablets	4/2/2014	7:30 PM
AARP Tax Aide 2014	4/4/2014	9:00 AM
Movies & More: The Philadelphia Story (1940)	4/4/2014	7:00 PM
ESL Conversation Group	4/5/2014	10:00 AM
AARP Tax Aide 2014	4/7/2014	9:00 AM
Adult Chess Group	4/7/2014	6:00 PM
Money Smart Week: Protect Your Identity and Your Money (Today's Smart Living)	4/7/2014	7:00 PM
New Technology 101	4/8/2014	1:00 PM
DIY Teens	4/8/2014	4:00 PM
Paying for College and Cars	4/8/2014	6:30 PM
Tuesday Night Tales	4/8/2014	6:30 PM
Tech Talk: Streaming Media	4/8/2014	7:00 PM
E-media Drop –In	4/9/2014	2:00 PM
Novel Idea- The Lone Wolf by Jodi Picoult	4/9/2014	7:00 PM
The Butler (2013)	4/10/2014	2:00 PM
Inventing 101	4/10/2014	7:00 PM
AARP Tax Aide 2014	4/11/2014	9:00 AM
Senior Friday Fun Days	4/11/2014	10:00 AM
Big Read: Songs of Woody Guthrie: American Balladeer	4/13/2014	2:00 PM
Kids Read: Pages for All Ages	4/14/2014	4:00 PM
Kids Read: Pages for All Ages	4/14/2014	4:00 PM
Adult Chess Group	4/14/2014	6:00 PM
Great Decisions	4/14/2014	7:00 PM
DIY Teens	4/15/2014	4:00 PM
Ask the Master Gardener	4/15/2014	5:00 PM
Tuesday Night Tales	4/15/2014	6:30 PM
Big Read: Walt Whitman: America's Poet	4/15/2014	7:00 PM

O. Adjournment



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OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

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

March 6, 2014

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

Dear Mrs. Bukovac:

As Secretary of State and State Librarian, I am pleased to award the Indian Prairie Public Library District a FY2014 Illinois Public Library Per Capita Grant in the amount of \$53,161.25. Over \$14.8 million is being awarded this year to Illinois public libraries serving nearly 11.5 million patrons at a rate of \$1.25 per resident. These funds must be obligated and expended by June 30, 2015.

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, libraries are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information. I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

Jesse White

JESSE WHITE, Secretary of State
and State Librarian

cc: Ms. Victoria Suriano
FY14 Indian Prairie Public Library District Per Capita File

JW:isl



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

February 11, 2014

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

Dear Mrs. Bukovac,

I am pleased to award the Indian Prairie Public Library District a Fiscal Year 2014 "Another Opportunity for Back 2 Books" grant for \$1,000.00 in support of your library's project titled *Citizenship Corner Creation and Promotion (Another Opportunity for Back 2 Books)*.

Thank you for your efforts in providing quality library materials and activities to engage the people you serve. Libraries are the cornerstones of our communities and are the best and most reliable sources Illinois residents have for information access, resource sharing and materials that encourage reading and help develop lifelong learners.

Very soon you will receive more information, including how to accept this grant award, from Illinois State Library Director Anne Craig.

Again, congratulations on the success of your grant application, and best wishes for a successful project.

Sincerely,

JESSE WHITE
Secretary of State
& State Librarian

Jw:isl/ldg

Cc: Grant Project Number: 14-4122
Project Director: Joe Popowitch

2/21/14

To The Ladies & Gentlemen
of the library,

Thankyou so much for the
quotes and thoughts and poetry
you have shared with me.
They will all be in my
heart, a source of inspiration,
as I work on the painting for
the library.

The kindness and
thoughtfulness and books

recommendations too, have all
meant a great deal to me.

You are truly an oasis
of precious humanity. Colo
and I hold you all dear
to our hearts.

Have a wonderful day.
You always make ours
wonderful,

Jenn Weinschenker &
Colo
Jenn

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Send to printer Close window

18th Annual Best of the West

Readers rank the best the western suburbs have to offer



Dining

BEST STEAK

Best: Gibson's Bar & Steakhouse in Oak Brook and Rosemont

2nd: Morton's Steakhouse in Naperville, Rosemont and Schaumburg

3rd: TIE: The Capital Grille in Lombard and Rosemont and Ditka's in Oakbrook Terrace

Other Favorites: Foxfire Restaurant in Geneva; The Grotto in Oak Brook; Jameson's Charhouse in Bloomingdale and Woodridge; Magnum's Prime Steak House in Lombard; Shula's Steak House in Itasca; Sullivan's Steakhouse in Naperville; and Wildwood in Geneva

BEST PLACE FOR SEAFOOD

Best: Chinn's 34th Street Fishery in Lisle

2nd: Parkers' Restaurant & Bar in Downers Grove

3rd: TIE: Devon Seafood and Steak in Oakbrook Terrace; and Pappadeaux Seafood Kitchen in Westmont

Other Favorites: Catch 35 in Naperville; Seasons 52 in Oak Brook and Schaumburg; Shaw's Crab House in Schaumburg

BEST NEW RESTAURANT

Best: Barbakoa in Downers Grove

2nd: Altiro Latin Fusion in Geneva

3rd: Perry's Steakhouse & Grille in Oak Brook

Other Favorites: Davanti Enoteca in Western Springs; Fox's Pizza Pub In Hinsdale; and Neat Kitchen & Bar in Westmont

BEST ROMANTIC RESTAURANT

3rd: Front Street Cantina in Geneva, Lemont, Naperville, Plainfield and Wheaton

Other Favorites: Jose Maria's in Geneva; La Campana in Bloomingdale; Maya del Sol in Oak Park; and Uncle Julio's in Lombard

Activities & Entertainment

FAVORITE TV SHOW

Best: Modern Family

2nd: Homeland

3rd: TIE: Chicago Fire and Downton Abbey

Other Favorites: The Big Bang Theory, CSI, The Good Wife, Mad Men, Nashville, NCIS and Scandal

BEST FESTIVAL OR FAIR

Best: Ribfest in Naperville

2nd: Swedish Days in Geneva

3rd: Scarecrow Festival in St. Charles

Other Favorites: Lockport Old Canal Days; Eyes to the Skies in Lisle; Festival of the Vine in Geneva; and Last Fling in Naperville

BEST FARMER'S MARKET

Best: Wheaton

2nd: Downers Grove

3rd: Naperville

Other Favorites: Hinsdale, LaGrange, Oak Park and Western Springs

BEST AREA MUSEUM

Best: DuPage Children's Museum in Naperville

2nd: Cantigny Park in Wheaton

3rd: Naper Settlement in Naperville

Other Favorites: Elmhurst Art Museum; Geneva History Museum; Graue Mill and Museum in Oak Brook; and Lizzadro Museum of Lapidary Art in Elmhurst

BEST PUBLIC LIBRARY

Best: Naperville

2nd: Schaumburg

3rd: TIE: Indian Prairie in Darien; and Hinsdale

Other Favorites: Bloomingdale, Elmhurst, Geneva, Oak Park, St. Charles, Woodridge, Wheaton

BEST MOVIE THEATER

Best: Tivoli in Downers Grove

2nd: Hollywood Boulevard in Woodridge

3rd: Cinemark at Seven Bridges in Woodridge

Other Favorites: Marcus Theatres in Addison; York Theatre in Elmhurst; and AMC Yorktown in Lombard

BEST MOVIE IN PAST YEAR

Best: Captain Phillips

2nd: TIE: The Book Thief and Gravity

3rd: 12 Years a Slave

Other Favorites: American Hustle, Blue Jasmine, and Silver Linings Playbook



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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 19, 2014

**Board of Trustees Regular Meeting
February 19, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:03 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Dorothy Schardt, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Tyler Works, Shirley Jensen

Others: Diane Ruscitti and Kelly Von Zee, Darien residents interested in the open Trustee position.

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

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

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

- C. Public Comment – none

D. Communications and Announcements

1. City of Darien to IPPL Board re: Citizen of the Year
2. Darien Chamber to Bukovac re: Using Parking Lot
3. Bukovac to Darien Chamber re: Using Parking Lot
4. Darien Woman's Club re: Thank You for Soap Donation Assistance
5. Bukovac to Avci: Thank You for Donation

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 15, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Building & Grounds Committee Minutes, January 22, 2014
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Lacayo seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Our new Marketing and Promotion Coordinator, Marianne Ryan, will introduce herself to the Board at next month's meeting.

- H. Staff Report - Tyler Works, Youth Services Senior/Teen Librarian, introduced himself to the Board. He highlighted his background and current responsibilities which includes supervising the pages. He has been at IPPL for three months and has found the staff to be welcoming, competent and professional. The Youth Department recently submitted the Sparks Grant and is in the process of planning the spring programs. They are also working on plans for summer reading for which they developed their own theme, "make some noise". Works will also be managing the summer Rotary Club project in which teens will interview seniors to collect their oral histories ("Memory Drive: A Story Collection Project").

Shirley Jensen, Adult Services Senior Librarian, spoke to the Board about the e-magazines offered to our patrons through Zinio, our digital magazine provider. They can be read on computers, tablets or smart phones. We have gotten great feedback from our patrons. We unveiled the service in early 2013 and have 500 registered users and have had over 13,000 checkouts. Jensen selected the titles based on popularity of the print issues, availability through Zinio, popularity of a topic, and variety. There are over 80 titles available and they are listed in SWAN. One of the great features of e-magazines is that once you download a magazine, you keep it. There are also some interactive features and back issues are available. Jensen gave a brief demonstration.

I. Reports

- 1. Darien Committee Intergovernmental Coordination – Suriano reported that the main focus of the meeting was on the Darien Historical Society and the business plan they presented. Their critical need is \$38,000 and their next step is to develop fund-raising ideas. Suriano and Krupicka expressed to the committee the library's willingness to help the Historical Society with their archiving priority and the digitizing of their historical information. Also, Krupicka reported that the committee is still interested in a future recycling event and suggested using the high school parking lot.
- 2. WB/BR Chamber of Commerce – (no report)
- 3. Darien Chamber of Commerce - (no report)
- 4. RAILS – backup is in the packet.
- 5. Building and Grounds Committee – Krupicka highlighted the minutes from the January 22 meeting which are contained in the packet and were approved in the Omnibus.
- 6. Finance Committee – (no report)
- 7. Plan/Annexation Committee (no report)
- 8. Policy Committee – (no report)

J. Unfinished Business

- 1. Appointment of Trustees – Suriano noted that Ruscitti and Von Zee are in attendance this evening to observe the Board and they are invited back next month to give the Board the opportunity to speak with them.

K. New Business

- 1. Library User Survey Results – The Board discussed the survey results. They were pleased to see that 98.42% answered "yes" when asked if they were able to accomplish what they wanted. They were also pleased to see that the library plays a big role in people's lives (66.48% of the respondents come to the library at least weekly). Bukovac noted that the top 3 native languages were Spanish, Polish and Chinese. This information helps us when we're thinking about diversity within the community. Bukovac also noted that the respondents

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were generally happy. While there were very individual ideas on how to improve the library, there wasn't one overwhelming sentiment. One theme that was represented was increasing hours on the weekends. Lacayo noted that she has received comments that Sundays are good days for families to visit the library because there are no conflicts. The Board is interested in exploring but would want more community feedback. They also discussed reducing hours elsewhere to add hours to Sundays. Bukovac will analyze this from a staff cost. Bukovac said we will be sending out a technology survey next month using our email list. She also noted that the last community survey we conducted was in 2006.

L. Scheduled Meetings

1. A Policy Committee meeting is scheduled for February 26 at 12:30 p.m.
2. An Annexation Committee meeting is scheduled for March 12 at 9:30 a.m.

M. Community Events

N. Library Events

O. Adjournment

At 8:19 p.m. Damon moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2014

Balance on hand as of January 31, 2014.....	2,844,715.22
Cash Receipts for February.....	36,609.02
Cash Disbursements for February.....	241,526.85
Cash on hand as of February 28, 2014.....	2,639,797.39
Illinois Funds (Money Market) - Average Monthly Rate 0.012%	
General.....	262,408.55
Special Reserve.....	20,950.37
Working Cash.....	315.06
Bond.....	7,437.92
Children's Endowment.....	2,885.96
Endowment.....	11,171.04
<u>MPI Investments</u>	1,148,753.57
JP Morgan Chase - Savings - Rate .05%	
General.....	717,731.38
<u>Working Cash Fund</u>	
MPI Investments.....	389,445.35
JP Morgan Chase - Checking - Rate .05%	
General.....	73,853.41
Hinsdale Bank & Trust - Checking.....	4,240.78
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2014.....	2,639,797.39

FUND BALANCES AS OF 02/28/2014

Corporate Fund.....	1,944,127.37
Building & Maintenance Fund.....	91,579.18
I.M.R.F. Fund.....	6,940.19
Liability Fund.....	7,357.17
Social Security Fund.....	5,702.68
Special Reserve Fund.....	22,074.08
Working Cash Fund.....	389,847.70
Bond Fund.....	84,797.90
Misc. Balance Sheet Accounts from all Funds.....	87,371.12
Grand Total All Funds.....	2,639,797.39

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Indian Prairie Public Library District
Consolidated Revenue Report for February 2014

Percent of Year: 66.67

	RECEIVED February 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,267,668.53	101.00%	3,235,315.00	-32,353.53
41110 · Bond Property Taxes	0.00	244,458.82	51.59%	473,860.00	229,401.18
41150 · Non-current Property Taxes	0.85	870.97	290.32%	300.00	-570.97
43100 · Interest-Tax Levy	0.25	101.25	0.00%	0.00	-101.25
TOTAL PROPERTY TAX & LEVY INTEREST	1.10	3,513,099.57	94.71%	3,709,475.00	196,375.43
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	42,000.00	42,000.00
INTEREST					
43200 · Interest -Checking	2.75	27.85	27.85%	100.00	72.15
43500 · Interest - Investment	33.74	527.35	52.74%	1,000.00	472.65
TOTAL INTEREST	36.49	555.20	50.47%	1,100.00	544.80
DESK MONIES					
45100 · Copier	349.46	3,395.26	75.45%	4,500.00	1,104.74
45120 · Computer Copies	850.32	7,776.18	77.76%	10,000.00	2,223.82
45200 · Fines/Fees	4,753.16	36,732.87	64.44%	57,000.00	20,267.13
45250 · Gifts/Donations	100.00	1,590.00	79.50%	2,000.00	410.00
45300 · Lost Materials	856.91	10,712.26	97.38%	11,000.00	287.74
45350 · Non-Resident Fees	6,963.00	59,050.11	69.47%	85,000.00	25,949.89
45400 · DVD Fines	1,191.65	8,490.51	94.34%	9,000.00	509.49
45450 · Book Rental	211.25	1,691.00	80.52%	2,100.00	409.00
45550 · Meeting Room Rental	100.00	150.00	75.00%	200.00	50.00
45600 · ILL Fees	28.90	262.25	52.45%	500.00	237.75
TOTAL DESK MONIES	15,404.65	129,850.44	71.62%	181,300.00	51,449.56
OTHER INCOME					
46700 · Miscellaneous	0.00	85.67	5.35%	1,600.00	1,514.33
46750 · Collection Agency Fee	10.00	310.00	0.00%	0.00	-310.00
* 49000 · Operating Transfer In	0.00	226,590.00	0.00%	0.00	-226,590.00
TOTAL OTHER INCOME	10.00	226,985.67	0.00%	1,600.00	-225,385.67
GRAND TOTAL	15,452.24	3,870,490.88	98.35%	3,935,475.00	64,984.12

* Operating Transfer In reflects \$9,450.00 from Insurance Fund Reserves and \$217,140.00 from Bond Fund Reserves.

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Indian Prairie Public Library District Consolidated Expenditures Report for February 2014

Percent of Year: 66.67

	February 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	146,318.76	1,255,565.96	63.80%	1,974,041.00	718,475.04	2,033,262.00	61.75%
61310 · Benefits - Medical / Life Ins.	6,122.10	68,956.90	60.22%	114,500.00	45,543.10	132,000.00	52.24%
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 · Benefits - IMRF	21,401.53	105,288.49	58.28%	187,083.00	81,794.51	207,500.00	50.74%
61340 · Benefits - FICA	11,077.26	95,046.82	64.93%	146,389.00	51,342.18	158,500.00	59.97%
61400 · Staff Development	265.44	9,848.64	53.53%	18,400.00	8,551.36	25,000.00	39.39%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	421.25	28.08%	1,500.00	1,078.75	22,000.00	1.91%
61710 · Workers Compensation	0.00	12,414.00	112.64%	11,021.00	-1,393.00	15,000.00	82.76%
61720 · Unemployment Insurance	591.01	3,100.82	68.91%	4,500.00	1,399.18	7,000.00	44.30%
TOTAL PERSONNEL	185,776.10	1,553,142.88	63.14%	2,459,834.00	906,791.12	2,603,862.00	59.65%
MATERIALS							
62100 · Books	12,925.90	131,743.66	52.87%	249,175.00	117,431.34	255,000.00	51.66%
62200 · Periodicals	21.64	22,141.02	61.25%	36,150.00	14,008.98	42,000.00	52.72%
62300 · Audio	2,172.46	26,470.82	52.89%	50,050.00	23,579.18	52,000.00	50.91%
62400 · Video	5,486.45	32,078.77	58.11%	55,200.00	23,121.23	60,000.00	53.46%
62500 · Multi-Media	559.05	1,406.64	70.33%	2,000.00	593.36	2,300.00	61.16%
62600 · Electronic Reference Resources	0.00	48,051.05	70.36%	65,455.00	19,403.95	69,500.00	66.26%
62800 · Processing Supplies	1,179.93	15,823.58	68.80%	23,000.00	7,176.42	25,000.00	63.29%
TOTAL MATERIALS	22,345.43	275,715.54	57.32%	481,030.00	205,314.46	505,800.00	54.51%
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
63200 · Cleaning Service	471.95	36,129.65	55.58%	65,000.00	28,870.35	70,000.00	51.61%
63300 · Utilities (1-8-11 · Gas)	2,085.26	7,610.73	63.42%	12,000.00	4,389.27	22,000.00	34.59%
63300 · Utilities (1-8-12 · Electric)	7,445.16	40,565.84	67.61%	60,000.00	19,434.16	80,000.00	50.71%
63300 · Utilities (1-8-13 · Telephone)	735.54	6,747.46	61.34%	11,000.00	4,252.54	21,000.00	32.13%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	4,243.20	101.03%	4,200.00	-43.20	19,000.00	22.33%
63300 · Utilities (1-8-15 · Garbage Disposal)	225.98	1,899.37	63.31%	3,000.00	1,100.63	8,000.00	23.74%
63400 · Maintenance Supplies	715.33	10,510.52	65.69%	16,000.00	5,489.48	20,000.00	52.55%
63500 · Security System Monitoring	0.00	618.00	41.20%	1,500.00	882.00	2,000.00	30.90%
63600 · Property Maintenance	3,287.12	10,923.20	52.02%	21,000.00	10,076.80	30,000.00	36.41%
63800 · Building Maintenance/Repairs	5,809.35	28,115.13	0.00%	43,000.00	14,884.87	55,000.00	51.12%
TOTAL BUILDING	20,775.69	147,363.10	62.26%	236,700.00	89,336.90	327,000.00	45.07%
OPERATIONS							
64200 · Supplies - Office	1,200.04	6,956.43	53.51%	13,000.00	6,043.57	16,000.00	43.48%
64300 · Photocopy Supplies	425.19	2,898.14	64.40%	4,500.00	1,601.86	5,500.00	52.69%
64400 · Patron Card Supplies	198.25	3,973.69	88.30%	4,500.00	526.31	5,000.00	79.47%
64500 · Postage	0.00	2,452.90	35.04%	7,000.00	4,547.10	9,000.00	27.25%
64600 · Non-Payment Reimbursement	0.00	2,658.00	75.94%	3,500.00	842.00	6,000.00	44.30%
64700 · Travel	38.08	265.55	40.85%	650.00	384.45	1,000.00	26.56%
64800 · Organizational Memberships	235.00	860.00	47.78%	1,800.00	940.00	2,200.00	39.09%
64900 · Bank Fees	207.97	1,839.43	68.13%	2,700.00	860.57	0.00	0.00%
TOTAL OPERATION	2,302.53	21,904.14	58.18%	37,650.00	15,745.86	44,700.00	49.00%
AUTOMATION							
65100 · Supplies (paper, Ink cartridge)	2,323.97	10,461.77	110.12%	9,500.00	-861.77	11,000.00	95.11%
65200 · Automation-Prof Services	0.00	29.99	0.60%	5,000.00	4,970.01	10,000.00	0.30%
65300 · Purchase of Equipment	0.00	13,049.57	72.62%	17,970.00	4,920.43	21,000.00	62.14%
65400 · Automation Equip Mnt/Repair	0.00	1,462.71	97.51%	1,500.00	37.29	4,000.00	36.57%
65500 · Software	0.00	15,841.92	74.91%	21,148.00	5,306.08	24,000.00	66.01%
65600 · SWAN	0.00	38,188.50	75.59%	50,518.00	12,329.50	53,000.00	72.05%
65700 · Telecommunications	527.97	4,194.40	66.58%	6,300.00	2,105.60	9,000.00	46.60%
TOTAL AUTOMATION	2,851.94	83,228.86	74.35%	111,936.00	28,707.14	132,000.00	63.05%

Indian Prairie Public Library District Consolidated Expenditures Report for February 2014

Percent of Year: 66.67

	February 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 - General Professional Services	975.00	5,323.00	39.43%	13,500.00	8,177.00	29,000.00	18.36%
66200 - Credit Bureau	107.40	747.55	49.84%	1,500.00	752.45	2,000.00	37.38%
66300 - Equipment-Maintenance Repair	0.00	2,917.44	35.58%	8,200.00	5,282.56	9,800.00	29.77%
66900 - Fees - Bond Registrar	0.00	10.00	2.00%	500.00	490.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,082.40	8,997.99	37.97%	23,700.00	14,702.01	40,800.00	22.05%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	8,841.00	100.00%
67200 - Bonding	0.00	0.00	0.00%	2,100.00	2,100.00	4,892.00	0.00%
67300 - Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	2,984.00	100.00%
67400 - Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	3,283.00	100.00%
TOTAL INSURANCE	0.00	15,108.00	87.80%	17,208.00	2,100.00	20,000.00	75.54%
MARKETING							
68110 - Marketing Newsletter	2,154.84	14,011.27	61.76%	22,685.00	8,673.73	25,800.00	54.31%
68111 - eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	0.00	0.00%
68210 - Marketing Advertising	315.00	2,389.24	79.64%	3,000.00	610.76	5,000.00	47.78%
68310 - Marketing Supplies	708.48	2,023.21	80.93%	2,500.00	476.79	4,000.00	50.58%
68410 - Marketing-Information Printing	0.00	1,008.18	25.21%	4,000.00	2,991.82	7,500.00	13.44%
68500 - Legal Notices	0.00	985.80	82.40%	1,200.00	211.20	2,000.00	49.44%
68600 - Special Events	891.19	11,268.83	44.72%	25,200.00	13,931.17	30,000.00	37.56%
TOTAL PUBLIC INFORMATION	4,069.31	33,033.53	54.98%	60,085.00	27,051.47	74,300.00	44.46%
CAPITAL OUTLAY & CONTINGENCY							
69100 - Building Improvements	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69300 - Bond Interest and Principal	0.00	461,597.50	100.00%	461,597.00	-0.50	480,000.00	96.17%
* 69800 - Operating Transfer Out	0.00	226,590.00	0.00%	0.00	-226,590.00	0.00	0.00%
69900 - Contingency	189.00	3,850.12	11.54%	33,372.00	29,521.88	80,000.00	4.81%
TOTAL CAPITAL OUTLAY & CONTINGENCY	189.00	692,037.62	139.81%	484,969.00	-197,068.62	660,000.00	104.85%
GRANT/DONATION PURCHASES							
70000 - Grant/Donation Purchases	0.00	977.70	0.00%	0.00	-977.70	0.00	0.00%
TOTAL GRANT/DONATION PURCHASES	0.00	977.70	0.00%	0.00	-977.70	0.00	0.00%
GRAND TOTAL	239,392.40	2,831,509.36	72.17%	3,923,212.00	1,091,702.64	4,408,462.00	64.23%

* Operating Transfer Out reflects \$9,450.00 from Insurance Fund Reserves and \$217,140.00 from Bond Fund Reserves.

ACTION ON BILLS February 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45217 thru 45305	\$ 61,700.10
Chase Bank-Salaries for February	35662 thru 35690	\$ 8,691.81
Hinsdale Bank-Direct Deposits	& 17201 thru 17351	\$ 96,847.99
MONTH'S TOTAL:		\$ 167,239.90

Indian Prairie Public Library District
Check Register
 February 1 through February 28, 2014

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	02/06/2014	45217	Asimakopoulos, Jennifer	35.78
Bill Pmt Check	02/06/2014	45218	Baker & Taylor (video)	1,535.15
Bill Pmt Check	02/06/2014	45219	Gale/CENGAGE Learning	895.88
Bill Pmt Check	02/06/2014	45220	Goodman, Clarence	150.00
Bill Pmt Check	02/06/2014	45221	Midwest Tape	1,110.81
Bill Pmt Check	02/06/2014	45222	Peregrine, Stime, Newman, Ritzman & E	975.00
Bill Pmt Check	02/06/2014	45223	Phillip's Interior Plants	215.00
Bill Pmt Check	02/06/2014	45224	Quill	368.65
Bill Pmt Check	02/06/2014	45225	Register Printing of Illinois, Inc.	179.56
Bill Pmt Check	02/06/2014	45226	Runco	233.92
Bill Pmt Check	02/06/2014	45227	ScotPress Printing	65.71
Bill Pmt Check	02/06/2014	45228	Thornton, Christine	300.00
Liability Check	02/13/2014	45229	Adler & Associates	35.22
Liability Check	02/13/2014	45230	Nationwide Retirement	610.00
Liability Check	02/13/2014	45231	Vantagepoint	1,077.00
Bill Pmt Check	02/13/2014	45232	Baker & Taylor	7,549.31
Bill Pmt Check	02/13/2014	45233	Baker & Taylor (video)	936.91
Bill Pmt Check	02/13/2014	45234	BookPage	480.00
Bill Pmt Check	02/13/2014	45235	Case Lots Inc.	565.60
Bill Pmt Check	02/13/2014	45236	Center Point Large Print	485.31
Bill Pmt Check	02/13/2014	45237	Chaddock, Heather	32.77
Bill Pmt Check	02/13/2014	45238	Colonial Life	47.32
Bill Pmt Check	02/13/2014	45239	Constellation	3,650.86
Bill Pmt Check	02/13/2014	45240	DAC	129.00
Bill Pmt Check	02/13/2014	45241	Darien Park District	3,287.12
Bill Pmt Check	02/13/2014	45242	Davidson Titles, Inc.	162.69
Bill Pmt Check	02/13/2014	45243	DEMCO	622.03
Bill Pmt Check	02/13/2014	45244	Fox Valley Fire & Safety	378.00
Bill Pmt Check	02/13/2014	45245	Groot Industries, Inc.	225.98
Bill Pmt Check	02/13/2014	45246	Ingram Library Services	96.64
Bill Pmt Check	02/13/2014	45247	Inkwell	654.77
Bill Pmt Check	02/13/2014	45248	JanWay Company USA, Inc.	227.15
Bill Pmt Check	02/13/2014	45249	JavaSmart USA LLC	114.88
Bill Pmt Check	02/13/2014	45250	LexisNexis Matthew Bender	103.73
Bill Pmt Check	02/13/2014	45251	Lisle Library District	80.00
Bill Pmt Check	02/13/2014	45252	Midwest Tape	670.77
Bill Pmt Check	02/13/2014	45253	NCPERS Group Life	64.00
Bill Pmt Check	02/13/2014	45254	Palmisano, Stacy.	13.44
Bill Pmt Check	02/13/2014	45255	PitneyBowes	192.28
Bill Pmt Check	02/13/2014	45256	Quill	276.37
Bill Pmt Check	02/13/2014	45257	RAILS	100.00
Bill Pmt Check	02/13/2014	45258	Rainbow Printing	450.00
Bill Pmt Check	02/13/2014	45259	Random House	329.50
Bill Pmt Check	02/13/2014	45260	Recorded Books, LLC	303.26
Bill Pmt Check	02/13/2014	45261	Rock Valley Publishing	315.00
Bill Pmt Check	02/13/2014	45262	Rogers Vending	75.00

Indian Prairie Public Library District Check Register February 1 through February 28, 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	02/13/2014	45263	Scholastic Library Publishing	304.20
Bill Pmt Check	02/13/2014	45264	ScotPress Printing	192.77
Bill Pmt Check	02/13/2014	45265	Showcases	35.33
Bill Pmt Check	02/13/2014	45266	Speciality Mat Service	256.95
Bill Pmt Check	02/13/2014	45267	Thomson Reuters West	51.49
Bill Pmt Check	02/13/2014	45268	Unique Books, Inc.	1,104.45
Bill Pmt Check	02/13/2014	45269	Unique Management	107.40
Bill Pmt Check	02/13/2014	45270	Venmill Industries	1,634.10
Bill Pmt Check	02/13/2014	45271	Vernon Library Supplies, Inc.	13.67
Bill Pmt Check	02/13/2014	45272	Wheaton Public Library	64.95
Bill Pmt Check	02/13/2014	45273	Wlosinski, Maria	11.20
Bill Pmt Check	02/26/2014	45274	Baker & Taylor	1,240.84
Bill Pmt Check	02/26/2014	45275	Baker & Taylor (video)	1,047.61
Bill Pmt Check	02/26/2014	45276	BCBS	5,792.15
Bill Pmt Check	02/26/2014	45277	Birmingham, Laura	77.97
Bill Pmt Check	02/26/2014	45278	Call One	735.54
Bill Pmt Check	02/26/2014	45279	Comcast	229.85
Bill Pmt Check	02/26/2014	45280	Constellation	3,794.30
Bill Pmt Check	02/26/2014	45281	Fire & Security Systems	249.00
Bill Pmt Check	02/26/2014	45282	Gale/CENGAGE Learning	658.95
Bill Pmt Check	02/26/2014	45283	Illinois Library Association	235.00
Bill Pmt Check	02/26/2014	45284	Inkwell	814.71
Bill Pmt Check	02/26/2014	45285	Kawiecki, Sylvia	17.80
Bill Pmt Check	02/26/2014	45286	Kroeschell Service	596.25
Bill Pmt Check	02/26/2014	45287	Lincoln National Life	82.08
Bill Pmt Check	02/26/2014	45288	Midwest Tape	1,702.79
Bill Pmt Check	02/26/2014	45289	O'Malley, Joan	240.00
Bill Pmt Check	02/26/2014	45290	OverDrive	1,197.54
Bill Pmt Check	02/26/2014	45291	Palmisano, Stacy.	13.44
Bill Pmt Check	02/26/2014	45292	Quill	755.84
Bill Pmt Check	02/26/2014	45293	Rogers Vending	32.50
Bill Pmt Check	02/26/2014	45294	Runco	264.61
Bill Pmt Check	02/26/2014	45295	S.K. Culver Company	64.82
Bill Pmt Check	02/26/2014	45296	Team One Repair, Inc.	121.00
Bill Pmt Check	02/26/2014	45297	Tyco SimplexGrinnell	2,952.00
Bill Pmt Check	02/26/2014	45298	VISOgraphic	2,154.64
Bill Pmt Check	02/26/2014	45299	VSP Vision	86.66
Bill Pmt Check	02/26/2014	45300	Wolper Information Services	21.64
Liability Check	02/27/2014	45301	Adler & Associates	35.22
Liability Check	02/27/2014	45302	Nationwide Retirement	610.00
Liability Check	02/27/2014	45303	Vantagepoint	1,077.00
Bill Pmt Check	02/27/2014	45304	Guardian	423.36
Bill Pmt Check	02/27/2014	45305	Petty Cash	191.11
Total 10121 - Checking JP Morgan Chase				61,700.10
TOTAL				61,700.10

Bills for approval – Electronic Payments & Automatic Withdrawals

February 2014

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	02/14/2014	17,792.24
ILDOR-State	Payroll taxes	02/14/2014	3,157.41
EFTPS-Federal	Payroll taxes	02/28/2014	18,214.28
ILDOR-State	Payroll taxes	02/28/2014	3,251.05
IMRF	Payroll Pension	02/10/2014	28,280.62
AT&T	Telecommunications	02/12/2014	298.12
Nicor	Gas	02/18/2014	2,085.26
DAC	Deposit to HRA	02/05/2014	1,000.00
US Bank	Credit Card Fee	02/03/2014	187.97
Hinsdale Bank	Fee-Direct Deposit	02/04/2014	20.00

Indian Prairie Public Library District
Committee Minutes

Committee: Policy
Date: Feb 26, 2014
Time: 12:30 PM
Present: Beena Deshmukh, Julia Lacayo and Donald Damon
Absent: None
Also present: Marian Krupica and Jamie Bukovac

Purpose of Meeting: A bi-annual review of policies that are due for review.

The roll call was taken by committee chair Don Damon.

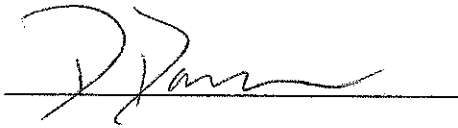
The following policies were reviewed:

410 Hours of Operation, 415 Closings, 420 Library Cards, 465 Computer & Internet Services, 470 Website, 480 Privacy, 600 Use of Facilities, 800 Personnel, 1000 Emergency Closing and 1100 Gifts.

After each was discussed the committee agreed to place the policies on the next regular meeting agenda for approval by the Board of Trustees. All are to be placed in the consent agenda except for 465, 600 and 800 which will go on the regular agenda.

Jamie agreed to contact the attorney to have the "Firearms" section of Sections 600 and 800 reviewed to include firearms carried by on-duty and off-duty police officers. The sections should then be updated accordingly.

Adjourn: 1:52 PM

 Chairman

SERVICES

400 - Services

410 - Hours of Operation

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

Saturday — 9:00 a.m. to 5:00 p.m.

Sunday — 1:00 p.m. to 5 p.m.

415 - Closings

415.1 - Scheduled Closings

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

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

415.2 - Unscheduled Closings

415.2-1 - Special Circumstances

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

415.2-2 - Emergency Closings

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

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

SERVICES

420 Library Cards

420.1 Issuance of Library Cards

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

420.2 Responsibilities of Card Owners

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

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

Card owners are required to report a change in address.

420.3 Renewal of Library Cards

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

- all debts must be cleared, and
- verification of the person's current address including their name must be presented so that staff may check for accuracy, and currency of eligibility.

420.4 Replacement of Cards

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

420.5 Resident Library Card

A resident is defined as an individual living within the corporate boundaries of the Indian Prairie Public Library District, including those who rent their homes. As such, the individual is entitled to a library card at no additional fee and the full services of the Indian Prairie Public Library. The card holder also has

reciprocal borrowing privileges at other libraries. The card is valid for three years as long as the person resides at the registered address and it is renewable as long as eligibility is retained.

420.6 Non-resident Fee Cards

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

420.7 Non-resident Taxpayer Cards

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

420.8 Business Cards

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

420.9 Non-Resident Business Cards

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

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

SERVICES

470 Website

470.1 Purpose of Library Website

The Indian Prairie Public Library website has several key roles:

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

470.2 External Links and Feeds

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

470.3 Website Use Disclaimer

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

470.4 Website Privacy Statement

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

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

SERVICES

480 Privacy of Patron Records/Information

480.1 Illinois Library Records Confidentiality Act

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

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

480.2 Confidential Relationship/Library Staff and Patrons

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

480.3 Patron Access to Records

A library card or proper identification must be provided by a patron before any information about their record can be provided. Information is available by telephone only if a library card barcode number is provided. Indian Prairie cardholders may view their records online through the Internet.

480.4 Search Warrant Policy

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

480.4.1 Designated Library Contact

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

480.4.2 Identify Serving Officer

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

480.4.3 Review Warrant for Content

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

The Library Attorney is:

Roger Ritzman

Office Phone: 630/665-1900

Home Phone: 630/668-6476

480.4.4 Request the Presence of Library Attorney

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

480.4.5 Cooperate with Officials

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

480.4.6 No Access to Other Records

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

480.4.7 Record Evidence Viewed or Taken

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

480.4.8 No Disclosure of Search

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

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

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

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

Officer's signature

Officer's Agency/Department

Officer's printed name

Date signed

Officer's badge number

Time signed

OFFICER'S ACKNOWLEDGEMENT

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

Officer's signature

Date signed

(Library Use Only)

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

EMERGENCY CLOSING

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1000 - Emergency Closing

1000.1 - Power Failure

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

1000.2 - Extreme Weather

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

1010 - Emergency and Disaster Plans

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

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

GIFTS

1100 Gifts

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

1100.1 Monetary Donations

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

1100.2 Commemorative Book Program

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

1100.3 Donations of Materials

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

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

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

1100.5 Restricted Donations

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

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

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

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

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

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

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

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

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

1100.8 Fund Raising

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

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

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**Director's Report
March 2014**

Agenda

Omnibus:

There are several policies listed on the omnibus which were reviewed by the Policy Committee. There are no recommended changes for these policies.

Staff:

Marketing and Promotion Coordinator Marianne Ryan will come to the meeting to introduce herself. Debbie Wordinger, Head of Adult Services, will provide information on how the department manages collection development. Jennifer Asimakopoulos, Senior Adult Services Librarian, will discuss our resource database services.

Unfinished Business:

The trustees will interview Darien residents Diane Ruscitti and Kelly Von Zee for the one open trustee position. The trustees will determine if they want to offer the position one of these candidates. If the trustees make a decision and offer the position to someone, that person can take the oath of office at the April meeting. Their questionnaires and a list of possible interview questions are in your packet.

New Business:

Under New Business are policies reviewed by the Policy Committee with recommended changes.

Annexation/Planning Committee

The committee did not meet because Vicki ended up having to work and there are currently only two board members on the committee. It seemed that we should wait until a full committee has been established. If the trustees make a decision regarding filling the trustee position at this meeting, the committees can be finalized in April.

Statement of Economic Interest

Each of you will have received a Statement of Economic Interest form from the DuPage County Clerk. Each year trustees, as well as other staff and I, have to fill this out and return it to the county. You will receive back a receipt that the statement was filed. Please give that receipt to Maria as she maintains them in the office. It is very important that we track that your statement was filed because there can be a heavy penalty applied if the statement is not filed. You will not receive a form from Cook County.

SWAN

The SWAN member library directors have voted to accept the recommendation that SWAN contract with SirsiDynix for our new software. This will be a new vendor. The current plan is that the new software will go live sometime around March 2015. This new contract will save SWAN somewhere in the area of \$126,473.00 annually which will mean a savings for IPPL. The contract is for 5 years with a 0% increase over that time.

The software has many new features. Here are some that will be available:

- Full integration of e-books and e-magazines into the SWAN catalog.
- Information from some of our databases will be included when a person searches in the catalog.
- Our Facebook page can become a full-access catalog and research tool as well as allow people to share comments about materials.
- Digital collections can be integrated into the catalog.
- Automated "robo-calling" for reserves, etc. plus text messaging as well as email messaging.
- Unlimited staff licenses so no more "all ports in use" messages. (We are currently limited to how many staff can use SWAN simultaneously.)
- Currently we pay an annual fee to connect our self check machines to SWAN. Those fees will go away.
- Online self-paced training will be part of the initial training and will also be available for refreshers for staff and training for new staff as hired.

Rotary Partnership

Vicki, Marian, Laura, Marianne and I attended the Rotary's fundraiser March 11. One of their members who could not attend provided the library four complimentary tickets. The first meeting of Pages for All Ages was held. We had 8 adults and 12 children. Natalie and Monica joined and thus we had 10 adults to pair with the 12 children. Marian is also participating.

Vintage Times

The Downers Grove Township films a half hour program, targeted to seniors, each month that runs on local cable stations. Halil Avci, the President of the Rotary, had mentioned the Pages for All Ages program to the person who is the senior services coordinator and she contacted me to be part of the program that will air in May. The overall topic will be senior services provided by libraries and senior centers.

Staff

Vicki Brodeur has been hired as the Senior Circulation Supervisor beginning work March 20 at a salary of \$15.61/hour.

Jamie Bukovac, Director

Assistant Director's Report March 2014

Building and Grounds:

Update: The recessed entry grill mat between the doors is on order and will be installed before the end of the month.

In order to create space for an additional desk in the Kids and Teens workroom, Mike rearranged their workroom furniture. The additional desk is on order and will arrive in early April.

Did you notice the new configuration of the Checkout Desk? Handy Mike was able to move pieces around to make the staff more accessible to patrons and give them better sightlines. Behind the scenes in the Circulation workroom, Mike assisted in moving two work stations and rearranging the Friends' table.

The stop sign off Plainfield Road was knocked down by a snow plow. The sign will be reinstalled as soon as the ground thaws out.

A photo-sensitive and motion-sensing light was installed at the Receiving Room entrance. This will make it easier for staff at night to accept deliveries and donations and remove trash and recycling.

25th Birthday Celebration; April 26th:


To commemorate the 25th anniversary, the Chamber offered to do a ribbon cutting at our event. The ribbon cutting will kick off our birthday party at 1pm sharp. Mayor Weaver is attending.

Marketing:

Marianne Ryan will begin submitting reports starting with the April Board meeting.

Since starting on February 17th, Marianne has been busy learning all about Indian Prairie's services and programs. She has met with all of the Department Heads for thorough tours of each area as well as met with key staff that is in charge of other important services.

Submitted by:



Laura Birmingham

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**Youth Services
Monthly Report to the Board
February 2013**

Overview

For Youth Services, February continues and concludes our winter programming session. This month we offered 42 original programs to 612 kids and teens, including weekly storytimes for babies, toddlers, and preschoolers, our Friday Interactive Storytime for Kids (FrISK), a book discussion and play group for 4-6th graders(K-RoT), creative teen activities, and a Practice PSAT. We are also deep into planning for the coming summer and for the rest of 2014.

Programs

Little U

This session we offered Baby Brilliance, Talented Toddlers, Junior Genius, and Fantastic Families classes. We provided two opportunities for families to attend each of these classes per week – or eight Little U classes per week. We are especially proud of this accomplishment this winter because we maintained these programs without an early Literacy Librarian. Our Teen Associate, Krista Kountz, took on Talented Toddlers, and Substitute Librarian, Judy Cochran, joined us every week to make Junior Genius a possibility. We are very fortunate to have such a versatile, talented, and willing Youth Services team.

(Supporting Strategic Plan: Brand the library's early education services, programs, and materials.)

DIYT (Do It Yourself Teens)

This winter our clever Teen team, Tyler Works and Krista Kountz, offered a creative weekly activity for young adults. Every Tuesday they've been making cool projects in the Teen Lounge like buttons, cassette tape art, blackout poetry, and duct tape wallets. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Services

Teen iPads

Our Senior Librarian, Tyler Works, helped Computer Services in making the Teen iPads and Mac Powerbooks available to teens for use in the library. TAB members have already used the iPads to successfully create promotional videos for the Vine Video Challenge. They will be furthered used to in upcoming programs. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Spring Clean

This month Natalie Williams organized a Youth Services "Spring Clean." Our workroom was reconfigured to make space for new staff. Mike Armstrong moved shelves, desks, and drawers. Brett Butcher moved computers and phone lines. All of our staff cleaned out files, desks, and cupboards.

In addition to the workroom, Natalie Williams, Katie Salo, Jane Hartney, and Krista Kountz also cleaned out and organized the cupboards and storage spaces in the Multi-Purpose Room. We weeded the books in our Storytime Collection, made space for all of the "Explore Time" activities which had been kept in the workroom, and worked with COD intern Michael Early to create a complete Excel inventory of our puppets.

Partnerships

Teens 4 Xcellence Book Group (T4X)

Krista Kountz planned the February Teens4Xcellence meeting. The itinerary included a book discussion on the nonfiction title "Claudette Colvin: Twice Towards Justice" by Phillip Hoose. Then the group segued into a Black History Month themed craft. Students traced their hands and wrote future dreams inside the hand. Students also drew self-portraits. Both were displayed in the school hallway and announced the presence of the Teens4Xcellence Book Club. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Hinsdale South High School

Tyler Works is continuing to build a relationship with the HSHS librarians. He has attended the book club hosted at the library for the past two months. Tyler Works hopes that by developing these relationships they will turn into other opportunities, such as hosting a book club here at the library during the summer. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Play to Learn

Since October we have been working on a Play to Learn grant project with the DuPage Children's Museum, Positive Parenting, and Anne M Jeans Elementary School. Our staff works with the children to provide a STEM focused story time while Anne M Jeans staff provide information about kindergarten readiness to the parents. Then the parents and the children come back together to play with portable exhibits brought by the DPCM to the school. Positive Parenting DuPage also provides information to the parents at this event about how to contact them and find out about various community services. This month, on March 5th, Natalie Williams visited Ann M jeans to read to 40 children. The next event will be held at the library on March 12th. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

New Early Literacy Librarian

Our new Early Literacy Librarian – Katie Salo – is here! We are so delighted to have Katie joining us from Melrose Park. She arrived just in time for the Spring Clean and got right to work demonstrating her extensive knowledge of children’s collections and materials. She has already made such a positive difference to our spaces and in our upcoming programming and she and Natalie Williams work will staff to plan for spring storytimes.

Submitted by Natalie Williams 3/10/2013

**TECHNOLOGY & TECHNICAL SERVICES REPORT
Board Report February 2014**

Strategic Plan Goals

- Improve patron browsing within Dewey topics. Foreign Language materials were reclassified under the topic "Language" and moved to the topic area sections making it easier for patrons to browse this collection and find all formats together. Example: Language|SPANISH|
- Host programs that allow residents to use different types of technology. Patrons that took our Kindle eBook class were asking for additional Kindle classes. Patti developed and offered our first Kindle Fire Class.
- Provide technology classes at two other locations per year; investigate offering classes using other computer labs in the community. Patti has coordinated with the Willowbrook Park District to teach two classes at the Village Hall – Facebook 101 on April 24 and iPad 101 on July 17.

Completed Projects/Improvements for Public Service

- Five new iPads & two new MacBook Pro are now available for teens to checkout for in-library use. Teens have a variety of devices and software/apps to choose from to explore, create, do homework, work on projects together and have fun. Staff are also using the iPads for teen programming.
- The public computer access management and printing software was replaced with a new software that is more stable, offers additional features and the potential to change with the usage of our computers. To make it easier for staff and patrons to adjust we left most of the same practices and procedures in place. A few things we have made to improve services for patrons are:
 - Improve privacy when printing by using the patrons' library card number to access and release print jobs.
 - Improve paying for print job by giving the option to pay for print jobs by using a print account that is associated with their library card number and to add value to their account using a credit card.
 - Improve reserving a computer by giving our members the option to book a computer up to three days in advance and allowing them to book a computer themselves using their own personal Internet device.

Ann M. Stovall, Head of Technical & Computer Services, March 10, 2014

Circulation Services

February 2014

Statistics were fairly static as compared to last year. There were only about 440 less check-outs and renewals or .6% less than 2013. Our patron count was also down slightly from last year (34,284 as compared to 35,295 – or 3%). As we all know, this has been a harsh winter and I feel that the weather contributed heavily to our numbers being slightly down. However, electronic circulation continues to grow. Last year we only had e-books and tumble books with a total of 2120 checkouts. This year we have added Zinio(magazines) and Hoopla (music and movies). Our total electronic circulation for February was 3210 or an increase of 51%.

The number of patrons using our self-service decreased slightly in February. We have been seeing 57% - 58% usage over the past year but only saw 52% last month. This is most likely due to the fact that the Kids and Teens self check was out of order for over a week due to a broken “media unlocker”. The unlocker has since been replaced. We are currently dealing with another issue whereas patrons are waiting up to 30 seconds for the system to recognize their patron card number. In addition, the system is not showing the amount of fines/fees a patron might owe. Ann Stovall and I are working with SWAN and Bibliotheca staff to figure out the problem.

We hired a Senior Circulation Supervisor. Her name is Vicki Brodeur and she starts on March 20. Vicki comes to us with circulation as well as supervisory experience after working at the Naperville Library for several years. In preparation, we have reorganized our workroom to give Vicki her own desk as well as the privacy to do page evaluations. I am excited to have Vicki join our team!

You may have noticed that we have also moved the “Welcome Desk”. When we originally renovated, we wanted a desk facing the front doors so that staff could easily welcome people as they entered the library. Over time we found that most people did not look that way as they entered the building and by the time they did look towards the Circulation Desk, the staff at the two other desks were greeting them. The angled desk also posed a problem with patrons not being able to see the staff person sitting there (or the staff member not being able to see a patron in line). We have now moved the desk so it is in-line with the other two desks. It really looks great and the Circulation staff feel that it is working well!

Debbie Sheehan
Head of Circulation Services

				Circ Stats								
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	
Sept.	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	
Oct.	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	
Nov.	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	69,912	
Dec.	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	
Jan.	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	
Feb.	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	70,071	
Mar.	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612		
Apr.	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161		
May	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429		
June *	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392		
Renewals through the webpack not included before April							1,284					
						Electronic Circulation		3,852				
Yearly												
Total	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	576,168	
*Missing data--used an average number to get a total												

Adult Services February, 2014: Board Report

Highlights of adult programs includes, from our 1988 program series, The Music of Andrew Lloyd Webber with 85 in attendance. Jennifer was able to arrange an author visit with Brigid Pasulka with 38 in attendance. Barbara's Books in Burr Ridge sold books at this event. This was the first time we partnered with Barbara's Books and hope to do more partnering in the future. We had what Cindy deemed an excellent program, Emancipation to Inauguration, on African American history. Unfortunately only seven patrons were in attendance. Great Decisions had 19 people participating in February. Participation in this has steadily grown over the years.

Signups started March 1 for The Big Read. Our programs already have many people registered and the cooking class has a waiting list.

We started AARP tax aid and they have so far provided aid to 95 individuals.

Axis 360, a second e-book service, went live for the public mid February. Axis 360 does not work with the simple Kindle, but we put an insert into all the other how-to guides on eMediaLibrary for Axis 360.

MyPC, the new Internet computer reservation system in the adult and youth departments, was installed February 5. A new print system, PaperCut, was also installed. Staff were trained on the software and have been able to assist patrons as needed. Ann Stovall's report lists the benefits of the new software.

Cindy and I attended a webinar on adult programming which was useful in its use of determining demographics and looking at different ways to evaluate programs. Mary Krekelberg attended a webinar on starting a digitizing project and attended the DuPage Genealogy Conference. Jennifer attended a Tumblr webinar. Staff continued their training on MyPC and Papercut.

At the Board meeting I will be sharing how the Adult Services Department selects materials. Attached to this report is the Summary of Adult Collection Use, which I study every year, and the library's Materials Selection Policy.

Debbie Wordinger

Summary of Adult Collection Use 2013

This is a summary of an analysis that is done annually and is used in the processes of determining the materials budget, weeding, materials selection, and planning the arrangement and marketing of the collections. This report is collection use report, looking at the actual use of *our collection*. It does not report the circulation of every item checked out at Indian Prairie, many of which are interlibrary loans from other libraries. The complete report is eight pages long and is available to any who would like to see it.

Definitions

Turnover rate is the number of times, on average, an item in any one collection went out in the course of the year. Indian Prairie's average turnover rate for the entire collection (youth and adult) is 4.7, and 3.2 for the entire adult collection.

Percent of the collection vs. percent of the circulation should be about equal. For instance, if history books make up 15% of the circulation, the library should have a comparable number of books to meet demand. If you have a larger percentage of books in the collection than are going out as a percentage of the circulation, you should take a look at that collection. The library may need to buy fewer books in that area or weed the area.

Collection and Circulation Proportions, 2013, and Changes from 2012

Adult Collection	% of Adult Collection	% of Adult Circulation	Collection Size Change	Circ. Change	Turnover 2013
Fiction	23%	19%	-1%	-4%	2.6
Large Print	5%	4%	+3%	+2%	2.7
Nonfiction	38%	14%	-1%	-8%	1.2
DVDs	12%	40%	+13%	-4%	11.3
Music CDs	7%	9%	+6%	-10%	3.8
Audio Books	4%	4%	+8%	-5%	3.6
Electronic Book*	10%	5%	+2%	+16%	1.5
Magazines	N/A	3%	N/A	-14%	N/A
Electronic Magazines	N/A	2%	N/A	N/A	N/A
Reference	1%	N/A	-1%	N/A	N/A
Total	100%	100%	+2%	-5%	3.2
Library Total**	N/A	N/A	+2%	-1%	4.7

Note: Magazines are included in the circulation figures, but not the figures for collection size. Reference books are included in the collection figures but do not circulate, thus do not add to the circulation statistics.

*Includes all of our titles and all the consortium titles.

**Based on comparing 2011/2012 FY statistics to 2012/2013 FY statistics as collected by Debbie Sheehan.

Comments

In assessing the use of our book, AV, and virtual collections by Indian Prairie patrons, we find that most book or AV areas have decreased in circulation but our virtual collections (Zinio and eMediaLibrary) have increased.

The circulation of eMediaLibrary titles was up by 16%, and percentage of adult circulation increased from four percent to five percent. They remained ten percent of the adult collection. Trying to develop this collection is difficult because of the numerous restraints and conditions placed by the publishers. During 2014 we will be adding Access 360 to our e-book collection.

The big news in Magazines was the addition of Zinio. The circulation of the hard copies of magazines went down by 14%. However, 7,697 Zinio magazines were downloaded compared to 13,763 hard copy checkouts. The limited number of titles in Zinio, about a third the number we get in paper, account for a little over one third of all magazine checkouts.

The increased importance of electronic or streaming services (in January we added Hoopla, a streaming music and video service, and Roku, a device that allows patrons to stream movies) complicates our marketing of what the library has available, the training of patrons and staff, and the management of collections.

We are maintaining the current size of the book collection. With a three year collection weeding cycle, we are able to keep a collection that is a manageable size for the shelving we have. Some collections like Large Print grow while others like nonfiction decrease in size.

Some areas of the book and AV collection did increase in circulation: Action/Adventure movie DVDs, Gardening, Money Management, Life Skills, and Self Help books.

More promotion of the collection may help increase circulation. I will be working with the Marketing and Promotion Coordinator to highlight areas in a variety of ways.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

MATERIALS SELECTION POLICY

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This policy must be reviewed by the Board biannually.

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.I – 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

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

STATISTICS FOR	Feb. 2014	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	39,428	44,653	348,240	378,936	-8.10%
Teen	2,826	3,271	26,311	29,388	-10.47%
Kids	19,761	20,661	171,473	173,953	-1.43%
TOTAL	62,015	68,585	546,024	582,277	-6.23%
Electronic Circulation	3,210	1,919	24,298	14,417	68.54%
GRAND TOTAL CIRC.	65,225	70,504	570,322	596,694	-4.42%
% Reciprocal Borrowing	15%	19%	15%	17%	
Patron Visits	34,284	35,295	303,414	320,126	-5.22%
Current Cards					
Resident	169	188	22,687	23,334	-2.77%
Non-Resident	72	84	1,065	1,063	0.19%
TOTAL	241	272	23,752	24,397	-2.64%
Patron Assistance					
Adult - Reference	1,586	3,749	24,547	28,710	-14.50%
Kids - Reference	1,281	1,630	13,076	15,268	-14.36%
TOTAL REFERENCE	2,867	5,379	37,623	43,978	-14.45%
Adult - Other	2,442	2,390	13,928	13,461	3.47%
Kids - Other	1,298	1,794	11,704	13,796	-15.16%
TOTAL OTHER	3,740	4,184	25,632	27,257	-5.96%
GRAND TOTAL ASST.	6,607	9,563	63,255	71,235	-11.20%
ILL/Reserves					
Holds	7,183		66,288		
ILLs Sent	4,428	5,261	38,781	42,217	-8.14%
ILLs Checked Out	4,881	5,830	42,320	49,475	-14.46%
ILLs Received	5,301	6,233	45,907	53,517	-14.22%
Copy/Fax Sent	0	1	1	5	-80.00%
Copy/Fax Received	6	2	184	43	327.91%
Programs - Adult					
# Programs	17	6	56	45	24.44%
Attendance	189	184	1,374	1,726	-20.39%
Computer Classes					
# Programs	7	7	51	49	4.08%
Attendance	57	72	540	522	3.45%
Individual Technology Training					
# of Patrons	116	146	790	525	50.48%
Groups					
# Programs	8	16	96	105	-8.57%
Attendance	180	221	1,340	1,302	2.92%
Others					
#Programs	4	4	10	4	150.00%
Attendance	95	92	197	92	114.13%
Programs - Teen					
# Programs	3	7	25	84	-70.24%
Attendance	23	70	467	1,441	-67.59%
Programs - Kids					
# Programs	37	32	202	232	-12.93%
Attendance	1,099	1,359	5,945	12,653	-53.02%
GRAND TOTAL ATT.	1,759	2,144	10,653	18,261	-41.66%

STATISTICS FOR	Feb. 2014	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,879	4,099	33,300	34,088	-2.31%
Kids Computers	1,483	1,373	12,078	12,252	-1.42%
Teen Laptop	205	165	1,272	1,627	-21.82%
Adult Laptop	241	131	1,444	1,507	-4.18%
TOTAL PATRON USE	5,808	5,768	48,094	49,474	-2.79%
Hours Used					
Adult Computers	2,562	2,839	21,856	23,525	-7.09%
Kids Computers	747	955	6,623	7,824	-15.35%
Teen Laptop	168	202	1,672	1,904.50	-12.21%
Adult Laptop	388	229	2,728.50	2,816	-3.11%
TOTAL HOURS USED	3,865	4,225	32,879.50	36,069.50	-8.84%
IPPL Web Site Visitors	12,760	19,064	45,982	158,694	-71.02%
IPPL Total Page Views	28,490	22,594	106,531	161,099	-33.87%
Subscription Database Logins	2,580	2,447	22,328	21,032	6.16%
Outreach-Homebound					
Items Delivered	140	132	1,229	1,277	-3.76%
Volunteers					
Number Active	57	66			
Hours Worked	332.75	334.75	3,108.75	4,103	-24.23%
Staff Training Hours	82.50	83.50	739	639.25	15.60%
Room Use					
Multi-Purpose Room	27	20	130	127	2.36%
Meeting Room					
Library	42	40	261	242	7.85%
Non-Library	47	27	263	216	21.76%
Group Study Room	254	238	2,016	1,934	4.24%
Lobby Programs	3	1	17	13	30.77%
Conference Room	13	18	134	117	14.53%
Clavinova	1	0	1	0	

MATERIALS COLLECTION STATISTICS- FEBRUARY 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1700	7	9	1698	342	107	349	116
Non-Fiction	52169	339	527	51981	2697	4273	3036	4800
Fiction	39179	366	333	39212	3180	2494	3546	2827
TOTAL	93048	712	869	92891	6219	6874	6931	7743
BOOKS-- CHILDRENS								
Reference	441	0	15	426	1	450	1	465
Non-Fiction	20353	114	6	20461	460	141	574	147
Fiction	27513	99	65	27547	1817	2340	1916	2405
TOTAL	48307	213	86	48434	2278	2931	2491	3017
BOOKS - TEEN								
Non-Fiction	860	11	1	870	63	163	74	164
Fiction	3710	96	1	3805	403	187	499	188
TOTAL	4570	107	2	4675	466	350	573	352
GRAND TOTAL	145925	1032	957	146000	8963	10155	9995	11112

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	4772	58	2	4828	441	294	499	296
Music CD	10429	36	6	10459	484	119	520	125
Playaway	419	1	2	418	39	15	40	17
Video (VHS & DVD)	15993	150	6	16137	1052	309	1202	315
CD-ROMs	159	0	0	159	0	4	0	4
TOTAL	31772	245	16	32001	2016	741	2261	757
AUDIOVISUAL-CHILDRENS								
Audio Books	758	1	0	759	90	18	91	18
Childrens Music CD	877	0	1	876	25	8	25	9
Junior Music CD	213	0	0	213	67	9	67	9
Playaway	65	0	0	65	3	0	3	0
Video	4383	4	14	4373	491	206	495	220
TOTAL	6296	5	15	6286	676	241	681	256
AUDIOVISUAL-TEEN								
Audio Books on CD	243	4	0	247	19	11	23	11
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	0	67	2	2	2	2
Video	518	8	0	526	58	11	66	11
Console Games	445	0	0	445	18	26	18	26
PC-GAMES (formally CD-ROMS)	-24	0	1	-25	0	12	0	13
TOTAL	1277	12	1	1288	97	353	109	354
GRAND TOTAL	39345	262	32	39575	2789	1335	3051	1367

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1549	46	1595	321		367	
Kids and Teens ebooks	334	0	334	0		0	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13475	78	13553	617		695	

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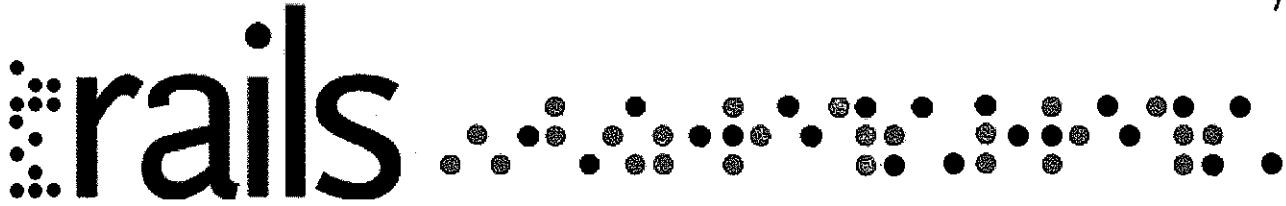
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News from the Reaching Across Illinois Library System.

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e-news

Funding News

RAILS received the second Area and Per Capita Grant payment of \$778,912.88 for FY2014 (July 2013 - June 2014). We have now received FY2014 payments of \$1,936,143.79, or 19.6% of the total amount. RAILS would like to thank Secretary of State and State Librarian Jesse White, Illinois State Library Director Anne Craig, and colleagues at the Illinois State Library for helping to make this possible.

March 5 Member Update to Feature Latest RAILS News and More!

Executive Director Dee Brennan will host the next RAILS Member Update from the Coal Valley service center on March 5, from 9:30 – 11:30 a.m. Attendees will learn more about our strategic planning process and how it will benefit staff at all our member libraries. We will also feature the latest developments with continuing education, information about the RAILS Consortia Committee, the proposed overlay project, and other RAILS news.

You may attend in-person at Coal Valley, or via videoconference at another RAILS service center (Burr Ridge, East Peoria, Geneva, Rockford, or Wheeling) or a scheduled member library location (Galesburg Public Library, Kankakee Public Library, LaSalle Public Library, Quincy Public Library, Sterling Public Library, or Sycamore Public Library). You may also view the meeting via one-way streaming. Streamers are welcome to submit their questions and comments by sending an email to feedback@railslibraries.info during the broadcast. The meeting will also be recorded for viewing at a later date. For an agenda and registration, see: www.librarylearning.info/events/?eventID=16681.

Next RAILS Board Meeting

The RAILS Board will meet on Friday, February 28, at 1 p.m. The meeting will be held at the RAILS Burr Ridge service center and via videoconference at other locations. This meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and supporting documents, see: www.railslibraries.info/board/meeting/2014-02-28-0.

Winning Auction Bidders Reminded to Schedule Time to Pick Up Items

Thank you to those who participated in the recent online auction of items no longer needed at the RAILS East Peoria service center. RAILS reminds winning bidders to schedule an appointment to pick up their item(s) during business hours at the RAILS East Peoria service center, 600 High Point Lane, in East Peoria. All items must be paid for and picked up by 3 p.m. on Friday, February 28. Acceptable forms of payment are cash, certified check, or a check drawn on a library account. Contact Russ Theobald in East Peoria at russell.theobald@railslibraries.info or 309.740.3558 to schedule an appointment to pick up your great deals!

February 26, 2014

RAILS Links

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

Member Resources

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

Upcoming Meetings

- [February 28 RAILS Board Meeting](#)
- [March 5 RAILS Member Update](#)

[All board and committee meetings](#)

Upcoming RAILS CE

- Administrators Workshop: Working Effectively with Your Trustees
- [March 4 - Wauconda](#)
- [March 5 - Coal Valley](#)
- [March 6 - East Peoria](#)
- [March 7 - Burr Ridge](#)
- [March 21 Making I.T. On Your Own](#)

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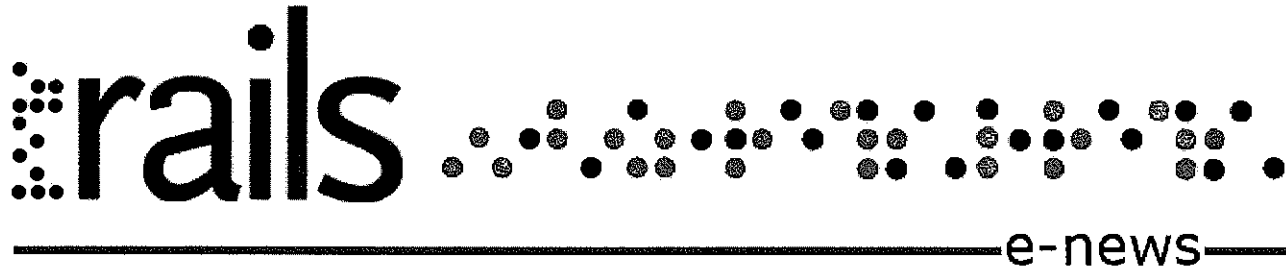
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RAILS Board Approves Strategic Plan

On February 28, 2014, the RAILS Board approved the RAILS Strategic Plan. The plan includes mission, vision, and values statements. It also includes seven goals representing broad areas that RAILS members have indicated are of great importance to them: resource sharing, access to information, member engagement, continuing education & consulting, leadership & innovation, organizational excellence, and stewardship. Each of these goals includes different strategic initiatives.

RAILS thanks all members who provided input during our strategic planning process by attending a focus group, participating in our member-wide survey, or offering feedback in other ways. Members are encouraged to view the complete details on our strategic plan at www.railslibraries.info/about/2014plan, and to provide additional feedback using the link at the bottom of that webpage. You can also contact [Mary Witt](#), RAILS Communications Director, with any comments or questions you have. Stay tuned to the *RAILS E-News* for further details on our strategic plan and the activities RAILS will undertake to help accomplish our goals in the months ahead.

RAILS Facilities News

At its February 28 meeting, the RAILS Board approved the sale of the Geneva service center to Batavia Enterprises, Inc. The sale is subject to final contract negotiations. The Board also approved two lease agreements for the RAILS East Peoria service center, subject to final negotiations by RAILS. RAILS will lease back a portion of the main building and all of the delivery hub at East Peoria. RAILS will keep members informed about further developments with all our facilities.

RAILS @ PLA Conference

If you are attending the PLA 2014 Conference in Indianapolis on March 11-15, visit RAILS' exhibit booth (#318) when the exhibit hall is open. We look forward to connecting with our members, sharing the latest RAILS news, and hearing what's new at your library. Please stop by and say hello!

"State of the System" from Dee Brennan

Dee Brennan, RAILS Executive Director, issued a "[State of the System Report](#)," in her recent *Direct from Dee* blog post. You'll find information on what RAILS has accomplished in the past year in areas such as member engagement, the *eRead Illinois* project, and much more. *Direct from Dee* is available from the center of the RAILS website. An archive of all Dee's blog posts can be found at: www.railslibraries.info/director-blog.

March 5, 2014

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Upcoming Meetings

[March 28 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

Administrators Workshop:
Working Effectively with
Your Trustees

[March 6 - East Peoria](#)
[March 7 - Burr Ridge](#)

[March 21 Making I.T.
On Your Own](#)

[March 26 Managing
Disperse Teams](#)

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The updated edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*, contains valuable information to assist RAILS public libraries in completing applications for state grant programs and is also an important guide for trustees and library boards. RAILS has made a group purchase of 250 copies and will offer them to members at a discount of \$22.50 each (includes shipping). Stay tuned to *RAILS E-News* for ordering information - coming soon!

Workshops for Administrators on Working Effectively with Trustees

Sally Gardner Reed is leading in-person workshops for directors and other administrators on how to effectively work with trustees, how to help them understand their role as a board member, and how to handle potential problems. Sally Gardner Reed is the Executive Director of United for Libraries, the author of numerous books, and the former Executive Director of Friends of Libraries U.S.A. (FOLUSA). Four workshops were scheduled in the RAILS service area. Register on L2 to attend at one of the remaining locations:

March 6, 9:30 a.m. - 12:30 p.m., RAILS East Peoria service center

March 7, 9:30 a.m. - 12:30 p.m., RAILS Burr Ridge service center

March 21 Program on "Making I.T. On Your Own"

Ahren Sievers, Technology Librarian at Elmwood Park Public Library, will present, "Making I.T. on Your Own," on March 21, at 9:30 a.m. Ahren will present tips, tricks, and advice for libraries that have little technology staff and a shoe-string budget. He will also demonstrate products and services that will make managing your library's computers easier, more efficient, and more secure. The program will be held in-person at the RAILS Burr Ridge service center, and viewable as a webinar at the RAILS East Peoria and Coal Valley service centers. You may also register to view the program on your computer via Fuze. For more information about the program and registration, see: www.librarylearning.info/events/?eventID=17111.

Help for Managing Disperse Teams Webinar on March 26

RAILS has arranged a group viewing of "Leading in Absence: Ideas for Managing a Disperse Team," on March 26, from 1:30 -3:00 p.m. The webinar is sponsored by the Library Leadership and Management Association (LLAMA), and will be presented by Kelly Sattler, Head of Web Services at Michigan State University. Methods and concepts for managing teams that are physically separated from one another will be discussed, and newer tools, such as online meeting options, document sharing, scheduling tools, etc. will be explored. The webinar will be shown at the RAILS Burr Ridge and Coal Valley service centers and is free to RAILS members. For registration, and more information, see: www.librarylearning.info/events/?eventID=17220.

Final Month for RAILS Member Libraries to Complete Certification Process

All RAILS member libraries must complete the annual online certification process by March 31, 2014 to retain their system membership and access system services including delivery, continuing education, etc., and to be eligible for grants and other offerings from the Illinois State Library. If you haven't completed this mandatory process, see: www.cyberdriveillinois.com/departments/library/libraries/librarycertification.html. If you have questions, contact certification@railslibraries.info or call 630.734.5160.

Live Training Sessions and Webinars for eRead Illinois

Live training sessions and online webinars for the eRead Illinois Axis 360 platform are being held into April. The live sessions are only available to staff from participating libraries and

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Site webinars will be available at a later date and posted on the [eRead Illinois](#) website. All training opportunities are listed at: www.railslibraries.info/eread-illinois-program/webinars-and-presentations. (You must be logged in to [L2](#) to view these opportunities.) If you have any questions, please contact Natalie DeJonghe, E-book Trainer/Coordinator, at natalie.dejonghe@railslibraries.info.

RAILS Board Member Participates on ILEAD U Team

Mary Jo Matousek, Media Center Director at Meridian Middle School and RAILS Board member, is participating on an ILEAD U team, "Hard Core Resources for the Common Educator," with five school librarians from locations across the RAILS service area. The team will organize resources for teachers by Common Core Standard. Other team members are: Marcia Brandt, Herscher CUSD #2; Rachele Esola, St. Patrick High School Library Media Center; Kathryn Hauser, Elgin High School; and Mindy Perry, Greenbrook Elementary School. Watch for more updates from this and other ILEAD U teams!

Illinois State Library (ISL) Announces Grant Opportunities

Last week's [ISL E-News](#) included details about several grant opportunities available from the Illinois State Library. [Project Next Generation](#) grant applications are being accepted from public libraries on or before 11:59 p.m. on Monday, March 31. The [Eliminate the Digital Divide Grant Program](#) is an opportunity for public libraries to receive up to \$75,000 to establish a Community Technology Center. The newsletter also provides information on the FY2015 Adult Literacy Grant literacy grants and the requirements for the FY2015 Public Library Per Capita Grant.

Illinois State Library Will Not Recommend Common Loan Period

The Illinois State Library reported in last week's [ISL E-News](#), that after receiving a tremendous amount of feedback from the library community, the ISL will not recommend a common loan period to the ILL Revision Committee. The Illinois State Library remains committed to shared interlibrary loan periods as a vision that all ILLINET libraries should work toward. If you are not subscribed to ISL's weekly publication, you can subscribe to [ISL E-News](#) directly from the upper right corner of the RAILS website's [News page](#).

Meeting the Needs of the Spanish Speaking Community

The Illinois State Library is sponsoring, "Empowering Library Staff to Meet the Needs of the Spanish Speaking Community," on April 11, 10 a.m. - 3 p.m., at the Kankakee Public Library. Attendees will learn about the challenges and benefits of reaching out to serve the Spanish speaking community and increasing their access to public library computers and resources. There will be a presentation about Hispanic/Latino culture, behavior and values; how we learn about the culture; and how that culture impacts our behaviors and perceptions. This workshop is geared to all library staff. For more information and registration, see: www.librarylearning.info/events/?eventID=17069.

Early Childhood Reading Grants

Target is offering Early Childhood Reading Grants of \$2,000. Applications need to be received by April 30. Grants support programs such as library storytimes and family reading nights. Programs must take place between September 2014 and August 2015. For more information, see: <https://corporate.target.com/corporate-responsibility/grants/early-childhood-reading-grants>.

RAILS Library Director News

Indian Prairie Public Library Trustee Questionnaire



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Please return to Library Director Jamie Bukovac.
Thank you.

Name: Kelly Von Zee

Town: Darien, IL

What is your "day job"?

As of January 6, I will be the Assistant Head of the Youth Services Department at the Addison Public Library. I am currently the Early Literacy Librarian in the Kids and Teens Department at Indian Prairie.

Tell us about your experience, hobbies and interests.

I have worked in public libraries for over five years, and am passionate about this community. I have a strong background working with children and designing programs and services to promote early literacy. I am also a yoga instructor at the Burr Ridge Lifetime Fitness, and I spend a lot of time pursuing various health and fitness activities such as rock climbing and dance. I am bilingual (Spanish/English), and I work as a literacy volunteer with School and Tutors on Wheels.

Why would you like to be a trustee?

I have worked at Indian Prairie for over four years, and I have really enjoyed the experience. I have accepted a new position at the Addison Public Library, but I would love to continue to contribute to IPPL's vision and mission. I believe that public libraries are the foundation of a fair and equitable society, and would be honored to be a part of the board at IPPL. I believe that I can bring a unique perspective to the table, and can contribute to Indian Prairie's continuing development.

What about Indian Prairie makes you the most proud?

I am proud of all of the wonderful materials and services that we have at IPPL. If I had to pick one area that I am most proud of, it would be the programs and services that we have for young children and their families. So many children enter kindergarten every year without the skills they need to be academically successful. At IPPL, we do everything we can to bridge this gap, and I am proud of what we have been able to do to help the children and families in our community.

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

Indian Prairie Public Library Trustee Questionnaire



Please return to Library Director Jamie Bukovac.
Thank you.

Name: Diane Ruscitti

Town: Darien, IL

What is your "day job"?

I am a Treasury director for a large international conglomerate.

Tell us about your experience, hobbies and interests.

I have over twenty years of financial management experience principally with Fortune 500 and government organizations. I am currently a volunteer for a large non-profit organization (the American Red Cross of Greater Chicago) and previously volunteered for the MD Anderson Cancer Center and Little City Foundation. I travel when possible and am interested in history and non-fiction reading.

Why would you like to be a trustee?

My financial management and strategic planning work experience and volunteer background (both in fund raising and in budgeting and other matters) would be an asset for the organization. I would like to give back to the community and to help the library and community to continue to prosper.

What about Indian Prairie makes you the most proud?

The parking lot at the library is usually always full. This suggests to me that patrons are satisfied and happy with the services that the library provides. The library has certainly grown in the last 28 years since I first moved to the community and provides a much larger selection of services.

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

I am a hard working, consensus builder that believes in community and the benefits of working with others for a greater good.

Questions for potential trustees
to be used by the trustees at the interview

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?

465 Computer and Internet Services

Staff recommend the library change the current Computer and Internet Services policy to “provide public access to the Internet, reference databases, the on-line catalog, software products and games” to all patrons, including kids and teens, unless parent or legal guardian wishes to restrict access.

Our policy already states the necessary information required to protect children, families, and the library. 465.2 User Responsibility (3rd and 4th paragraph)

Changing this policy would be a benefit in a number of ways:

- We would be providing equal access to all. By signing up for a library card patron should have access to all services, unless they choose to opt out, rather than the other way around.
- This change would be more consistent with the current policy that already states User Responsibility.
- We would be supporting our schools by providing access to computers and the Internet, which children or all ages need to be successful in school.
 - Most school assignments require the use of a computer and the Internet.
 - Many of the school post assignments or important news on the Internet.
 - Many of our schools are in the process of switching to e-Textbooks.
- We would eliminate confusion for youth who don't understand why they can't use the computers, the Internet, or feel like they're hearing “no” from staff which is especially critical for young patrons who are still forming opinions of what a library is.

Computer/Internet Policies at Other Libraries

Oak Park Public Library – No filters, no restrictions

As with all materials in the Library, restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not act in place of the parent. Parents and guardians assume full and complete responsibility for their child/children's use of the Internet through the Library's connection. Users are encouraged to ask staff for information and advice regarding resources for children's Internet use.

Chicago Public Library – No filters, no restrictions

It is not within the purview of the Library to monitor access to or content of any resources for any segment of the population. The Chicago Public Library reserves the right to intervene when activities on a Library or personal device cause a disruption to library users and a complaint is received.

Westmont Public Library - Parents can opt out

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

Hinsdale Public Library -16 and under requires parent permission slip

If under the age of 16 the following must be signed by a parent or legal guardian: I give permission for my child to access the Internet at the Hinsdale Public Library. I understand that the Library has no control over the content of the Internet and that the Library does not employ any filtering software, and I shall not hold the Library responsible for what my child views on the Internet. I have discussed appropriate Internet behavior with my child and accept full responsibility for supervising my child's use of the Internet and for my child's use of the Internet in accordance with the Library's Internet User Agreement, set forth below.

Downers Gove Public Library – Filtered Access

The public computers in the Children's Department have filters for adult content and social media.

Woodridge Public Library – No filters, no restrictions

The Library Board has adopted the Library Bill of Rights and endorses an individual's right of access to information. As such, the Woodridge Public Library does not filter its computers. As with Library materials, restriction or regulation of a child's access to the Internet is the responsibility of the parent or legal guardian.

Northlake Public Library – No filters, no restrictions

Internet computers in the Youth Services Department are not filtered. Parents and guardians of minor children are responsible for their children's use of the Internet and are encouraged to participate with them in their Internet use. Children ages 8 and under are subject to the library's Unsupervised Minor Policy and are not permitted to use the Internet without their parent or legal guardian present during the entire computer session.

SERVICES

465 Computer and Internet Services

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

465.1 Library Responsibility

Staff will assist patrons with basic functions of computers, printers and ~~library provided~~ software programs as time permits, but cannot offer in-depth personal instruction. The library does provide classes and a ~~"book-the-librarian" service~~ other resources which can be used for in-depth instruction. The library and library staff are not responsible or liable when assisting patrons who are conducting personal business or e-commerce on the library's computers.

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

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

465.2 User Responsibility

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

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

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

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

Each user is responsible for following personal safety practices while using the Internet. Parents or legal guardians are responsible for the Internet information accessed by their children as well as for

their children's safe use of the Internet including email, chat rooms, social networking sites, and other forms of direct electronic communication. Parents are advised to supervise their children's Internet sessions and to restrict them from accessing materials that the parents consider harmful to minors. The library provides to parents and children information about best safety practices for use of the Internet.

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

465.3 Use of Computers

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

Computers in the adult department are provided for adults and children age 14 and up. Computers in the Youth Services Department are provided for children ~~under age 18~~ high school age or under or for parents to use with a child or while their child is using the Youth Services Department. Exceptions to this may be made with referrals from either department.

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

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

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

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

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

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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

USE OF LIBRARY FACILITIES

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USE OF LIBRARY FACILITIES

600 Rules of Behavior

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

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

601 Disturbing Others

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

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

602 Harassment

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

The patron receives one warning for harassment; at the second offense the patron must leave the library for the rest of the day. In the case of sexual harassment, the police will be called immediately.

603 Firearms and Other Weapons

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

604 Foods and Beverages

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

605 Smoking

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

606 Shirt and Shoes

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

607 Hygiene

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

608 Library Property and Parking Lot

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

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

Skateboarding and rollerblading are prohibited. Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is prohibited. The library is not responsible for damage or loss to vehicles.

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled

use. The library's insurance company must approve the Certificate of Insurance. The group must insure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following the event.

609 Animals

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

610 Solicitation on library property.

No organization or individual shall be permitted to solicit donations, sell tickets or ask library personnel to sell tickets, conduct electioneering, petition signatures, solicit information, or distribute advertising material. No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

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

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

611 Serious or Repeat Violations of Library Rules

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

Patrons who cause repeated problems in the library will be warned that they will be barred from the library or using a particular service if the behavior continues. In the case of minors a letter will be sent to their parents or guardians regarding the behavior and consequences. If the behavior persists the patron will be barred for one month. If the patron continues to cause disruptions he or she will be barred for 90 days. If the patron returns and continues to cause disruptions the patron will be barred for one year.

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

611.1 Appeal

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

THE SAFETY AND WELL-BEING OF CHILDREN

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

To ensure the safety of children, it is the parents' or guardians' responsibility to provide childcare; the library and its staff cannot provide this service. Children aged 7 and under must be accompanied by an adult or adolescent of at least 12 years of age who is near the child and attentive to their needs. Exception: When a child age 3 to 7 is in a library program that does not require the caregiver's attendance, the caregiver may leave the children's department to use another part of the library as long as the caregiver returns 5 minutes before the program is scheduled to end. The caregiver must remain in the library. If the caregiver is repeatedly late to meet the child following a program, the child may be removed from program enrollment.

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

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

Complete review & revision 3/21/12, revision 8/21/13, revision 11/20/13, revision 12/18/13

65

USE OF LIBRARY FACILITIES

620 Community Information Flyers and Posters Display

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

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

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

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

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

621 Distribution of Free Publications

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

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

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

USE OF LIBRARY FACILITIES

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

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

USE OF LIBRARY FACILITIES

630 Displays

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

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

630.1 Displays in Departments

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

Complete review & revision approved 3/21/12

USE OF LIBRARY FACILITIES

635 Art Exhibits

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

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

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

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

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

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

USE OF LIBRARY FACILITIES

GROUP STUDY ROOMS

650 Use of the Group Study Rooms

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

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

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

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

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

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

650.6 No singing, playing of musical instruments or music played on speakers is allowed in the adult group study rooms.

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

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.
- Multi-Purpose Room – seating for 28 auditorium style or 16 at tables.

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

660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a laptop capable of accessing the Internet. Subject to availability, the following equipment may be reserved for use: 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 at least three days' notice ~~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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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PERSONNEL CODE

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PERSONNEL CODE

800 Personnel

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

The personnel policies are based on the following objectives:

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

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

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

PERSONNEL CODE – Selection of Personnel

801 Selection of Personnel

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

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

801.1 Equal Opportunity Employer

The Indian Prairie Public Library is an equal opportunity employer. Discrimination relating to employment based on race, color, national origin, sex, religion, age, disability (as defined by the Americans with Disabilities Act), or sexual orientation is strictly prohibited. Violation of the library policy against discrimination will result in disciplinary action including the possibility of termination. Any employee who feels that she or he is a victim of discrimination on the job should contact the Library Director or Assistant Director immediately.

801.2 Employment-at-will

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

801.3 Promotions and Transfers

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

801.4 Reappointment

Staff members who resign in good standing may be considered for reappointment at a future time when an opening is available providing their qualifications are satisfactory. If hired, they will not be credited with prior service for the purpose of computing the accrual of vacation time and seniority nor does time served as a substitute contribute to accrual of vacation or seniority.

801.5 Nepotism

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

PERSONNEL CODE – Selection of Personnel

801.6 Staff Categories

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

PERSONNEL CODE – Personnel Practices

802 Personnel Practices

802.1 Personnel Records

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

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

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

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

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

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

PERSONNEL CODE – Personnel Practices

802.1.1 Confidentiality of Personnel Records

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

802.2 References and Verification of Employment

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

802.3 Workweek and Schedule

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

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

802.3.1 Temporary Emergency Closing

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

802.3.1 Working at Home

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

802.4 Payroll and Salary

802.4.1 Payroll

Employees will be paid bi-weekly. The pay period will begin with the workweek (Sunday) and end thirteen days later. Employees will be paid on the Thursday following the end of the pay period. Automatic payroll deductions will be made as required by law and as authorized by the employee.

802.4.2 Deductions from Pay

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

802.4.3 Salary Schedule

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

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

802.4.4 Merit Pay

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

802.4.5 Overtime, Sunday and Holiday Pay

Non-exempt part-time employees will be paid at the regular rate for all hours up to 40 hours per week and at 1½ times the regular rate for hours in excess of 40 hours per

week and for hours worked on Sundays or holidays. Hours in excess of 40 per week must be approved in advance by the Director, Assistant Director or Librarian-in-Charge. Exempt employees do not receive overtime pay.

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

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

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

802.4.6 Reduction in Hours

An employee who no longer receives benefits due to a reduction in hours will be paid for any earned vacation time on the first payroll following the change. ~~Unused sick time will remain on the employee's account and may be used as designated under the sick leave policy.~~

802.5 Breaks

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

- Employees are allowed a paid fifteen (15) minute relief break for every half day (at least 3 ¼ hours) worked. Relief break time does not accumulate.
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of 30 minutes, in addition to a paid 15 minute relief break as approved by the supervisor.
- Employees not scheduled for enough consecutive hours to meet these requirements may work an extra 15 minutes in order to take an unpaid 15 minute relief break, provided this is approved by their supervisor in advance.
- Employees are scheduled to take a one-half hour unpaid meal break no more than 5 hours after the start of the work period when scheduled to work continuously for 7 1/2 hours or more. Meal break time does not accumulate.
- With permission of their supervisor, relief breaks may be combined or used to extend meal breaks.
- Unused meal or relief breaks cannot be used to adjust the employee's scheduled arrival or departure times.
- No compensation will be given for relief breaks not taken.

802.6 Termination of Employment

802.6.1 Resignation

Employees are encouraged to give advance notice of resignation. A minimum of four weeks notice is requested for the Library Director, Assistant Director, Department Heads, Librarians and Administrative Office Coordinator. A minimum of two weeks

notice is requested for all other positions. On the last day of employment the employee is required to return his or her library card (if a non-resident), any library keys assigned to the employee, his or her name badge, and to pay for all outstanding fines and personal orders.

802.6.2 Unsatisfactory Performance

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

802.6.3 Cause

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

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

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

802.6.5 Employment Termination Form

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

802.6.6 Termination Salary Adjustment

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

802.7 Union Membership

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

802.8 Drug-Free Workplace

The library is a drug-free workplace. Whenever employees are working they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs, being under the influence of alcohol or illegal drugs and possessing or consuming alcohol. Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in

violation of this policy will be terminated. Employees are required to sign the Drug-Free Workplace Agreement which will be placed in the employee's personnel file. In accordance with the Drug-Free Workplace Act of 1988, the Library provides an Employee Assistance Program that provides assistance and referrals with alcohol and drug abuse problems. Any employee found using or dispensing illegal drugs on library premises is subject to immediate dismissal. An employee must notify the Library Director of any criminal drug conviction for a violation occurring in the workplace, no later than five working days after such conviction. An employee who fails to notify the Library Director within five days is subject to immediate dismissal.

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

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

802.9 Workplace Harassment

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

802.9.1 Definitions of Harassment

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

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

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

Examples of conduct which could be considered harassment include:

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

802.9.2 Reporting Complaints

If an employee believes that he or she has been harassed at work by an employee or by some other person who represents the library, is doing business with the library or is a library patron, the employee shall immediately notify his or her direct supervisor. The supervisor shall notify the Library Director and will complete a complaint form (ADM 811.5). If the person to whom the employee is directed to report is the offending person, the report should be made to the next highest level of supervision. If the complaint is directed towards the Library Director, the report should be submitted to the Library Board President. All reports of alleged harassment shall be confidential. Written complaints of alleged sexual harassment will be reviewed by the Library Director and/or the Board President and an investigation initiated promptly.

The Library Director or the Board President, as the case may be, will provide the complaining employee with a written report regarding the outcome of the investigation and the actions to be taken, if any, within thirty days of receiving the incident report. If so requested by the complaining employee, during the time of the investigation, the library will endeavor to structure the work situation to reduce or eliminate contact between the complaining employee and the alleged perpetrator.

802.9.3 Right of Appeal

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

802.9.4 Discipline

Any employee who is determined, after an investigation, to have engaged in harassment, in violation of this policy, will be subject to disciplinary action up to and including dismissal. No action will be taken against employees who lodge good faith complaints of harassment.

802.9.5 Retaliation

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

802.10 Use of Automobile

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

802.11 Privacy of Employee Work Space and Equipment

Desks, lockers, filing cabinets and other storage areas may be provided for the convenience of our employees, but these areas remain the sole property of the library. The library reserves the right to enter any person's workspace and to open desks, files, cabinets, etc., to obtain materials. Telephones, computers and computer software are the property of the library and are not private. Therefore, employees who do not wish personal articles or files to be subject to inspection in the workplace should not store such property on the library premises.

802.12 Gifts

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

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

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

802.13 Grievance Procedures

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

Step 1 - An employee with a grievance will first present the grievance in writing to his/her supervisor. It is the supervisor's responsibility to ensure any complaint receives prompt attention.

The supervisor will confer with the department head and reply in writing to the employee within five working days. Notification of the problem and its solution will be given to the department head and the library director.

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

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

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

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

PERSONNEL CODE – Staff Conduct

803 Staff Conduct

803.1 Staff Obligations

The Indian Prairie Public Library is a public service institution. Each staff member’s attitude and demeanor is important in establishing the image the library presents to the public. Each employee’s attitude should be one of courteous, friendly, and attentive service to the patron. The library’s mission requires personnel to value and respect the varying needs, skills, and abilities of library users. Library service will be given to all patrons regardless of race, color, national origin, sex, religion, age, disability, or sexual orientation. We strive to continually deliver the highest quality service. To that end, and to maintain a positive reputation within the community, staff are not to state, publish, or distribute false, disparaging or malicious statements concerning the library, its patrons, or its employees. This does not mean that staff may not discuss their terms of employment. All employees, when acting as a representative of the Indian Prairie Public Library, are expected to conduct themselves in accordance with the Code of Ethics of the American Library Association.

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

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

803.2 Privacy of Information Between Staff and Public

The relationship between library staff and patrons is confidential. Information about patron records, circulation records, or reference assistance may not be revealed to the public or to a

governmental agency without authorization by the Board of Trustees. A parent or legal guardian is entitled to information as to the materials reserved or checked out by the parent's minor child.

803.3 Absence and Tardiness

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

803.4 Staff Meetings and Staff Institute Day

Staff are expected to attend in-service training, all-staff meetings and department meetings as scheduled unless excused by their supervisors. Substitute staff will not normally be scheduled to attend department meetings but may attend staff institute day.

803.5 Personal Telephone Calls

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

803.6 Parking

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

803.7 Smoking

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

803.8 Staff Use of Library Computers in Non-Public Areas

All material received, stored and transmitted belongs to the Library and use is subject to library supervision. Use of the Internet on library time must be job-related and supportive of Library services. Staff members who are authorized to use library computers may make occasional personal use of one of these computers as long as the use does not interfere with library operations and is not done on work time.

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

Email messages that include personal opinion by staff should be clearly marked as personal

opinion, not library policy.

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

803.9 Emergencies

803.9.1 Accidents

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

803.9.2 Weather Emergencies

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

803.10 Firearms and Other Weapons

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

804 Performance Evaluation

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

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

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

804.1 Evaluation of New Employees

New employees will be evaluated at three months using the three months evaluation checklist.

804.2 Disciplinary Action

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

PERSONNEL CODE – Paid Leaves of Absence

805 Paid Leaves of Absence

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

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.

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. Sick leave may also be used if time is taken off in the case of personal disasters such as fire and flood.

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

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

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

805.4.3 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.

805.8 Time Off to Vote

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

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

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

805.9 Witness Duty

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

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

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

805.10 Military Leave

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

805.11 Leave Sharing With Employees Facing Catastrophic Illness or Injury Purpose

Purpose

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

Eligibility to Receive Donations of Paid Leave

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

Definition of a Catastrophic Illness or Injury

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

Eligibility to Donate Leave

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

Types of Paid Leave That Can be Donated

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

Amount of Leave That May be Donated

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

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

How to Donate Paid Leave

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

Use of Donated Paid Leave

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

806 Unpaid Leaves of Absence

806.1 Family and Medical Leave

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Obtain victim services;

Obtain psychological or other counseling;

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

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

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

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

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

The Library will continue to pay 85% of the health insurance premium for full-time employees receiving health insurance coverage through the library for a period of up to 12 weeks. Employees are responsible for payment of their portion of the applicable insurance premiums during the leave. Employees on unpaid VESSA will not earn vacation leave, sick

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leave, or holiday pay unless their leave is intermittent and they work at least an average of 20 hours per week during the month.

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

806.3 Court Summons

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

806.4 Other Leaves Without Pay

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

806.4.1 IMRF Benefit Protection Leave

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

806.4.2 School Visitation Leave

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

806.4.3 Special Leave

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

806.4.4 Military Leave

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

806.5 Return from Leave

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

PERSONNEL CODE – Health/Life Insurance Benefits

807 Health/Life Insurance Benefits

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

807.1 Consolidated Omnibus Budget Reconciliation Act (COBRA)

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

807.2 Health Insurance Continuation: Illinois Public Act 86-1444

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

807.3 Dental and Vision Insurance

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

807.4 Privacy Practices

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

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

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

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

PERSONNEL CODE – Retirement/Disability Benefits

808 Retirement/Disability Benefits

808.1 Social Security

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

808.2 Illinois Municipal Retirement Fund (IMRF)

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

808.3 Worker's Compensation Insurance

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

808.4 Deferred Compensation (IRC 457) Plans

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

PERSONNEL CODE – Staff Privileges

809 Staff Privileges

809.1 Borrowing Materials

Employees may receive an Indian Prairie Library card as a benefit of employment. In the use of library materials, the staff must follow the rules and regulations of the library district. Employees are not subject to overdue fines at Indian Prairie Library for items checked out on their Indian Prairie Public Library card except for feature film DVD's. However, if an overdue item reaches the billing stage, staff will be responsible for any fines at the time that it is returned or paid for.

809.2 Purchasing Materials

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

809.3 Photocopying, Printing, Faxing

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

809.4 Staff Recognition

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

PERSONNEL CODE – Reimbursement

810 Reimbursement

810.1 Professional Meetings

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

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

810.2 Expense Reimbursement

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

810.3 Telephone Call Reimbursement

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

810.4 Transportation

810.4.1 Privately Owned Vehicle

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

810.4.2 Commercial Vehicle

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

810.5 Lodging

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

810.6 Meals

810.6.1 During Activities Requiring Overnight Stay

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

PERSONNEL CODE – Reimbursement

810.6.2 Local Meetings and Business

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

810.7 Tuition Reimbursement

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

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

810.8 Library Association Memberships

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

810.9 Professional Librarian Job Candidates

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

PERSONNEL CODE – Volunteer Staff

811 Volunteer Staff

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

811.1 Qualifications

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

811.2 Court Ordered Community Service

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

811.3 Working Conditions

811.3.1 Schedule

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

811.3.2 Conduct

Business-like conduct is expected of volunteers.

811.3.3 Accidents

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

811.3.4 Privacy of Information Between Volunteer Staff and Public

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

811.3.5 Drug-Free Workplace

Volunteers are required to sign the Drug-Free Workplace Agreement

811.3.6 Volunteers Who Drive for the Library

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

PERSONNEL CODE – Volunteer Staff

811.4 Involuntary Termination of Volunteer's Services

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

811.5 Personnel Records of Volunteer Staff

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

811.6 Volunteer Privileges

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

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

~~Trustees and volunteers may purchase materials in combination with regular library orders. Invoices shall be paid with a personal check made out directly to the vendor. Invoices will include the cost of materials as well as taxes and may include shipping charges.~~

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

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

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

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

811.7 Trustee Library Cards

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

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

Code of Ethics of the American Library Association

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

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

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

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

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

Adopted January 22, 2008, by the ALA Council

Kids & Teens

"Everything about this library is so cool! I love it!"

Patron had shared that she and her grandson thoroughly enjoyed the Thursday drop-in family story times and were thrilled that we were offering it in spring. The grandparent also wanted me to make sure I noted the teacher was very creative and was impressed with how she connected with the kids and adults.

Circulation

I just signed a family up for a library card and as they were leaving the next patron said to them, "This is the library with the best staff, you'll love it!"

Patron made a point to come up to the desk to compliment us on our self check machine. He said he loves it.

Hinsdale patron (a tutor) came here to check out some of our "wonderful selection of Life Skills books." Hinsdale does not have them.

Patron said we have a "kick-ass" library.

Patron said, "Happy Valentine's day! You guys are wonderful!"

Patron threw a fit about the "No Guns Signs" posted on our door. "It scares people to death. Who would bring a gun into the library?" It aggravates her. She's been a patron for 40 years.

Patron complimented us on the "slow down" sign in our parking lot. She said that's the best, to the point, sign she's ever seen.

"I love this library. I love the people here. This is the best thing Darien's got going. Everyone is so helpful- even when you call".

"You're a nice lady" said a patron to me by a young boy when we were chatting.

Patron said that we should have different dollar amount fees on the movies, if you're late with a feature film \$1.00 and old movies .25, etc.

Adult & Computer Help Desk

"Your library has such a great graphic novel collection. I wish my library had a collection like this"

Patron was excited when I showed him our Money Management Pull Out area on options.

"Wow, this is great." (He liked how it was set up, easy to find.)

"I like the old computer system where you scanned in your card and didn't need a PIN."

Patron stopped at the Ask Us desk to complain that the air in here was too dry and said we should turn up humidity so people don't cough as much.

"The computers are slower since the upgrade, especially the standup computers."

Patron was very confused by DVDs with the call # of "Fantasy" being shelved under "Sc-Fi" because there is no signage for "Fantasy." Also commented that the sign for "Horror" and "Musicals" are too close together, making it appear as one genre of "Horror Musicals."

Member stated he doesn't like having to put his card number in every time he prints. He prefers the old system. (Staff suggested he use his card and let the scanner read it for his number. He prefers not to carry his card.)

Technology

Administration

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(COMMUNICATION)

Jamie Bukovac

From: directors-bounces@list.railslibraries.info on behalf of kozak@fordlibrary.org
Sent: Monday, March 17, 2014 3:34 PM
To: directors@list.railslibraries.info
Subject: [Directors Only] SEEKING TRUSTEE CANDIDATES FOR RAILS BOARD

Hello,
Hello,
As a member of the RAILS Nominating Committee I write to inform you that there are three (3) public library trustee seats up for election this Spring. The terms run from July 1, 2014 to June 30, 2017. Please encourage your trustees to consider running! The ballot for self-nomination will be posted on the RAILS website on Monday, March 24th. Nominations are due by April 15th; election begins on April 25th (online voting). Please feel free to call or email me with questions:
708-246-0520
kozak@fordlibrary.org
Thanks for getting the word out!
Anne

Anne Kozak
kozak@fordlibrary.org

----- RAILS Community -----
You are subscribed to the Directors Only forum of RAILS Community.

To change or cancel your subscription, visit <http://www.railslibraries.info/community> and click the "Subscriptions" tab.

Browse this forum's archives at <http://www.railslibraries.info/community/browse/directors> .

Search RAILS Community messages at <http://www.railslibraries.info/community/search> .

RAILS Community is an online platform to enable members of the Reaching Across Illinois Library System to communicate about work-related areas of interest. Messages posted to RAILS Community forums by members do not represent the views of RAILS.

Databases at Indian Prairie Public Library

Presentation to the Board of Trustees – March 19, 2014

Jennifer Asimakopoulos, Senior Adult Services Librarian

Popular Resources

- Genealogy: Ancestry, Heritage Quest, Chicago Tribune Historical Archives
- Consumer: Consumer Reports, Chicago Consumers' Checkbook
- Investment & Business: Financial Ratings Series, Morningstar, S&P NetAdvantage, Value Line, Public Records, AtoZdatabases, Business Insights
- Readers Advisory: NovelList Plus, NovelList Select, Book Browse
- Self-Paced Learning / DIY: Mango Languages, Learning Express Library, Job & Career Accelerator, AllData
- Homework Help: Gale Virtual Reference Library, General OneFile, Biography In Context, Opposing Viewpoints in Context, etc., Learning Express Library, Chicago Area Newspapers

Usage & Marketing

Database	Total Sessions FY1213	Total Sessions FY1112	Total Sessions FY1011
AllData^	286	302	475
Ancestry^	5810	6131	3003
AtoZdatabases/Reference USA*	2673	1818	1488
BookBrowse**	416	n/a	n/a
Chicago Consumers' Checkbook^	57	89	53
Chicago Tribune***	948	1337	2150
Consumer Reports	1438	1247	n/a
Financial Ratings Series**	298	n/a	n/a
Gale Subscriptions	5603	7075	8720
Heritage Quest	202	277	413
Job & Career Accelerator	413	705	n/a
Learning Express Library	819	1154	258
Mango Languages	1028	834	447
Morningstar**	1343	n/a	n/a
NovelList Plus	2552	1496	1436
Public Records	4775	3586	2791
Value Line Investment Survey	2153	1290	1373

^in library use only

*Reference USA was replaced with AtoZdatabases at the start of July 2012

** subscriptions started in FY1213

*** dropped Chicago Tribune through ProQuest in June 2013

Our most heavily used databases are *Ancestry* (genealogy research), *Gale* subscriptions (homework help and general research), and *Public Records* (Chicagoland new businesses, real estate transactions, bankruptcies, foreclosures).

The online subscriptions to *Financial Ratings Series* (rates banks, credit unions, insurers; evaluates stocks and mutual funds) and *Morningstar* (analyzes stocks, mutual funds, ETFs) replaced print reference materials. In May 2013, *S&P NetAdvantage* (business and investment ratings and analysis) replaced print Standard & Poor's resources. We continue to get *Value Line* (analyzes small, midcap, large stocks) online and in print.

Chicago Consumers' Checkbook (consumer ratings on businesses and services throughout Chicagoland) is now available from home (as of November 2013).

We continue to supplement our reference eBook collection via GVRL (Gale Virtual Reference Library: a collection of over 400 encyclopedias and reference books) to reduce the size of our physical reference collection plus allow greater user access.

Increased usage of NoveList Plus (71%; previous year increase: 4%) and Public Records (33%; previous year increase: 28%) can partly be attributed to focused marketing campaigns. To spread the word, we include information in the print newsletter, the eNews, and the website; in-house promotions such as business cards, bookmarks, shelf talkers; and online and in-person training sessions for both staff and patrons.

Future Plans

- Continue focused marketing campaigns and perhaps tie it into library's year of learning
- Offer staff and public training sessions
- Explore new online resources