

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
March 18, 2015 – 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, Diane Ruscitti, Victoria Suriano, Kelly Von Zee

- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

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

- C. Public Comment

- D. Communications and Announcements

- | | |
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| 1. DuPage County Clerk to Bukovac re: Statement of Economic Interest | Page 5 |
| 2. Darien Lions Club Humanitarian Award | Page 6 |
| 3. West Suburban Living Magazine Best of the West re: IPPL Best Library | Page 9 |
| 4. Szczepaniak to Bukovac re: All for Arts Study | Page 10 |

- E. Omnibus Consent Agenda

- | | |
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| 1. Minutes of Regular Board Meeting, February 18, 2015 | Page 17 |
| 2. Treasurer's Report | Page 19 |
| 3. Action on Bill/Additional Bills | Page 23 |
| 4. Minutes from Policy Committee Meeting, February 24, 2015 | Page 28 |
| 5. Proposed Changes to Policies: | Page 29 |
| 200 By-laws | Page 32 |
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| 420.3 Renewal of Library Cards | Page 44 |
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| 440 Reference | Page 49 |
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| 456 Proctoring | Page 52 |
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Action

Proposed Changes to Policies (continued):

490 Patron Complaint	Page 54
500 Materials Selection	Page 55
700 Identity Protection	Page 64
801.1 Personnel - Equal Employment Opportunities	Page 67
803 Personnel – Staff Conduct	Page 68
805.1 Personnel – Vacation	Page 70
805.3 Personnel –Holidays	Page 71
805.5 Personnel – Bereavement Leave	Page 72

- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director’s Report Page 73 Information
- H. Department Reports Information
 - 1. Assistant Director Page 76
 - 2. Adult Page 78
 - 3. Circulation Page 79
 - 4. Technology and Technical Services Page 81
 - 5. Youth Page 83
- I. Staff Report
None
- J. Reports
 - 1. Chambers’ Reports (Ryan) Page 88 Information
 - 2. RAILS Page 90 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Plan/Annexation Committee (no report)
 - 6. Policy Committee (Damon) Information
- K. Unfinished Business
 - 1. Library Strategic Plan Page 100 Discussion
- L. New Business
 - 1. Chiller Bid Page 111 Action
 - 2. Landscape Management Quotes Page 112 Action
 - 3. Proposed Changes to Policy 430 Circulation Page 113 Action
 - 4. Proposed Changes to Policy 475 Miscellaneous Equipment Page 116 Action
 - 5. Trustee Vacancy Information
- M. Committee Meetings
- N. Community Events
- O. Library Events

Computers for Beginners	3/18/2015	10:00 AM
Girl Power! True Self-Empowerment	3/18/2015	6:30 PM
Thursday Afternoon Movie: Boyhood (2014)	3/19/2015	2:00 PM

Board Meeting – March 18, 2015 - page 3

Crime Readers: The Broken Shore by Peter Temple (2008)	3/19/2015	6:00 PM
Station KROT.fm - Kids Reading on Thursdays - The Little Prince	3/19/2015	7:00 PM
ESL Conversation Group	3/21/2015	10:00 AM
Teen Summer Job Fair	3/21/2015	1:00 PM
Teen Advisory Board (TAB)	3/21/2015	2:30 PM
Practice ACT	3/22/2015	1:30 PM
Adult Chess Group	3/23/2015	6:00 PM
Great Decisions	3/23/2015	7:00 PM
DIYT - Magnet Menagerie	3/24/2015	10:30 AM
eLibrary Drop-In	3/24/2015	4:00 PM
ReDiscover: Trash or Treasure?	3/24/2015	6:00 PM
Midway Airport: 4th Wednesdays	3/25/2015	10:30 AM
GenLit (for 20-30somethings): The Hundred-Year House by Rebecca Makkai (2014)	3/25/2015	1:00 PM
Pages for All Ages- Family Edition [Rediscover: Celebrating Home]	3/25/2015	6:30 PM
Genealogy Group	3/26/2015	10:30 AM
Tech Talk: Online Learning	3/26/2015	1:00 PM
ReDiscover: Don't Do This, Do That!	3/26/2015	6:00 PM
Station KROT.fm - Kids Reading on Thursdays - The Little Prince - Movie Viewing	3/26/2015	7:00 PM
FrISK- All About Art - Paint with watercolors.	3/27/2015	9:00 AM
From Bedrooms to Dorm Rooms: DIY Wall Decals	3/27/2015	4:00 PM
Tetris Tournament	3/31/2015	10:30 AM
DIYT - Stickers	3/31/2015	2:00 PM
French and France for Fun and Travel: Part I: Bonjour Paris	3/31/2015	4:00 PM
Ask the Master Gardener	4/1/2015	10:30 AM
ReDiscover: Homemade Soup and Bread	4/1/2015	6:00 PM
Calling All VolunTEENs	4/1/2015	7:00 PM
NBA 2K15	4/2/2015	10:30 AM
Station KROT.fm - Kids Reading on Thursdays - "Greenglass House"	4/2/2015	2:00 PM
FrISK- All About Art - Write creative poems and stories.	4/3/2015	9:00 AM
ESL Conversation Group	4/4/2015	All Day
Adult Chess Group	4/6/2015	2:00 PM
ReDiscover: Color in the Garden	4/6/2015	6:00 PM
DIYT - Poetry Lantern	4/7/2015	10:30 AM
French and France for Fun and Travel: Part II: Salut Provence	4/7/2015	4:00 PM
Play Reading Group	4/8/2015	10:30 AM
Novel Idea- Pioneer Girl by Bich Minh Hguyen	4/8/2015	1:00 PM
Pages for All Ages- Family Edition [Rediscover: Celebrating Home]	4/8/2015	7:00 PM
iPad 101	4/9/2015	10:30 AM
Station KROT.fm - Kids Reading on Thursdays - "My America"	4/9/2015	6:00 PM
FrISK- All About Art - Create clay sculptures.	4/10/2015	9:00 AM
Movies and More: ReDiscover Movie: A Raisin in the Sun (1961)	4/10/2015	4:00 PM
ReDiscover: Home "Sweet" Home	4/11/2015	All Day
Adult Chess Group	4/13/2015	2:00 PM
Great Decisions	4/13/2015	7:00 PM
New Catalog	4/14/2015	10:30 AM

DIYT - Button Maker	4/14/2015	2:00 PM
LinkedIn 101	4/14/2015	4:00 PM
Internet for Beginners	4/15/2015	9:30 AM
Play Reading Group	4/15/2015	10:30 AM
New Catalog	4/15/2015	1:00 PM
Thursday Afternoon Movie: The Imitation Game (2014)	4/16/2015	10:30 AM
New Catalog	4/16/2015	2:00 PM
Crime Readers: The Laughing Policeman by Maj Sjöwall & Per Wahlöö (2009)	4/16/2015	2:00 PM
French and France for Fun and Travel: Part III: La Belle Normandie	4/16/2015	6:00 PM
Station KROT.fm - Kids Reading on Thursdays - "The Incredible Journey"	4/16/2015	7:00 PM
FrISK- All About Art -Improvisational activities.	4/17/2015	All Day
Movies and More: ReDiscover Movie: Of Mice and Men (1992)	4/17/2015	4:00 PM
Community Seed Swap	4/18/2015	All Day
Painted Planting Pots	4/18/2015	10:00 AM
ESL Conversation Group	4/18/2015	10:00 AM
Teen Advisory Board (TAB)	4/18/2015	10:00 AM
Library After Hours: Humans Vs. Zombies	4/18/2015	2:30 PM
Adult Chess Group	4/20/2015	2:00 PM
DIYT - Dream Catcher	4/21/2015	10:30 AM
Programming Electronics 101	4/21/2015	4:00 PM

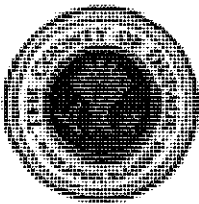
P. Adjournment

Jamie Bukovac

From: DuPage County Clerk <ClerkEI=dupageco.org@mail171.atl61.mcsv.net> on behalf of DuPage County Clerk <ClerkEI@dupageco.org>
Sent: Monday, March 02, 2015 11:28 AM
To: Jamie Bukovac
Subject: Time to File Statement of Economic Interest

Time to File Your Statement of Economic Interests

[View this email in your browser](#)



Office of DuPage County Clerk Paul Hinds
421 N. County Farm Rd. Wheaton, IL 60187

Time to File

Statement of Economic Interest

March 2, 2015

JAMIE BUKOVAC:

A unit of government/agency has submitted your name to the DuPage County Clerk's office requiring you to complete a Statement of Economic Interest per the Illinois Government Ethics Act (5ILCS 420/4A-101 et seq).

Starting in 2015, you have 2 options for filing your statement. Instructions and information regarding either option can be found at the County Clerk's Economic Interest section at <http://www.dupageco.org/CountyClerk/EconomicInterest>.

Option 1: You can file your statement online at <http://ei.dupageco.org/SEI/Login.aspx>. The first time that you login, click 'New User' and enter the following Filer ID and Registration Key. You will be prompted to set a password.

If you are required to file for more than one agency, you will be able to link the



**DARIEN
LIONS CLUB**
DISTRICT 1 J



1702 Plainfield Road • Darien, Illinois 60561
www.darionlions.org

March 1, 2015

Indian Prairie Library

Jamie Bukovac:

The Darien Lions Club has initiated a new award that spans not only the Darien Community, but a larger geographic area including, Willowbrook, Downers Grove, Woodridge, Westmont, Burr Ridge and our surrounding unincorporated areas. The award is titled, "Darien Lions Humanitarian Award," and its purpose is to acknowledge an individual's service to humanity in their community, our state or in areas beyond the borders of Illinois or the United States. Due to the scope of the award, we are asking church, civic and community organizations to provide us with the names of individuals whose humanitarian efforts merit receiving the award. We would like you as a leader in your organization, civic body or church to bring this process forward to your members and, if possible, discuss and submit the name of an individual that fits our criteria for the award.

Attached to this letter you will find a flyer that provides a more descriptive definition of the award, including our rationale, criteria for selection, nomination time period and selection committee. In addition to this description, we also attached a nomination form that we would like you to use if you make a submission. Feel free to scan this document and complete the form electronically. We would also ask you to submit any photos that assist in substantiating the individual's nomination.

We believe it is fitting in our current society to acknowledge the work of so many individuals who quietly work for the betterment of our world. As an organization that believes in its role as a humanitarian group with the motto "We Serve," the Darien Lions looks forward to honoring and acknowledging those who strive to improve the world through their efforts. We hope you become part of our effort, and we thank you for your attention to this matter.

If you have any additional questions not answered by the attached data, please feel free to contact a member of our selection committee at 630-254-2421.

Sincerely,

Lion Jim Jankowski

Lion Jim Jankowski
President - Darien Lions Club

Darien Lions Club - 2015 Humanitarian of the Year Award

Rationale for Award:

The Darien Lions Club is a service organization that is committed to serving not only the needs of the Darien community, but of individuals or groups who truly are in need of assistance. Over recent years, we have taken a more "global" perspective, and our efforts have touched many who are not traditionally defined within the scope of Lionism. In effect, we have become more of a humanitarian organization through this "global" perspective, and as such, see the need to honor those whose efforts have touched the lives of others despite their geographic locale. In establishing this award, we bring attention to their efforts while also highlighting and reinforcing our mission as Lions.

A **Humanitarian** is someone concerned with the interest and welfare of humans, helping to improve their lives and reduce suffering. It is an ethic of kindness, benevolence and sympathy for others.

Awarded to a resident in the area served by the Darien Lions Club. This could incorporate the Darien, Woodridge, Westmont, Downers Grove and Willowbrook, Burr Ridge and Clarendon Hills communities.

Given in recognition for the individual's work and contributions to help people of any age from here in Darien, throughout the State of Illinois or the world in need due to hunger, illness, physically impaired, mentally impaired, need for shelter, protection from abuse, or need for compassion.

Nominations must be submitted in writing to the Darien Lions Club by April 25/ 2015

Nominations **MUST** include:

Who: Individual(s), group(s) or others who were impacted by the actions or work of the individual

What: The action(s), work, and effort that was achieved and/or is on-going in service to an individual, group, etc.

Where: The locale or locales in which the work effort was concentrated, specifically, a community, state, national or international site.

When: During what timeframe did this effort take place? Was it a one-time occurrence or is the work part of a long-range effort, (over a number of years).

Results: What were the outcomes of the humanitarian efforts; i.e., how many people were served through these efforts and did the work lead to an on-going effort to assist these people or did it lead to work with others?

Nominations MUST also include a brief biography of the nominee and contact information.

Nominations can be made by: *Individuals: (People within any of the above mentioned communities) Service and Fraternal Organizations: (Rotary, Women's Club, Kiwanis, etc.), City and Governmental Organizations: (City, County, Township etc.) Churches and Religious Organizations, School Districts, Other Community Organizations*

Humanitarian of the Year will receive: Darien Lions Club Foundation Fellowship; a Large Brick in the Darien Lions Club Brick Patio at the Darien Community Park and a matching Brick for their own keeping.

Selection: All nominations must be completed using the attached nomination form and submitted to the selection committee no later than April 25, 2015. The selection committee will be composed of the previous 5 Darien Lions "George Lazansky" Award winners.

Award Process: Recognition will be given at special community recognition meeting in either May or June

**Darien Lions Club
Humanitarian of the Year Award
2015 Nomination Form**

Name of Nominee: _____

Brief Biographical Sketch of Nominee: (1 Page)

Person, Organization Group Making Nomination: _____

Contact Person: _____

Address: _____

City/State/Zip: _____ **Telephone:** _____

Email Address: _____

Nominations Should Include:

Who: Individual(s), group(s) or others who were impacted by the actions or work of the individual

What: The action(s), work, and effort that was achieved and/or is on-going in service to an individual, group, etc.

Where: The locale or locales in which the work effort was concentrated, specifically, a community, state, national or international site.

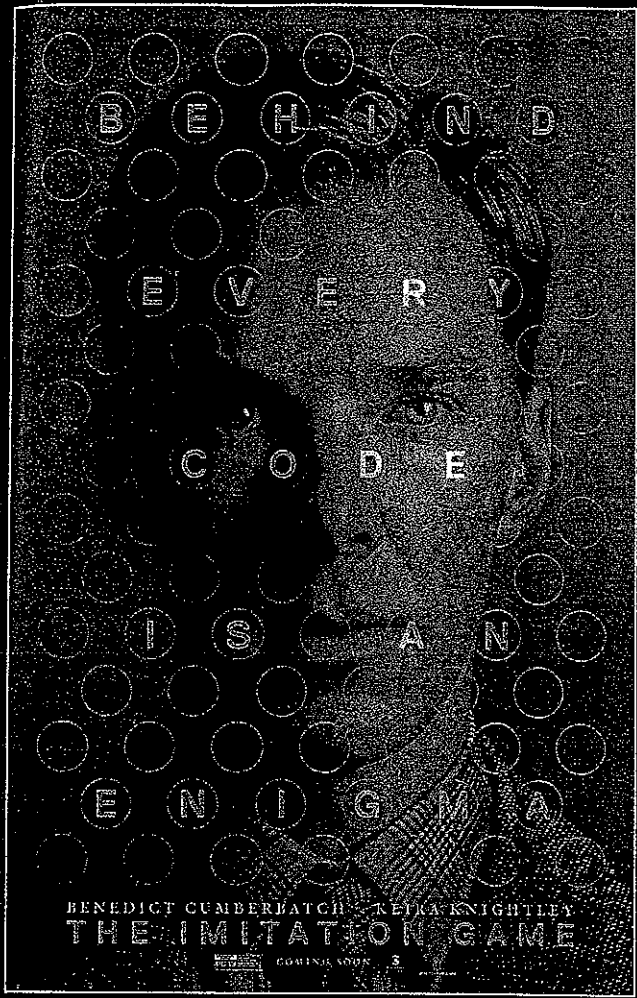
When: During what timeframe did this effort take place? Was it a one-time occurrence or is the work part of a long-range effort, (over a number of years).

Results: What were the outcomes of the humanitarian efforts; i.e., how many people were served through these efforts and did the work lead to an on-going effort to assist these people or did it lead to work with others?

Nominations must be submitted in writing by April 25, 2015. All nominations should be addressed to:

**Darien Lions Humanitarian Award Committee
1702 Plainfield Road
Darien, Illinois 60561
DarienLions1971@gmail.com**

Photo courtesy of The Weinstein Company



Favorite Movie in the Past Year

The Imitation Game

Golena Cellars in Geneva; Tannins Wine Bar & Boutique in Elmhurst; and The Wine Exchange in St. Charles

BEST DOWNTOWN CHICAGO RESTAURANT

BEST: RPM Italian
2nd: Girl and the Goat
3rd: Alinea
Other Favorites: Cité and Petterino's

BEST FISH FRY

BEST: The Little Owl in Geneva
2nd: Village Tavern & Grill in Carol Stream and Schaumburg
3rd: Wheatstack in Lisle

BEST MEXICAN RESTAURANT

BEST: Bien Trucha in Geneva

2nd: Santa Fe in Glen Ellyn and Sandwich
3rd: TIE: Jose Maria's in Geneva and Uncle Julio's in Lombard
Other Favorites: Alfiro Latin Fusion in Geneva; Cine in Hinsdale; El Taco Grande in Batavia; Front Street Cantina in Geneva, Lemont, Naperville, Plainfield and Wheaton; and Pepe's, multiple locations

Activities & Entertainment

FAVORITE TV SHOW

BEST: The Good Wife
2nd: NCIS
3rd: TIE: Castle and Downton Abbey

Other Favorites: Big Bang Theory, Blue Bloods, Dancing with the Stars, Game of Thrones, Modern Family, Ray Donovan, Scandal and The Walking Dead

BEST FESTIVAL OR FAIR

BEST: Ribfest in Naperville
2nd: Festival of the Vine in Geneva
3rd: Swedish Days in Geneva
Other Favorites: Eyes to the Skies in Lisle; Last Fling in Naperville; and Scarecrow Festival in St. Charles

BEST FARMER'S MARKET

BEST: Wheaton French Market
2nd: Downers Grove
3rd: Western Springs French Market
Other Favorites: Geneva French Market, Glen Ellyn, Hinsdale, LaGrange, Oak Park and Naperville

BEST AREA MUSEUM

BEST: Cantigny Park in Wheaton
2nd: TIE: DuPage Children's Museum in Naperville; and Lizzadro Museum of Lapidary Art in Elmhurst
3rd: Elmhurst Art Museum
Other Favorites: Graue Mill and Museum in Oak Brook; and SciTech in Aurora

BEST PUBLIC LIBRARY

BEST: Indian Prairie in Darien
2nd: Elmhurst
3rd: TIE: Glen Ellyn and Wheaton
Other Favorites: Bloomingdale, Geneva, Naperville, Oak Park, Schaumburg, St. Charles, and Woodridge

BEST MOVIE THEATER

BEST: Hollywood Boulevard in Woodridge
2nd: Tivoli in Downers Grove
3rd: TIE: York Theatre in Elmhurst and the Randall 15 + iMAX in Batavia
Other Favorites: Cinemark at Seven Bridges in Woodridge; Marcus Theatres in Addison; Ogden 6 in Naperville; and AMC Yorktown in Lombard

BEST MOVIE IN PAST YEAR

BEST: The Imitation Game
2nd: Gone Girl
3rd: American Sniper
Other Favorites: Birdman, The Judge, Magic in the Moonlight, and St. Vincent

BEST CRAFT OR ART SHOW

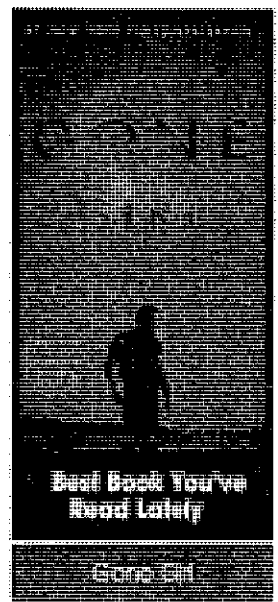
BEST: Geneva Arts Fair
2nd: Hinsdale Fine Arts Festival
3rd: TIE: Riverwalk Fine Art Show in Naperville and Art in Bloom at Cantigny in Wheaton
Other Favorites: Autumn Festival: An Arts & Crafts Affair at the Odeum in Villa Park; Fine Line Arts Festival in St. Charles; and the West End Art Festival in LaGrange

BEST WEEKEND GETAWAY

BEST: Galena
2nd: TIE: Lake Geneva and downtown Chicago
3rd: TIE: Door County, WI and Saugatuck, MI
Other Favorites: Las Vegas, New Buffalo, MI and Starved Rock

BEST HISTORIC LANDMARK/ATTRACTION

BEST: Naper Settlement in Naperville
2nd: Cantigny Park in Wheaton
3rd: Fabyan Windmill in Geneva
Other Favorites: Frank Lloyd



Jamie Bukovac

From: Barb Szczepaniak <Barb@dupagefoundation.org>
Sent: Tuesday, March 10, 2015 11:06 AM
Cc: Cheryl Yuen; Maggie VanDerMolen
Subject: [BULK] All for Arts Study
Attachments: Draft Framework Recommendation.pdf; Arts inventory highlights.pdf; Focus Group - Executive Summary.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks again for your participation in the All for Arts Study arts inventory and focus group meetings during the fall of 2014. We very much appreciated your participation and wanted to give you an update on the Study's progress and share what we have learned.

In early January summary reports for the focus group meetings and the Arts Inventory survey that was sent to County arts and cultural organizations were completed by our project consultant, Cheryl Yuen. These were critical sources of information for the Study's Advisory Committee, which met in mid-January to discuss findings and determine next steps. Attached is a draft framework developed from their discussions that outlines a proposed mission, vision, goals and objectives for a County-wide arts council. We welcome your comments on it and/or your expressed endorsement of it by the end of March. Please forward comments to Cheryl, yuenconsultingforarts@gmail.com or 708.352.2548. A formal recommendation is anticipated to be considered by the DuPage Foundation Board in May.

Also attached is an executive summary of the focus group meeting report and highlights from the Arts Inventory. We hope that you will find them enlightening and useful information in your work. Copies of the full reports are available upon request.

Again, thanks for your interest in this initiative. We will keep you posted on further developments and hope to keep you involved as this project moves forward.

Barbara Szczepaniak
Director of Programs
 DuPage Foundation
 104 E. Roosevelt Rd., Suite 204
 Wheaton, IL 60187-5200
 630-665-5556
www.dupagefoundation.org
barb@dupagefoundation.org



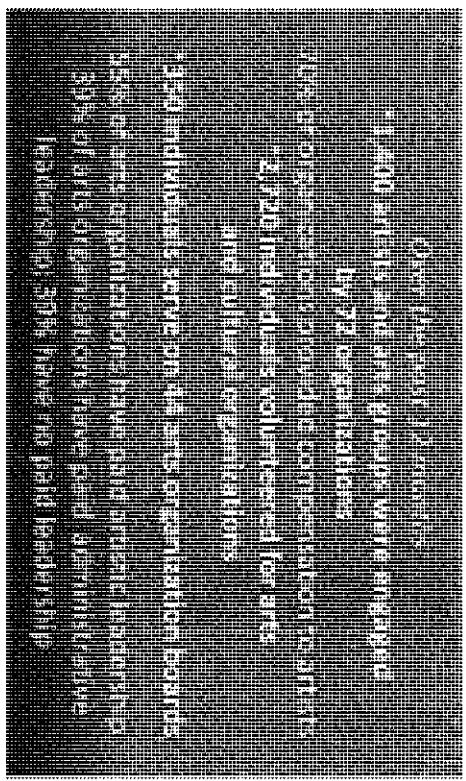
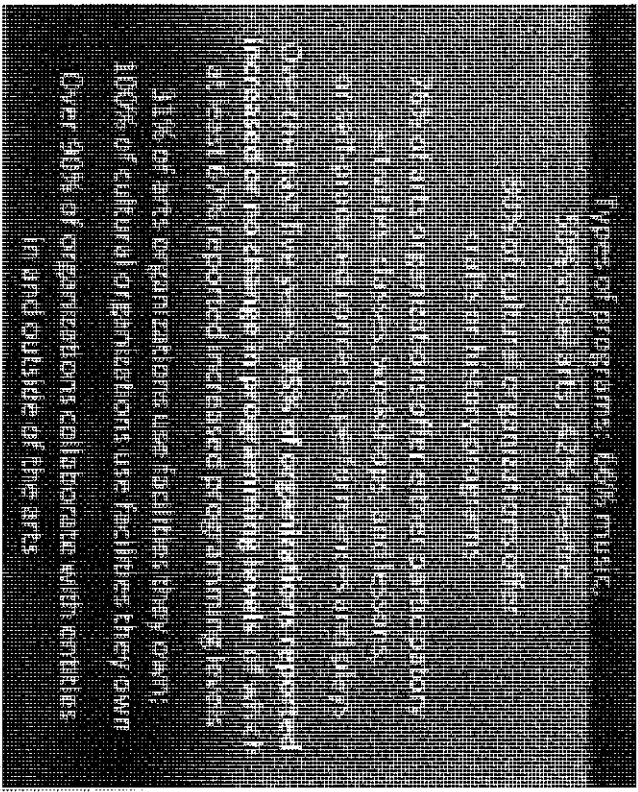
Confirmed in Compliance with
 National Standards for
 U.S. Community Foundations.

HIGHLIGHTS FROM ARTS INVENTORY: DUPAGE COUNTY 2014 SNAPSHOT OF ARTS AND CULTURAL ORGANIZATIONS

The Arts Inventory is one part of the DuPage All for Arts Study conducted in 2014 to investigate the potential to establish a countywide arts council in DuPage County. Under the auspices of the DuPage Foundation with generous support from the JCS Fund, this inventory gathered data about the current state of arts and cultural organizations in the County related to their programming, audiences, finances and fundraising, and people resources.

WHO

76 organizations: 51 arts organizations and 25 cultural organizations from 23 communities in DuPage County
 63% of organizations are nonprofit; 26% are governmental agencies
 About 50% of arts organizations are <20 years old; about 40% of cultural organizations are >70% years old
 Arts organizations are defined as entities whose mission focuses primarily on the arts; cultural organizations are defined as entities whose mission is not directly focused on the arts, but use arts activities to carry it out



*Figures are estimates extrapolated from the low end of ranges used to collect data

P R O G R A M M I N G

P E O P L E

Participating Arts and Cultural Organizations

ARTS ORGANIZATIONS

- Acappellago, NFP
- Addison Center for the Arts
- Anima Young Singers of Greater Chicago
- Arranmore Arts
- Aurora Cultural Creatives
- Aurora Public Art Commission
- Bensenville Arts Council
- Bolingbrook Arts Council
- Bottle & Bottega
- BrightSide Theatre
- Burning Bush Gallery
- Chicago Sinfonietta
- ClaySpace Ceramic Arts Center
- Community School of the Arts - Wheaton College
- Downers Grove Choral Society
- Downers Grove Music Club
- Du Page Art League
- DuPage Children's Museum
- DuPage Symphony Orchestra
- Elmhurst Art Museum
- Elmhurst Artists' Guild
- Elmhurst Choral Union
- Elmhurst Park District
- Elmhurst Symphony Association
- Fifth Wednesday Books, Inc.
- First Folio Theatre
- GreenMan Theatre Troupe
- Grove Players

CULTURAL ORGANIZATIONS

- Lizzadro Museum
- McAninch Arts Center
- Naperville Art League
- New Horizons Band
- North Central College
- Omnia Performing Arts Center
- Orion Ensemble
- Overshadowed Theatrical Productions
- RGL Marketing for the Arts, Inc.
- Salt Creek Ballet
- Spirito!
- The Agape Ringers
- The Awakenings Project
- The Community House
- The Light of The Heart
- The School of Performing Arts and Artful IMPACT!
- Theatre Historical Society of America
- Village Vocal Chords
- Youth Jazz Ensemble of DuPage
- Youth Symphony of DuPage
- Young Naperville Singers
- West Suburban Symphony
- Wheaton College Artist Series
- Wheaton Drama, Inc.

- Addison Public Library
- Aurora Public Library
- Bensenville Community Public Library
- Bloomingtondale Park District Museum
- Cantigny Park
- Downers Grove Public Library
- DuPage County Historical Museum
- Elmhurst Historical Museum
- Elmhurst Park District
- Glen Ellyn Children's Resource Center
- Glen Ellyn Historical Society
- Glen Ellyn Public Library
- Helen Plum Library
- Indian Prairie Public Library District
- The Morton Arboretum
- Museums at Lisle Station Park
- Naperville Public Library
- People's Resource Center
- Roselle Public Library District
- City of Warrenville
- Warrenville Historical Society
- Warrenville Park District
- Warrenville Public Library District
- West Chicago City Museum
- Westmont Park District
- Westmont Public Library
- Wood Dale Public Library District

DuPage All for Arts Study Recommendations
Working Draft
January 28, 2015

Recommendation

The DuPage All for Arts Study Advisory Committee endorsed a recommendation to establish an DuPage County focused agency/initiative that serves to advance arts and culture in the region. (1.14.2015)

Proposed conceptual framework for a local arts agency/initiative in DuPage County

Mission

Promote engagement and investment in the arts and creativity for all in the DuPage region

At the heart of [name] is the belief that:

- The arts and creativity drive innovation and community vitality;
- The arts are essential to fostering a new generation of creative thinkers;
- A vibrant arts community is essential to a rich culture;
- The arts transcend all boundaries;
- An investment in the arts and creativity provides social, cultural, educational and economic returns.

Core values

- **Collaboration** enhances impact
- **Inclusion** welcomes participation and heightens accessibility
- **Striving for excellence** raises the bar and improves the experience for all
- **Diversity** is to be embraced, respected and celebrated
- **Supplements not supplants** arts and cultural activity in the region

Vision

DuPage: A thriving creative community of arts and innovation

A vibrant arts and cultural sector have enhanced the success and quality of life in DuPage County by increasing the area's creative capital, sharpening the region's competitive edge, and building the community's reputation as "the" place to live and work.

The [name] plays a significant role in:

- Creating a distinct identity for the County through the arts;
- Connecting the dots between the arts and its role in the development of individuals of all ages and the overall growth of the County within business, education, social service, government, and civic realms;

- Unifying the County while recognizing and celebrating the different and distinct character of its many towns, people, and forms of expression;
- Enhancing the quality and value of the arts in the County;
- Facilitating the development of a collaborative, accessible, supportive, and sustainable arts and culture ecosystem which includes the traditional and untraditional, formal and informal, participatory and presentational;
- Answering the question: "Who is involved with the arts?" with EVERYONE.

Interacting with [name]

- Artists
- Arts organizations
- Business: corporate, local and regional businesses, associations, tourism
- Cultural organizations: libraries, historical societies/museums, zoos, botanical gardens, park districts
- Education: Pre-K to 12; colleges and universities; educators
- Government: County, local municipalities, State and Federal
- Patrons, donors and supporters
- Public
- Social service and civic organizations
- Young people

Goals and strategies

- 1. Raise visibility for arts, creative, and cultural opportunities and the value of the arts as an essential community resource**
 - Coordinate and promote a centralized and accessible hub with information of what is happening in the County for the public
 - Design and implement a unifying event or initiative that brings together artists, arts and cultural organizations, and other interested entities under a single "banner" to celebrate the arts in the County
 - Serve as an informed voice and champion for arts and culture and the value of the arts and creativity
- 2. Increase the impact of the arts by building connections within the arts and culture sector and cross sector through networking, partnerships and collaborations**
 - Convene artists, arts and cultural organizations, and supporters on a regular basis to share resources and information, explore issues of mutual concern, forge new ways to engage the community, and work collaboratively; develop ongoing communication channels to supplement and enhance these connections
 - Establish relationships and work collaboratively with countywide or regional entities in business, social service, government, education, and civic arenas to further the County's development; heightened their awareness of the vital role the arts can play in these efforts

3. Strengthen the capacity of artists, arts and cultural organizations to provide accessible and quality experiences for their audiences and participants

- Work with the DuPage Foundation, Choose DuPage, Giving DuPage and other related entities to identify investors/donors and increase financial and other resources available for arts and cultural organizations and activities in the County
- Provide ongoing workshops, training, tools, and other learning opportunities for building organizational capacity and improving the quality of the artistic and programmatic work
- Identify potential spaces for use in the production and presentation of artistic activity by individual artists and arts and cultural organizations
- Serve as a filter and network connection with resource organizations in Chicago, regionally, statewide, nationally and online such as the Arts Alliance Illinois, Arts & Business Council of Chicago, Donors Forum, Americans for the Arts, Illinois Arts Council Agency, and Chicago Artists Coalition, and share relevant information with DuPage artists, arts and cultural organizations

Suggested name options:

- Arts Collaborative DuPage
- Arts Impact DuPage
- Arts Matter DuPage
- Arts Partnership DuPage
- Arts United DuPage
- Arts West
- DuPage All for Arts
- Regional Arts Council DuPage
- West Suburban Arts Connection
- West Suburban Arts Council
- West Suburban Creative Collaborations

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 18, 2015

**Board of Trustees Regular Meeting
February 18, 2015 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Diane Ruscitti,
Victoria Suriano, Kelly Von Zee

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Debbie Wordinger

Others: none

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

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

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

- C. Public Comment – none

At this point Debbie Wordinger gave her staff report (Item I). The Board then continued with Communications and Announcements and the rest of the agenda.

- D. Communications and Announcements

1. City of Darien to IPPL Board re: Citizen of the Year
2. Gerrib to Williams re: Donation from Darien Rotary Club
3. Bongiovanni to Bukovac re: Use of Parking Lot for Darien Dash
4. Bukovac to Bongiovanni re: Use of Parking Lot for Darien Dash
5. Craig to Williams re: ILEAD USA
6. Target to Salo re: Donation
7. Darien Rotary Club Taste of Route 66

- E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 21, 2015
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Minutes from Special Board Meeting, January 24, 2015
Ruscitti moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Lacayo moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

The Gift of Carl Foundation will be funding kits of gardening tools available for checkout in the Kids and Teens Department to support the seed library.

H. Department Reports

I. Staff Report – Debbie Wordinger, Head of Adult Services, reviewed the Adult Collection Development Report contained in the packet. She identified various trends that have taken place over the years and explained the process that goes into materials selection and weeding of the collection. The yearly analysis affects materials selection and how the budget is distributed as well as how the collection is arranged and marketed.

J. Reports

1. Darien Committee Intergovernmental Coordination – Suriano reported that she and Krupicka attended the meeting. The Committee reviewed changes to the Town Hall meeting. The next meeting is September 24.
2. Chamber Reports – Ryan's report is in the packet.
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – no report
5. Finance Committee – no report
6. Planning/Outreach Committee - no report
7. Policy Committee – no report

K. Unfinished Business

1. Library Vision and Mission Statements – Small changes to the Vision Statement were discussed during the strategic retreat. Krupicka moved, Deshmukh seconded to approve the proposed revision to the Vision Statement. Motion carried unanimously.
2. Library Strategic Plan – The Board discussed goals and initiatives with respect to the five strategic priorities (user experience, services, outreach, resources and communication). The staff implementation team will meet on February 26.

L. New Business - none

M. Scheduled Meetings – A Policy Committee meeting is scheduled for February 24 at 11 a.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:47 p.m. Ruscitti moved, Lacayo seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2015

Balance on hand as of January, 2015.....	2,893,290.50
Cash Receipts for February.....	35,915.25
Cash Disbursements for February.....	268,033.72
Cash on hand as February 28, 2015.....	2,661,172.03

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.014%	
General.....	381,974.75
Special Reserve.....	20,953.11
Working Cash.....	315.06
Bond.....	7,451.62
Children's Endowment.....	2,886.29
Endowment.....	11,172.46
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking	
General.....	21,036.60
Hinsdale Bank & Trust - Checking.....	1,103.41
JP Morgan Chase - Savings - Rate .03%	
General.....	649,964.01
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2015.....	2,661,172.03

FUND BALANCES AS OF 02/28/2015

Corporate Fund.....	1,946,699.29
Building & Maintenance Fund.....	88,111.65
I.M.R.F. Fund.....	6,582.86
Liability Fund.....	5,009.38
Social Security Fund.....	5,461.15
Special Reserve Fund.....	22,071.01
Working Cash Fund.....	397,122.25
Bond Fund.....	84,817.61
Current Liabilites.....	105,296.83
Grand Total All Funds.....	2,661,172.03

**Indian Prairie Public Library District
Consolidated Revenue Report for February 2015**

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Percent of Year: 66.67

	RECEIVED February 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	2,317.85	3,275,930.91	98.96%	3,310,248.00	34,317.09
41150 · Non-current Property Taxes	16.52	199.66	19.97%	1,000.00	800.34
43100 · Interest-Tax Levy	0.00	64.05	0.00%	0.00	-64.05
TOTAL PROPERTY TAX & LEVY INTEREST	2,334.37	3,276,194.62	98.94%	3,311,248.00	35,053.38
INTERGOVERNMENTAL					
42100 · Book Bundles Grant	0.00	2,000.00	0.00%	0.00	-2,000.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	2,000.00	4.60%	43,500.00	41,500.00
INTEREST					
43500 · Interest - investment	22.20	241.95	48.39%	500.00	258.05
TOTAL INTEREST	22.20	241.95	48.39%	500.00	258.05
DESK MONIES					
45100 · Copier	350.89	3,100.05	64.58%	4,800.00	1,699.95
45120 · Computer Copies	948.76	7,529.03	62.74%	12,000.00	4,470.97
45200 · Fines/Fees	3,502.32	34,498.61	63.89%	54,000.00	19,501.39
45250 · Gifts/Donations	25.00	1,314.10	65.71%	2,000.00	685.90
45300 · Lost Materials	608.60	9,564.47	79.70%	12,000.00	2,435.53
45350 · Non-Resident Fees	6,504.31	57,700.43	76.93%	75,000.00	17,299.57
45400 · DVD Fines	585.10	5,775.95	57.76%	10,000.00	4,224.05
45450 · Book Rental	93.95	1,233.39	56.06%	2,200.00	966.61
45550 · Meeting Room Rental	100.00	225.00	112.50%	200.00	-25.00
45600 · ILL Fees	15.60	1,103.38	275.85%	400.00	-703.38
45650 · 3D Printing	54.60	327.02	0.00%	0.00	-327.02
TOTAL DESK MONIES	12,789.13	122,371.43	70.90%	172,600.00	50,228.57
OTHER INCOME					
46700 · Miscellaneous	176.88	1,138.11	113.81%	1,000.00	-138.11
46800 · Collection Agency Fee	30.00	200.00	66.67%	300.00	100.00
* 49000 · Operating Transfer In	0.00	7,749.00	0.00%	0.00	-7,749.00
TOTAL OTHER INCOME	206.88	9,087.11	0.00%	1,300.00	-38.11
GRAND TOTAL	15,352.58	3,409,895.11	96.62%	3,529,148.00	127,001.89

* Operating Transfer In reflects transfer from Building Fund Reserves.

**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2015**

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Percent of Year: 66.67

	February 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	156,762.24	1,296,488.28	63.30%	2,048,067.00	751,578.72	2,109,500.00	61.46%
61310 · Benefits - Medical / Life Ins.	7,021.16	62,074.49	58.01%	107,000.00	44,925.51	132,000.00	47.03%
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 · Benefits - IMRF	13,956.98	123,564.40	66.95%	184,577.00	61,012.60	188,200.00	65.66%
61340 · Benefits - FICA	11,854.83	99,022.05	64.52%	153,484.00	54,461.95	166,200.00	63.39%
61400 · Staff Development	1,485.12	7,441.37	37.21%	20,000.00	12,558.63	25,000.00	29.77%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	28.51	103.51	6.90%	1,500.00	1,396.49	3,000.00	3.45%
61710 · Workers Compensation	0.00	10,403.00	92.06%	11,300.00	897.00	15,000.00	69.35%
61720 · Unemployment Insurance	544.85	2,788.15	61.96%	4,500.00	1,711.85	7,000.00	39.83%
TOTAL PERSONNEL	191,653.69	1,604,385.25	63.34%	2,532,928.00	928,542.75	2,639,500.00	60.78%
MATERIALS							
62100 · Books	20,018.74	151,031.04	61.73%	244,675.00	93,643.96	250,000.00	60.41%
62200 · Periodicals	992.21	22,650.17	70.67%	32,050.00	9,399.83	35,000.00	64.71%
62300 · Audio	3,736.92	28,070.09	56.42%	49,750.00	21,679.91	52,000.00	53.98%
62400 · Video	6,937.16	36,565.71	63.37%	57,700.00	21,134.29	60,000.00	60.94%
62500 · Multi-Media	160.99	1,997.94	57.08%	3,500.00	1,502.06	4,000.00	49.95%
62600 · Electronic Reference Resources	0.00	54,554.70	76.84%	71,000.00	16,445.30	75,000.00	72.74%
62800 · Processing Supplies	1,570.13	14,000.52	56.00%	25,000.00	10,999.48	30,000.00	46.67%
TOTAL MATERIALS	33,416.15	308,870.17	63.86%	483,675.00	174,804.83	506,000.00	61.04%
BUILDING							
63200 · Cleaning Service	4,776.30	21,429.90	31.06%	69,000.00	47,570.10	75,000.00	28.57%
63300 · Utilities (1-8-11 · Gas)	1,788.90	10,595.25	81.50%	13,000.00	2,404.75	30,000.00	35.32%
63300 · Utilities (1-8-12 · Electric)	3,561.38	37,776.68	69.96%	54,000.00	16,223.32	98,000.00	38.55%
63300 · Utilities (1-8-13 · Telephone)	455.92	5,185.89	57.62%	9,000.00	3,814.11	30,000.00	17.29%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	5,013.28	75.96%	6,600.00	1,586.72	25,000.00	20.05%
63300 · Utilities (1-8-15 · Garbage Disposal)	0.00	2,219.02	73.97%	3,000.00	780.98	13,000.00	17.07%
63400 · Maintenance Supplies	1,251.77	12,912.02	80.70%	16,000.00	3,087.98	20,000.00	64.56%
63500 · Security System Monitoring	29.37	721.37	48.09%	1,500.00	778.63	4,000.00	18.03%
63600 · Property Maintenance	1,465.60	17,720.28	80.55%	22,000.00	4,279.72	30,000.00	59.07%
63800 · Building Maintenance/Repairs	1,279.70	29,494.18	68.59%	43,000.00	13,505.82	55,000.00	53.63%
TOTAL BUILDING	14,608.94	143,067.87	60.34%	237,100.00	94,032.13	380,000.00	37.65%
OPERATIONS							
64200 · Supplies - Office	2,583.10	10,697.88	78.09%	13,700.00	3,002.12	16,000.00	66.86%
64300 · Photocopy Supplies	304.42	2,727.05	54.54%	5,000.00	2,272.95	6,000.00	45.45%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	26.12	3,247.15	46.39%	7,000.00	3,752.85	15,000.00	21.65%
64600 · Non-Payment Reimbursement	0.00	924.45	26.41%	3,500.00	2,575.55	6,000.00	15.41%
64700 · Travel	48.88	401.34	61.75%	650.00	248.66	1,000.00	40.13%
64800 · Organizational Memberships	0.00	649.00	36.06%	1,800.00	1,151.00	2,200.00	29.50%
64900 · Bank Fees	198.21	1,709.20	68.37%	2,500.00	790.80	3,000.00	56.97%
TOTAL OPERATION	3,160.73	20,356.07	57.91%	35,150.00	14,793.93	50,700.00	40.15%
AUTOMATION							
65100 · Supplies-Public Toner	721.64	5,145.27	85.76%	6,000.00	854.73	8,000.00	64.32%
65150 · Supplies-Staff Toner	143.29	4,283.44	63.93%	6,700.00	6,700.00	8,000.00	53.54%
65200 · Automation-Prof Services	-15.00	2,612.50	52.25%	5,000.00	2,387.50	10,000.00	26.13%
65300 · Purchase of Equipment	594.71	14,033.70	63.50%	22,100.00	8,066.30	26,000.00	53.98%
65400 · Automation Equip Mnt/Repair	129.83	1,294.85	64.74%	2,000.00	705.15	4,000.00	32.37%
65500 · Software	323.00	13,449.37	57.85%	23,250.00	9,800.63	27,000.00	49.81%
65600 · SWAN	13,248.00	39,744.00	75.85%	52,400.00	12,656.00	55,000.00	72.26%
65700 · Telecommunications	536.20	4,252.68	66.97%	6,350.00	2,097.32	8,000.00	53.16%
TOTAL AUTOMATION	15,681.67	84,815.81	68.51%	123,600.00	43,267.63	146,000.00	58.09%

**Indian Prairie Public Library District
Consolidated Expenditures Report for February 2015**

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Percent of Year: 66.67

	February 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 · General Professional Services	2,973.00	11,729.84	80.90%	14,500.00	2,770.16	36,000.00	32.58%
66200 · Credit Bureau	98.45	611.95	40.80%	1,500.00	888.05	2,000.00	30.60%
66300 · Equipment-Maintenance Repair	0.00	2,963.17	42.33%	7,000.00	4,036.83	9,500.00	31.19%
66900 · Fees - Bond Registrar	20.00	72.00	72.00%	100.00	28.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	3,091.45	15,376.96	66.57%	23,100.00	7,723.04	47,500.00	32.37%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 · Bonding	0.00	1,380.00	102.22%	1,350.00	-30.00	1,500.00	92.00%
67300 · Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
TOTAL INSURANCE	0.00	15,921.00	98.28%	16,199.00	278.00	19,500.00	81.65%
MARKETING							
68110 · Marketing Newsletter	2,148.38	14,506.87	63.95%	22,685.00	8,178.13	25,800.00	56.23%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	2,000.00	67.20%
68210 · Marketing Advertising	525.00	1,111.25	37.04%	3,000.00	1,888.75	5,000.00	22.23%
68310 · Marketing Supplies	0.00	2,056.02	82.24%	2,500.00	443.98	4,000.00	51.40%
68410 · Marketing-Information Printing	130.50	1,472.09	29.44%	5,000.00	3,527.91	10,000.00	14.72%
68500 · Legal Notices	0.00	980.00	81.67%	1,200.00	220.00	2,000.00	49.00%
68600 · Special Events	992.24	14,313.82	56.80%	25,200.00	10,886.18	40,000.00	35.78%
TOTAL PUBLIC INFORMATION	3,796.12	35,784.05	58.58%	61,085.00	25,300.95	88,600.00	40.30%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	1,089.47	6,001.17	49.66%	16,111.00	8,109.83	50,000.00	16.00%
69920 · 3D Printer	205.66	692.22	0.00%	0.00	-692.22	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	7,749.00	0.00%	0.00	-7,749.00	0.00	0.00%
GRAND TOTAL	266,703.68	2,245,019.57	63.61%	3,529,148.00	1,288,411.87	4,028,000.00	55.74%

* Operating Transfer Purchases reflects purchases from Building Fund Reserves.

ACTION ON BILLS February 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46594 thru 46692	\$ 88,675.47
Chase Bank-Salaries for February	36066 thru 36094	\$ 9,446.56
Hinsdale Bank-Direct Deposits	& 19291 thru 19454	\$ 105,138.45
		<hr/>
	MONTH'S TOTAL:	\$ 203,260.48

Indian Prairie Public Library District
 Account QuickReport

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Type	Date	As of February 28, 2015		Amount
		Num	Name	
Bill Pmt Check	02/03/2015	46594	Business Card	3,272.99
Bill Pmt Check	02/10/2015	46595	Baker & Taylor	4,430.88
Bill Pmt Check	02/10/2015	46596	Baker & Taylor (video)	88.62
Bill Pmt Check	02/10/2015	46597	Basecamp Web Solutions	35.00
Bill Pmt Check	02/10/2015	46598	BookPage	480.00
Bill Pmt Check	02/10/2015	46599	Constellation	3,561.38
Bill Pmt Check	02/10/2015	46600	DAC	129.50
Bill Pmt Check	02/10/2015	46601	Deliciously Yours	250.00
Bill Pmt Check	02/10/2015	46602	FedEx	10.32
Bill Pmt Check	02/10/2015	46603	Fox Valley Fire & Safety	460.00
Bill Pmt Check	02/10/2015	46604	Gale/CENGAGE Learning	197.52
Bill Pmt Check	02/10/2015	46605	Home Depot	59.89
Bill Pmt Check	02/10/2015	46606	Ingram Library Services	11.28
Bill Pmt Check	02/10/2015	46607	Kountz, Krista	21.53
Bill Pmt Check	02/10/2015	46608	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	02/10/2015	46609	Midwest Tape	976.25
Bill Pmt Check	02/10/2015	46610	NCPERS Group Life	64.00
Bill Pmt Check	02/10/2015	46611	Neviol Inc.	4,390.00
Bill Pmt Check	02/10/2015	46612	OverDrive	626.48
Bill Pmt Check	02/10/2015	46613	Palmisano, Stacy.	15.52
Bill Pmt Check	02/10/2015	46614	Peregrine, Stime, Newman, Ritzman & Bru	2,632.50
Bill Pmt Check	02/10/2015	46615	Phillip's Interior Plants	215.00
Bill Pmt Check	02/10/2015	46616	Quill	41.67
Bill Pmt Check	02/10/2015	46617	Random House	21.25
Bill Pmt Check	02/10/2015	46618	Rivistas Subscription Services	927.26
Bill Pmt Check	02/10/2015	46619	Rock Valley Publishing	255.00
Bill Pmt Check	02/10/2015	46620	Runco	57.58
Bill Pmt Check	02/10/2015	46621	Scholastic Library Publishing	304.20
Bill Pmt Check	02/10/2015	46622	SWAN	13,248.00
Bill Pmt Check	02/10/2015	46623	Team One Repair, Inc.	721.00
Bill Pmt Check	02/10/2015	46624	Unique Books, Inc.	37.90
Bill Pmt Check	02/10/2015	46625	Unique Management	98.45
Bill Pmt Check	02/10/2015	46626	Van Oyen, Lawrence	50.00
Bill Pmt Check	02/10/2015	46627	VISOgraphic	130.50
Bill Pmt Check	02/10/2015	46628	Wilders, Rich	50.00
Bill Pmt Check	02/10/2015	46629	Wlosinski, Maria	36.11
Liability Check	02/12/2015	46630	Adler & Associates	35.22
Liability Check	02/12/2015	46631	Nationwide Retirement	660.00
Liability Check	02/12/2015	46632	Vantagepoint	1,081.39
Bill Pmt Check	02/18/2015	46633	American Library Association	52.00
Bill Pmt Check	02/18/2015	46634	Aurico	278.00
Bill Pmt Check	02/18/2015	46635	Baker & Taylor	3,268.08
Bill Pmt Check	02/18/2015	46636	Baker & Taylor (video)	14.74
Bill Pmt Check	02/18/2015	46637	Blackstone Audio, Inc.	134.98

Indian Prairie Public Library District
 Account QuickReport

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Type	Date	As of February 28, 2015		Amount
		Num	Name	
Bill Pmt Check	02/18/2015	46638	Darien Park District	1,465.60
Bill Pmt Check	02/18/2015	46639	Filis, April	59.42
Bill Pmt Check	02/18/2015	46640	Gale/CENGAGE Learning	367.86
Bill Pmt Check	02/18/2015	46641	Lincoln National Life	111.60
Bill Pmt Check	02/18/2015	46642	Midwest Tape	2,978.12
Bill Pmt Check	02/18/2015	46643	OverDrive	1,357.70
Bill Pmt Check	02/18/2015	46644	Quality Books Inc.	969.58
Bill Pmt Check	02/18/2015	46645	Speciality Mat Service	171.30
Bill Pmt Check	02/18/2015	46646	Stephens Plumbing & Heating, Inc.	194.00
Bill Pmt Check	02/18/2015	46647	Stovall, Ann	72.07
Bill Pmt Check	02/18/2015	46648	Tyco SimplexGrinnell	236.00
Bill Pmt Check	02/18/2015	46649	VISOgraphic	2,148.38
Bill Pmt Check	02/18/2015	46650	Wulf, Suzanne	49.54
Bill Pmt Check	02/23/2015	46651	Europe the Easy Way	195.00
Bill Pmt Check	02/24/2015	46652	Petty Cash	183.03
Bill Pmt Check	02/25/2015	46653	Baker & Taylor	4,966.28
Bill Pmt Check	02/25/2015	46654	Bank of America	5,435.53
Bill Pmt Check	02/25/2015	46655	BCBS	7,879.02
Bill Pmt Check	02/25/2015	46656	Bengal Electric Inc.	245.00
Bill Pmt Check	02/25/2015	46657	Blackstone Audio, Inc.	89.99
Bill Pmt Check	02/25/2015	46658	Bukovac, Jamie	102.50
Bill Pmt Check	02/25/2015	46659	Call One	455.92
Bill Pmt Check	02/25/2015	46660	Case Lots Inc.	778.81
Bill Pmt Check	02/25/2015	46661	Center Point Large Print	109.05
Bill Pmt Check	02/25/2015	46662	Comcast	237.85
Bill Pmt Check	02/25/2015	46663	DEMCO	371.69
Bill Pmt Check	02/25/2015	46664	Downers Grove Public Library	479.80
Bill Pmt Check	02/25/2015	46665	Downers Grove South High School	195.00
Bill Pmt Check	02/25/2015	46666	Edmonds Incorporated	183.44
Bill Pmt Check	02/25/2015	46667	Fire & Security Systems	29.37
Bill Pmt Check	02/25/2015	46668	Gale/CENGAGE Learning	126.35
Bill Pmt Check	02/25/2015	46669	Garvey's Office Products	117.04
Bill Pmt Check	02/25/2015	46670	Hinsdale South High School Stinger	60.00
Bill Pmt Check	02/25/2015	46671	Infobase Learning	213.96
Bill Pmt Check	02/25/2015	46672	JavaSmart USA LLC	161.69
Bill Pmt Check	02/25/2015	46673	Kapco	304.79
Bill Pmt Check	02/25/2015	46674	MHI	64.95
Bill Pmt Check	02/25/2015	46675	Midwest Tape	3,940.83
Bill Pmt Check	02/25/2015	46676	OverDrive	1,889.06
Bill Pmt Check	02/25/2015	46677	Palmisano, Stacy.	17.25
Bill Pmt Check	02/25/2015	46678	Penguin Random House LLC	133.75
Bill Pmt Check	02/25/2015	46679	Quality Books Inc.	946.84
Bill Pmt Check	02/25/2015	46680	Quill	1,146.14
Bill Pmt Check	02/25/2015	46681	Recorded Books, LLC	464.40
Bill Pmt Check	02/25/2015	46682	Rogers Vending	75.00

Indian Prairie Public Library District
Account QuickReport

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Type	Date	As of February 28, 2015 Num	Name	Amount
Bill Pmt Check	02/25/2015	46683	Runco	246.84
Bill Pmt Check	02/25/2015	46684	Salo, Kathryn	861.01
Bill Pmt Check	02/25/2015	46685	Showcases	119.63
Bill Pmt Check	02/25/2015	46686	Suburban Door Check & Lock Service	144.70
Bill Pmt Check	02/25/2015	46687	Thomson Reuters West	55.09
Bill Pmt Check	02/25/2015	46688	Uline	98.62
Bill Pmt Check	02/25/2015	46689	Vernon Library Supplies, Inc.	145.48
Liability Check	02/26/2015	46690	Adler & Associates	35.22
Liability Check	02/26/2015	46691	Nationwide Retirement	660.00
Liability Check	02/26/2015	46692	Vantagepoint	1,081.39

Total 10121 - Checking JP Morgan Chase

88,675.47

TOTAL

88,675.47

Bills for approval – Electronic Payments & Automatic Withdrawals

February 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	02/13/2015	19,094.84
ILDOR-State	Payroll taxes	02/13/2015	2,545.02
EFTPS-Federal	Payroll taxes	02/27/2015	19,437.82
ILDOR-State	Payroll taxes	02/27/2015	2,584.44
IMRF	Payroll Pension	02/27/2015	18,825.66
AT&T	Telecommunications	02/11/2015	298.35
Nicor	Gas	02/18/2015	1,788.90
US Bank	Credit Card Fee	02/03/2015	175.36
Hinsdale Bank	Fee-Direct Deposit	02/03/2015	20.00

Indian Prairie Public Library
Policy Committee Minutes
February 24, 2015

Called to order 11 a.m.

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

Absent: none

The committee reviewed the following policies:

- 200 By-Law
- 210 Public Comment
- 301 Freedom of Information
- 420.3 Renewal of Library Cards
- 420.5 Resident Library Cards
- 430 Circulation
- 431 Fines and Charges
- 432 Homebound Services
- 433 Suspension and Limitation of Privileges
- 440 Reference
- 450 Library Sponsored Programming
- 455 Group Tours/Programs
- 456 Proctoring
- 471 Social Media
- 475 Miscellaneous Equipment
- 490 Patron Grievance
- 500 Materials Selection
- 700 Identity Protection
- 801.1 Equal Opportunity; 803 Staff Conduct; 805.1 Vacation; 805.3 Holidays;
and 805.5 Bereavement Leave (Personnel)

After each was discussed the committee agreed to place the policies with recommended changes on the next regular meeting agenda for approval by the Board of Trustees. All are to be placed in the consent agenda except for 430 and 475 which will go on the regular agenda

Adjourned 12:20 p.m.

Proposed Changes to Policies

The Policy Committee has reviewed these policies and present their recommendations. Except for the Personnel Policy recommendations at the end of this list, the complete policies were reviewed by the committee, not just the sections marked. The Personnel Policy was reviewed last year and these are some recommendations that developed as required by law, as clarification or as an added benefit.

200 By-Laws:

Article IV, Officers and Director, Section 9b Treasurer: Recent state law allows libraries to purchase a crime policy instead of a treasurer's bond. It is getting more and more expensive to purchase treasurer's bonds plus it requires quite a bit of personal information from the treasurer. We are able to purchase a crime policy for 50 % of the library's budget total at a less expensive rate than the treasurer's bond. Plus, as you know, the treasurer doesn't handle money or investments.

210 Public Comment:

Changing the length of time each speaker may present from 5 minutes to three minutes. Three minutes provides plenty of time for someone to speak on a topic but if there are a number of people who want to speak it reduces the impact on the board meeting.

301 Freedom of Information Act:

The information that is to be presented here is set by law. Staff update it as needed.

420.3 Renewal of Library Cards

Staff recommend that once a parent signs for their child's first library card that we not require the parent to sign for the renewal of a card for a child age 14 to 17. It is often difficult to get the parent to come in and sign the renewal.

420.5 Resident Library Cards

Extending the expiration period from three years to five years would provide better user experience as patrons would not be stopped as frequently, it makes it easier for patrons who are on vacation or unable to come into the library to download materials (if their card is expired they can't do this) and it will also free up staff time.

431 Fines and Charges

431.1.2 Overdue Fines: This is being removed because with the SWAN software all items checked out at Indian Prairie will follow Indian Prairie policy rather than the policy of the owning library.

432 Homebound Services

No changes recommended.

433 Suspension and Limitation of Privileges

433.1 Suspension of Privileges: The recommendation to increase the limit is because the new SWAN software will count anticipated fines toward the limit where the current SWAN software did not do that – fines only counted toward the limit once the items were checked in.

440 Reference

440.2 Availability of Service: Recommending this statement be removed because it is more about how we provide service than policy.

450 Library Sponsored Programming

No changes recommended.

455 Group Tours/Programs

No changes recommended.

456 Proctoring

No changes recommended.

471 Social Media

No changes recommended.

490 Patron Complaint

No changes recommended.

500 Materials Selection

No changes recommended.

700 Identity Protection

No change recommended (this is set by law.)

801.1 Personnel – Equal Employment Opportunities

This is new language required by law.

803 Staff Conduct

803.1 Staff Obligations: New language required by law plus the new language relative to employees making statements is recommended by the Management Association.

803.2 Privacy of Information: Added language more explicitly identifies confidential information.

803.8 Use of Library Staff Computers: Added language provides more information for the staff. Also this applies to all computers not just staff computers in “Non Public Areas”.

805 Paid Leaves of Absence

805.1.2 Vacation: For the first time the library has a librarian who works more than 20 hours but is not full time. This paragraph has been added to provide equity in the vacation time for librarians who work more than 20 hours but are not full time. Librarians who work under 20 hours do not earn vacation hours.

805.3 Holidays: The language has been added to clarify how many hours are paid for paid holiday leave since some full time staff work four days a week rather than 5 days a week.

805.5 Bereavement Leave: Recommending that five days bereavement leave, instead of three, be granted in the death of a spouse, domestic partner, child, step child or parent.

BY-LAWS

Article I. Name

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

Article II. Purpose

Our Mission

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

Our Values

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

Our Vision

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

Article III. Board of Trustees

Section 1. General Powers

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

Section 2. Number and Tenure

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

Section 3. Ethics

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

Section 4. Conflict of Interest

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

BY-LAWS

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

Section 5. Compensation

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

Section 6. Vacancies

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

Article IV – Officers and DirectorSection 1. Officers

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

Section 2. Nominations and Election

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

Section 3. Term of Office

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

Section 4. Removal

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

Section 5. Vacancy

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

BY-LAWS

Section 6. President

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

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

Section 7. Vice-President

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

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

Section 8. Secretary

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

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

Section 9. Treasurer

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

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

BY-LAWS

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

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

Section 10. Additional Duties of Officers

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

Section 11. Library Director

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

Article V. Board Meetings

Section 1. Regular Meetings

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

Section 2. Special Meetings

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

Section 3. Open Meetings Act

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

Section 4. Quorum

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

Section 5. Conduct of Meeting

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

BY-LAWS

Section 6. Voting

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

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

Section 7. Order of Business

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

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

Section 8. Executive Session

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

Section 9. Attendance

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

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

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

Article VI. Committees

Section 1. Standing Committees

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

Section 2. Ad Hoc Committees

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

Section 3. Quorum

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

Section 4. Reports

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

Section 5. Open Meetings Act

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

Article VII. Indemnification of Trustees, Employees and Volunteers

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

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

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

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

Article VIII. Compliance with the Law

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

Article VIII. Amendments

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

Adopted 4/88, Rev. 11/16/88, 3/13/91, 4/17/91, 8/21/91, 10/15/97, 3/21/01, 12/15/04, 12/20/06, 4/20/11, reviewed 4/17/13, revision 10/16/13

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

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

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

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

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

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

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

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

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

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

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

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

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

Public Comment

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

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

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

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

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

Adopted 4/20/11, reviewed 4/17/13

ILLINOIS FREEDOM OF INFORMATION ACT

FOIA Information Officer

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

Fees for copies

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

Methods for making a FOIA Request

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

Contact information is at the top of the page.

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

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

A brief description of our public body is as follows:

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

Our Mission

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

Our Values

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

Our Vision

Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life.

With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

The library's operating budget for FY 2014/2015 is \$3,529,148.
The library employs 19 full-time employees and 88 part time employees.

Documents Readily Available

- Bids & Requests for Proposals (Finances page of library's website)
- Board Agendas, Minutes and Packets (Board of Trustees page of library's website)
- Financials (Finances page of library's website)
- Policies (Policies page of library's website)
- Staff Compensation (Finances page of library's website)

Library Board of Trustees

- Victoria Suriano, President
- Donald Damon, Vice-President
- Marian Krupicka, Treasurer
- Beena Deshmukh, Secretary
- Julia Lacayo, Trustee
- Diane Ruscitti, Trustee
- Kelly Von Zee, Trustee

Library Board of Trustees Committees

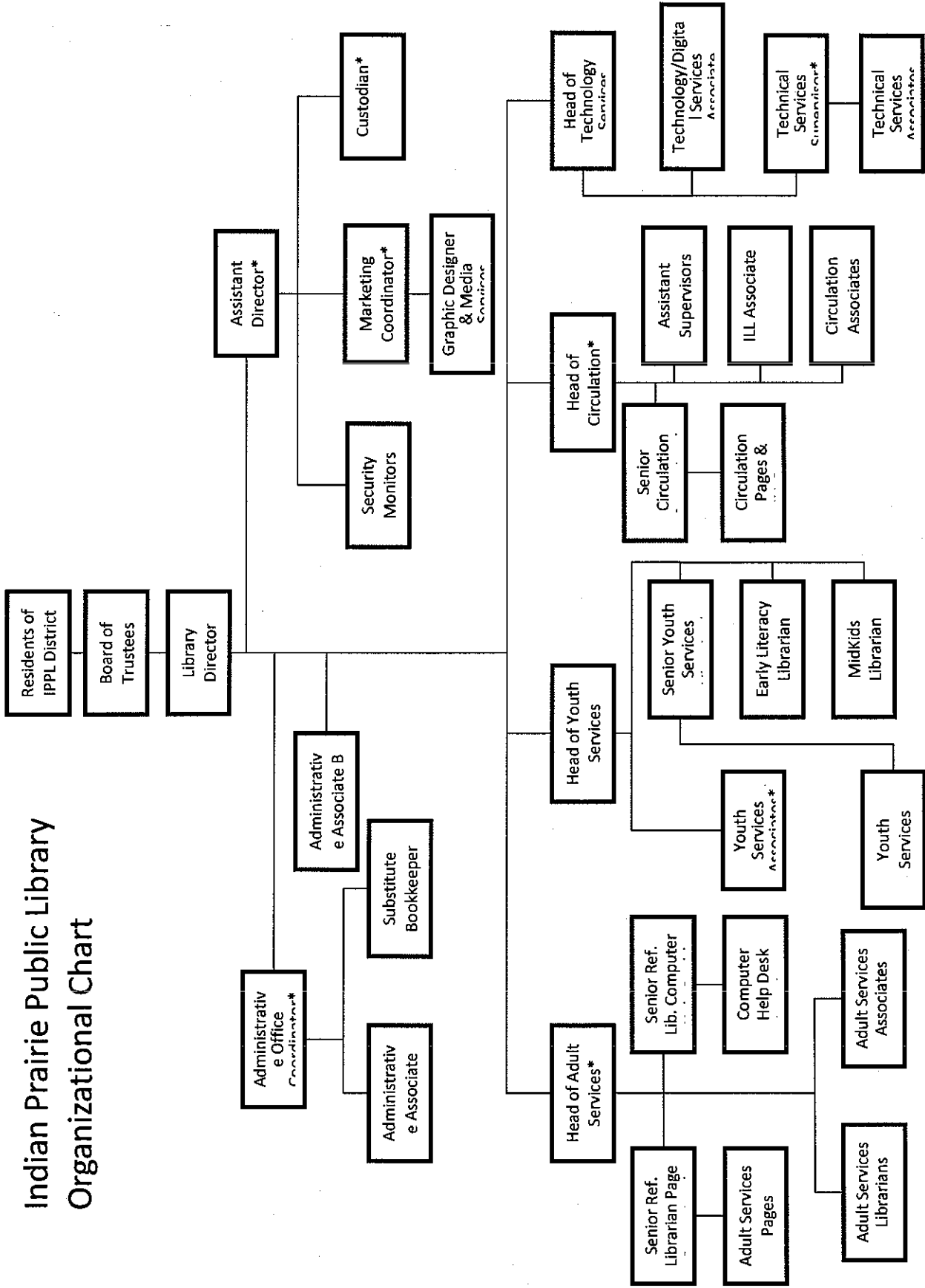
- Building and Grounds:
- Marian Krupicka, Chairperson
- Julia Lacayo
- Kelly Von Zee

- Finance:
- Marian Krupicka, Chairperson
- Don Damon
- Diane Ruscitti

- Planning/Outreach Committee:
- Beena Deshmukh, Chairperson
- Marian Krupicka
- Diane Ruscitti

- Policy Committee:
- Don Damon, Chairperson
- Beena Deshmukh
- Julia Lacayo

Indian Prairie Public Library Organizational Chart



*Supervises volunteers
8/14

SERVICES

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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 Metropolitan Library System regulations. Parents or legal guardians are responsible for materials checked out on their child's card and should be aware that there are no restrictions on borrowing of library materials and they need to be responsible for their child's selection of materials.

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

Card owners are required to report a change in address.

420.3 Renewal of Library Cards

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

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

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

420.4 Replacement of Cards

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

420.5 Resident Library Card

A resident is defined as an individual living within the corporate boundaries of the Indian Prairie Public Library District, including those who rent their homes. As such, the individual is entitled to a library card at no fee and the full services of the Indian Prairie Public Library. The card holder also has reciprocal borrowing privileges at other libraries. The card is valid for **three five years** as long as the person resides at the registered address and it is renewable as long as eligibility is retained.

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420.6 Non-resident Fee Cards

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

420.7 Non-resident Taxpayer Cards

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

431 Fines and Charges

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431.1 Overdue Fines

431.1-1 Overdue fines for all items are \$.10 per day per item except for adult feature film DVDs, Playaway Views, console games, kits, Leap Pad Equipment, miscellaneous equipment and e-readers which are \$1.00 per day.

~~431.1-2 For interlibrary loan materials the SWAN system automatically sets overdue fines as established by the lending library but staff will adjust the fines to match the Indian Prairie fine schedule.~~

431.1-3 Fine calculation starts with the first day after the due date and is counted for every day the library is open. The maximum fine is equivalent to the overdue fine multiplied by 42 days or the price of the items, whichever is less.

431.2 Fees

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

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

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

431.3

Lost Materials

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

431.3-1 Indian Prairie Public Library Lost Materials

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

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

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

431.3-2 Interlibrary Loans

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

431.4 Damaged Materials

431.4-1 Indian Prairie Public Library Materials

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

431.4-2 Interlibrary Loan Materials

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

431.5 Payment

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

432 Homebound Services

432.1 Eligibility

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

432.1-1 Individuals

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

432.1-2 Institutions

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

432.2 Materials

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

432.3 Loan Period

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

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

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

433 Suspension and Limitation of Privileges

433.1 Suspension of Privileges
Whenever fines or bills against a cardholder exceed ~~\$5.00~~ **\$10.00**, borrowing privileges will be suspended until fines and fees are below ~~\$5.00~~ **\$10.00**.

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

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

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

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

SERVICES

REFERENCE

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440 - Reference

440.1 - Philosophy

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

440.2 - Availability of Service

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

440.3 - Assisting Patrons

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

440.3-1 Telephone Requests

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

440.3-2 Book a Librarian

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

440.3-3 Circulation of Reference Materials

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

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

SO

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

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

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

440.4- Evaluation and Review of Reference Services Policy

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

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

SERVICES

LIBRARY SPONSORED PROGRAMMING

450 - Library Sponsored Programming

450 - Objectives

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

450.1 - Cost to Patrons

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

450.2 Sale of Merchandise by Speakers

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

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

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

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

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

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

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

450.3 - Attendance

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

450.4 - Library Co-sponsored Programs

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

SERVICES

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455 - Group Tours/Programs

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

455.1 - Groups Requesting Tours/Programs

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

455.1-1 - Cancellation/Late Arrival

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

455.1-2 - Chaperones

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

456 – Proctoring

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

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

SERVICES

471 Social Media

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

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

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

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

Adopted 4/17/13

SERVICES

490 Process for Patron Complaint

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

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

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

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

Adopted 8/19/09, Rev. 4/20/11, reviewed 4/17/13

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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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.

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Current or historical significance

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

Price

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

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

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

525 – Gifts (see also 1100)

525.1 – Materials

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

The library will not accept donations of the following:

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

525.2 - Cash

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

535 - Weeding of the Collection

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

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

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

545 - Reconsideration of Library Materials

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

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

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

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

Appendices:

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

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

LIBRARY BILL OF RIGHTS

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

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

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

Adopted 5/11/88

THE FREEDOM TO READ

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

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

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

Adopted 5/11/88

FREEDOM TO VIEW

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

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

Endorsed by the ALA Council January 10, 1990.

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

Adopted 5/11/88

An Interpretation of the LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

THE RIGHTS OF USERS

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

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

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

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

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

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

EQUITY OF ACCESS

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

INFORMATION RESOURCES AND ACCESS

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

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

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

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

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

Adopted by the ALA Council, January 24, 1996
Adopted by the Indian Prairie Public Library District Board of Trustees, May 15, 1996

IDENTITY PROTECTION POLICY

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

Social Security Number Protection

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

The Library shall not:

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

In addition, the Library shall not:

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

IDENTITY PROTECTION POLICY

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

Requirement to Redact Social Security Numbers

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

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

Employee Access to Social Security Numbers

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

Appendix A

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

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

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

Why does the Library collect your Social Security Number?

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

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

What does the Library do with Your Social Security Number?

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

Questions or Complaints about this Statement of Purpose

Write to the Library, Attn: Library Director

Adopted 4/20/11, reviewed 4/17/13

PERSONNEL CODE – Selection of Personnel

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801 Selection of Personnel

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

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

801.1 Equal Opportunity Employer

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

801.2 Employment-at-will

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

801.3 Promotions and Transfers

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

801.4 Reappointment

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

801.5 Nepotism

PERSONNEL CODE – Staff Conduct

803 Staff Conduct

803.1 Staff Obligations

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

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

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

803.2 Privacy of Information Between Staff and Public

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

803.3 Absence and Tardiness

Employees are expected to report for work when scheduled. In the event an employee is unable to report for work or remain at work as scheduled he/she should notify the immediate supervisor or person in charge of the department as far in advance as possible. Employees are expected to

be ready to work at the beginning of their scheduled time. Employees are responsible for notifying their supervisor or the person-in charge of the department as soon as possible if they cannot report for work on time and to indicate when they expect to arrive. Repeated tardiness or unexcused absences will result in disciplinary action or termination.

803.4 Staff Meetings and Staff Institute Day

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 cell phone or charged to the employee's home telephone number or credit card.

803.6 Parking

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

803.7 Smoking

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

803.8 Use of Library Staff Computers ~~in Non-Public Areas~~

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

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

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

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

PERSONNEL CODE – 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.

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

805.1.2 Part-Time Employees

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

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

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

Part-time employees regularly scheduled to work more than 20 hours a week will be paid for 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. 72

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 is unable to return to work at the expiration of a disability leave shall be discharged from the library.

805.5 Bereavement Leave

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

805.6 Jury Duty

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

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

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

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**Director's Report
March 2015**

Agenda

Communication and Announcements:

You each should have received an email and/or a letter with information about the Statement of Economic Interest. Filing online is new this year. If you file online, print out a copy of your online statement and the verification email you receive and give the copies to Maria as it is very important that we track that each trustee filed their statement. You will not receive a similar request from Cook County.

For the record of the Board, the library was voted the number one library in Midwest Living Magazine's Best of the West.

Omnibus:

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

Unfinished Business:

An updated draft is in your packet and this is an opportunity for you to share other ideas on goals, strategies and actions.

New Business:

Information relative to the chiller bids is in the packet. The recommendation will be presented at the board meeting.

Laura had gotten bids for landscape management and has a recommendation in the packet.

Two policies are listed here for discussion. There is a memo for each one in the packet.

After the April election we will have one trustee vacancy since Kelly plans to move.

Willowbrook Post

Willowbrook has started to provide a small newspaper for its residents. The library has been invited to send news releases as well as be an advertiser. We do budget money for placing advertisements in various publications and will do so with the Willowbrook Post.

Electricity Pricing

For the past three years the library has had a contracted price for electricity costs. We work with a cooperative called Northern Illinois Municipal Electric Collaborative (NIMEC) to negotiate our rate. NIMEC is a collaborative of 140 municipalities with a population approaching 2,000,000 that band together to drive down pricing for residential and municipal electricity. NIMEC manages more Municipal Aggregation programs than anyone else in Illinois and their purchasing power of \$150 million per year helps their members achieve aggressive rates. NIMEC gets quotes from at least three

electricity providers and then selects the lowest priced provider to present to its members. ComEd delivers the electricity to the library.

The good news is that three years ago we negotiated our rate in a very low pricing environment. Our rate was .0483 cents/kwh for three years. The bad news is that rates have gone up and the new rate is .0613 cents/kwh for two years (a one year contract was .0642.) NIMEC manages the negotiations for a variety of types of municipal bodies and the rate for each agency varies depending on the agency's load profile – when they use their electricity and the consistency of the usage. So a water treatment plant gets a better rate because their usage is consistent and much of it is during low periods of usage while libraries tend to have a higher rate because our usage is only during prime usage times.

I can't check with ComEd to see what our rate would be if we purchased electricity from them because ComEd doesn't offer a fixed rate option for medium and large users (which is the group we fall in). ComEd's rate changes every hour depending on market rates and our load profile.

RAILS

Governor Rauner's proposed state budget is proposing just approximately 10% reductions in the Illinois Secretary of State's library grants. RAILS is funded by a yearly grant from this office. RAILS current financial situation is very strong. They have been able to add services to support libraries within their operating budget plus they have 30 months of reserves.

The small reduction in the Secretary of State's grants will hopefully mean that the annual per capita grant will be minimally impacted. This fiscal year and last fiscal year we received \$10,000.00 more than I had budgeted so I'll continue to budget for the per capita grant revenue as I have and anticipate receiving at least that much.

SWAN

The member library directors recently approved the SWAN budget for the upcoming fiscal year. Due to decreased costs for software maintenance from the new software contract and increased support from RAILS, the annual fee for each member library went down 13%. Our fee is currently \$51,336.00 and will be \$45,620.00, a savings of \$5,176.00. In addition, this fee is set for the next three years! Plus we'll be saving another \$4,608.00 annually because the new software contract provides SIP and API connections for free to member libraries. With the current software we have a monthly fee to access these connections for our self-checkout stations and to allow patrons to pay their fines on the self-checkout stations.

Staff continue to train on the new software. Catalog training was offered last week for the first time. The software continues to evolve as we are training. This is because the software vendor is being very responsive to the many suggestions coming from our members. We'll be using the March 20 staff institute day to train staff on the new catalog and provide staff additional practice time. I plan on having a demonstration of the catalog for the trustees at the April board meeting which will be the day after the new software goes live.

SWAN will not be available to patrons or staff April 11, 12 and 13 as they switch over to the new migration. We will be able to check out patrons in an offline mode but will not be checking anything in for those three days. In addition we will not be able to issue new library cards. The current catalog will be available for searching but the on shelf or checkout information will not be real time. Patrons will not be able to place holds during this time and since libraries are not checking items in no new holds will be generated for patron pick-up. Internally, Technical Services will not be able to enter any materials into the system from April 1 to the 14th so for those two weeks we won't have anything new coming out to the shelves.

Investments

The Chicago Tribune reported this week that the Illinois Metropolitan Investment Fund (IMET) had a loss of \$50.4 million because of a complex debt security that turned out to be worthless because of alleged fraud. A portion of the library's reserves are kept in Illinois Funds which is a money market fund where we earn approximately .014% so this is extremely conservative. Another portion is managed by MPI Investments and the money is invested in bonds which meet the criteria for security that is required by state law. A portion of the money is also in bank accounts.

Staff

Ashe Kolalis has been hired as an Adult Services Associate at a salary of \$14.48/hour starting April 1. Ashe is taking Jez's position who was promoted to a part-time librarian position. Circulation Services Page Debbie Such will be resigning her position April 13 and Circulation Services Associate Amelia Cosmas will be resigning March 27.

Jamie Bukovac, Director

Assistant Director's Report March 2015

Building and Grounds:

Our electrician installed some "sample" LED lights to compare to our current florescent bulbs. There is a sample LED fixture in the Conference Room and a sample LED bulb in a current fixture above the Mid-Kid non-fiction area. LED bulbs are much brighter, have a very long life (compared to a fluorescent bulb), are more "stable" (no flickering) and use 90% less electricity than florescent bulbs. I am working with the electrician on a quote to replace the hundreds of T8 bulbs and ComEd rebates. Because of their very long life, this would also save a lot of Mike's time currently spent on replacing bulbs.

Mike has been cleaning and organizing the basement and first floor storage areas to prepare for moving items from the Records Room to basement storage. Once the Records Room is cleared out, the Duplicating Room will be relocated to that space which makes room for a new public meeting space in the Duplicating Room.

The Friends of the Library:

The Friends are sponsoring a performance by the popular "Dyed in the Wool" ensemble on Sunday, March 15th. Registration is full and it's perfect timing for St. Patrick's Day!

The Friends will have a book sale on Saturday May 30th and Sunday May 31st. People have been calling and asking about the sale so we hope there will be a good turnout.

Marketing Report:

Marianne Ryan's monthly report will be distributed at the Board Meeting.

Meetings & Workshops:

- 2/23 Spooky Stacks Committee Meeting
- 2/24 One on one with Marianne
- 2/24 Department Head Meeting
- 2/25 One on one with Jamie
- 2/26 Strategic Planning Work @ Woodridge Library
- 3/4 One on one with Marianne
- 3/5 Manager 3.0 Webinar
- 3/10 Department Head Meeting
- 3/11 "Library of the Future" webinar
- 3/11 One on one with Jamie

- 3/12 Public Big Opening
- 3/17 Strategic Plan Work Group meeting
- 3/18 Reference Desk (2 hours)
- 3/18 Library Board Meeting

Submitted by: Laura Birmingham

Adult Services Monthly Report
February 2015

For a cold and snowy February, we had good turnouts for several programs. For a program on chocolate we had 45. An afternoon travel program on the Baltic had 25 in attendance, and a concert, Bel Sonore, had 34. Before she moved to Ann's department, Suzy had started planning for a book talking program for the public. She, Jennifer and Jez each chose a theme and then talked about a number of books on that theme. Only 10 people came, but they were very enthusiastic and asked when there would be another one.

The attendance at the book discussion groups was average or down a little from normal. The night of Crime Readers we had our lowest turnout of the year with ten, but it was a bitterly cold night. The Play Reading Group, led by a volunteer met four times (they had to cancel twice because of weather) and averaged five at each meeting.

Jennifer gave a presentation at the Indian Prairie Computer Group, which meets at the Community House, and has for many years. There were 52 people there for her presentation on Tips for the Saavy Traveler. The comments from the evaluation sheet were glowing.

We had two Thursday afternoon movies. The first one was *The Hundred Foot Journey* which starred Helen Mirren. There were 22 people at the program. The second was a less well known movie with no big name actor, *The Game Stands Tall* with eight in attendance. We have started registration for the Thursday afternoon movies, most of which were nominated for Academy Awards, and we already have at least thirty people registered for each of them. Name recognition seems to play a big part in people coming to the movies.

AARP started providing tax assistance in February. So far 89 people have been assisted.

Staff attended YOLO training on book processing and computer troubleshooting. Suzy did training for the adult desk staff on eReadIllinois. The app had changed recently and staff had lots of questions about the product in general. This was very timely for me. I helped someone with this product each of the next three times I was on desk. Staff also attended webinars on readers advisory and assistive technology. Primarily staff has been taking the online classes for Sirsi/Dynix and Jennifer and I have been attending in person lecture classes in preparation for intensive staff training later this month.

Shirley and I conducted interviews to hire a new Adult Services Associate. Jennifer and I conducted second interviews. Our new staff member is starting in early April.

Score, a volunteer organization for small business assistance, is doing a lobby drop-in in April.

Debbie

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Circulation Services

February 2015

Circulation was down 7.5% from February of last year – 65,225 items circulated in 2014 and 60,286 circulated in 2015. Our patron count was also down (-11%) from last year. (34,284 patrons visited us in 2014 while 30,473 patrons visited us in 2015). I would like to note that February was a particularly cold and snowy month this year. In fact, due to a snow storm, we were closed on Sunday, February 1.

Once again our electronic circulation showed growth over last year. In February 2014 we circulated 3210 e-items while in 2015 we circulated 4167 items. This is an increase of almost 30%.

In the month of February, our patrons used a form of self-service to check out, renew or download 35, 900 items. This was almost 60% of our circulation for the month.

February was a busy month as we started training Circulation Staff on the new SWAN software Sirsi Dynix. I met with the Circulation Associates and Assistant Supervisors early in March to demonstrate the live software as this was the first time it was available. Staff seemed very positive about what they saw and I am confident we will be ready April 14.

I completed my training at Swan and then went out to help train the membership on New Patron Registration and Circulation Basics. My partner and I taught 4 classes with class sizes ranging from 21 to 50 people. All three Supervisors attended both the New Patron Registration classes and the Circulation Basics classes

Circulation Staff attended the following YOLOs in February:

Computers 101	3
Book Processing	6
3D Printing	1

Meetings and Workshops Attended:

Feb. 3	Circulation Department Meeting	
Feb. 4	Sirsi Dynix Training	RAILS
Feb. 5	Circulation Department Meeting	
Feb. 9	One on One with Jamie	
Feb. 10	Department Heads	
Feb 11	Sirsi Dynix Training	RAILS
Feb 12	Sirsi Dynix Training	RAILS
Feb 18	Teaching SD – New Patron Registration Tinley Park	
Feb 20	Teaching SD – New Patron Registration Prairie Trails	
Feb 23	One on One with Jamie	
Feb 23	SD catalog training	RAILS
Feb 24	Teaching SD – Circ. Basics	Downers Grove
Feb 25	Teaching SD – Circ. Basics	Oak Lawn
Feb 26	Strategic Plan Workshop	Woodridge

Debbie Sheehan
Head of Circulation Services

			Circ Stats									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Month	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
July	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	79,959	
Aug.	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,742	
Sept.	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,172	
Oct.	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,823	
Nov.	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,118	
Dec.	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,507	
Jan.	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	
Feb.	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	
Mar.	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816		
Apr.	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376		
May	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687		
June *	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986		
Renewals through the webpac not included before April					1,284							
					Electronic Circulation	3,852						
Yearly												
Total	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	539,215	
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

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TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT
February 2015

Improvements for Public Service

- **Roku + Netflix-** Suzy and I worked on an idea to enhance the Adult circulating Roku streaming device service. The amount of devices circulated has been doubled from 6 to 12, Netflix subscription service was added to all 12 devices, and they are on one SWAN record making it easier to place and fulfill holds. These devices were available to our members at the end of February to tie in with the Netflix only release of *House of Cards*, which is a popular show requested by our members.
- **Public Intranet Page-** We are creating new public Intranet blogs for the public Internet stations. These new blogs will make it easier for our users to access frequently used websites as well as discover technology programs and services offered by the library. This will be implemented mid March.
- **New Catalog-** To update, educate and make it easier for our members' transition to our new catalog on April 14 we have created a webpage, bookmark, and video. The web address newcatalog.ippl.info is being used to take our members to an information page about the new catalog and a video on how to save or print their favorites from their current account. A shorter web address catalog.ippl.info was created for after go live for remote access to our catalog.

Technical Service

- **Life Skills collection-** Joe has weeded this collection and Technical Services is in the process of reclassifying the materials from Life Skills to ESL.
- **WouldShop reclassification-** We completed this project of reclassifying part of the junior non-fiction collection into the new Wouldshop collection.
- **Database clean-up –** To improve user experience searching the new catalog, I have started to run material collection reports on SWAN to do a database clean-up process before the migration to Sirsi/Dynix.

3D Printing

- We received 41 print requests and 40 of them were successfully printed.
- Most interesting objects printed:
 - A "split case" design by a patron, possibly used for a mobile device
 - Raspberry Pi rack for constructing a multi-Raspberry Pi server
 - A replacement battery cover for a remote or handheld device
 - A large hollow bowling pin and an egg-shaped ball from one patron

Technology Projects

- **AARP Tax Assistance-** Every year we support AARP by providing five laptops, a printer, install/test specific security requirements, and equipment set-up training so they can provide free tax assistance to community residents.

Staff Training

- Suzy gave an hour in depth training on eReadIllinois at the Adult Services staff meeting on February 25. She developed a handout on the three different apps used with eReadIllinois.
- Suzy led a YOLO class on 3D printing on February 24 which six staff members attended. She covered the IPPI 3D printer policies, webpage, and demonstrated how the 3D printer works.
- Suzy demonstrated the online video learning website Lynda.com at the February 24 Department Head Meeting. She highlighted the courses that would be relevant to staff development and previewed a course.
- I reviewed repair and withdrawal procedures with selectors in the Adult Department .

Sirsi Dynix Training

- Staff continue to take the training classes related to their job.
- Suzy and I attended training about the new catalog at SWAN on March 23
- I attended a workshop about holds at the Woodridge Library on March 5.

Yolo Training Attended

- Technology Troubleshooting 101 (Technology Services Mandatory): Geri Ramirez & Jane Zwergel.

Public Classes, Programs and Training

In February we offered 4 computer classes and 1 Tech Talk with a total attendance of 42.

<u>Date</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
2/10	Computers for Beginners, Part 1	Sandy	9
2/10	Twitter 101	Dave	7
2/11	Tech Talk: Microcomputers	Tyler/Ann	5
2/17	Computer for Beginners, Part 2	Sandy	5
2/25	3D Printing	Suzy	16

Tech Tutor: one-on-one assistance: 4

Ann M. Stovall, Head of Technical & Computer Services, February 12, 2015

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**Youth Services
Monthly Report to the Board
February 2015**

Overview

This month K&T staff hosted 61 programs, serving 1,024 patrons. We also continued to build partnerships and relationships in the community, and we worked on planning for the upcoming summer reading challenge, the strategic plan, and library-wide programs and initiatives.

Programs

Little U Classes and Storytimes

February concludes the winter session for Little U, Curl Up with Carle, Blizzard of Books, and all of our current weekly programming. Overall, the winter session was another success, program evaluations came back with positive comments, and new and regular patrons are asking what comes next. The spring session will begin Mid-March.

(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)

Mid-Kid Events

This session, our Friday Interactive Storytime for Kids (aka FriSK) highlighted classic tales and the number three; 3 Little Pigs, 3 Little Bears etc. Each class included stories and activities for kids in grades 1-3.

Kids Reading on Thursday (aka KROT) explored several stories by Roald Dahl, including The Twits, Fantastic Mr. Fox and The Wonderful World of Henry Sugar. These book discussions for kids in grades 4-6 included book-themed snacks, activities, and digital media.

(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)

DIYT and Teen Events

This month at Do It Yourself Teens (DIYT), teens learned to make phone decal buttons, digital light painting, paracord bracelets, and mini-computer animation.

Teen Librarian, Tyler Works, offered a Tech Talk with Ann Stovall on Micro-Computing and a Hacking Electronics program where teens made mood lamps.

Teen Associate, Krista Kountz, offered a great sewing program called Sew Trendy. Teen used the newly renovated sewing machine in the WouldShop to sew pillows with cool designs.

(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)

Gaming Events

This month Tyler Works offered two gaming tournaments, February 13 - League of Legends and February 27 - Call of Duty. These tournaments have been very popular, sometimes bringing in over 30 teens, and we are getting more compliments and requests for additional events from parents and kids.

(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)

Partnerships

Hinsdale South High School

Tyler Works attended the HSHS Book Club on February 3. Then on February 27, he attended their Book Buzz-ar. At the Book Buzz-ar, classes come to the library and rotate between different stations throughout the library. Every station has a book related theme. Tyler book talked a number of books that were related to upcoming programs at the library. He spoke to over 100 HSHS student throughout the day. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

Gardening Kits

On February 6, Natalie Williams and Tyler Works presented a proposal for circulating Gardening Kits to the Gift of Carl Foundation. The Gift of Carl accepted the proposal and will be funding three kits which will include adult and kid-sized gardening tools, water cans, kneeling pads, and how-to books. These kits will provide an opportunity for families to learn and play together in the dirt and support the new Seed Library opening in April. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Storytimes at Whole Foods

On February 12, Jane Hartney performed our first monthly storytime at Whole Foods. The first program was Valentine-themed with a sweet edible activity provided by Whole Foods. We've already started to see the rewards of this service as we receive compliments from our regular patrons who are attending and from new friends that we are meeting in the store. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Practicum Presentation for University of Illinois Urbana-Champaign (UIUC)

This month Natalie Williams participated in a web presentation on practicum opportunities in the library. The presentation was mediated by the Assistant Dean for Student Affairs at UIUC, Kate McDowell, and presented by youth services librarians from Oak Park, Indian Prairie, Woodstock, Hodgkins, and Indian Trails Public Libraries. Natalie also posted for 2 specific practicum job opportunities through UIUC and Dominican University. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

Teens4Xcellence

Krista Kountz presented the February Teens4Xcellence book club meeting at Burr Ridge Middle School. This month's book was *Brown Girl Dreaming* by Jacqueline Woodson. They discussed the book and then the club members read aloud favorite passages. The group members then made their own, personalized poetry books that included favorite existing poems and newly created ones. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

WouldShop

Development continues in the WouldShop. This month the cooking books have been pulled from Junior Subjects, de-deweyed, and relocated to the new WouldShop collection. This month we added a few basic supplies like yarn and various glues, and we added supplies for Spirograph. We've also added a sewing machine, which was donated by Jamie Bukovac and repaired by Friendly Stiches. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

#Trending

K&T is creating a new popular materials section to display and recommend popular titles. There will be a display in the Teen Lounge, the Mid-Kid Hangout, and the Family Center so that we can promote books for each age group. The new sections or displays will be called #Trending.

Submitted by Natalie Williams 3/11/2015

STATISTICS FOR	Feb-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	35,348	39,428	320,348	348,240	-8.01%
Teen	2,652	2,826	29,064	26,311	10.46%
Kids	18,119	19,761	160,141	171,473	-6.61%
TOTAL	56,119	62,015	509,553	546,024	-6.68%
Electronic Circulation	4,167	3,210	30,181	24,298	24.21%
GRAND TOTAL CIRC.	60,286	65,225	539,734	570,322	-5.36%
% Reciprocal Borrowing	15%	15%	14%	15%	
Patron Visits	30,473	34,284	291,133	303,414	-4.05%
<u>Current Cards</u>					
Resident	123	169	22,396	22,687	-1.28%
Non-Resident	70	72	883	1,065	-17.09%
TOTAL	193	241	23,279	23,752	-1.99%
<u>Patron Assistance</u>					
Adult - Reference	2,850	1,586	24,698	24,547	0.62%
Kids - Reference	1,183	1,281	10,262	13,076	-21.52%
TOTAL REFERENCE	4,033	2,867	34,960	37,623	-7.08%
Adult - Other	2,180	2,442	16,000	13,928	14.88%
Kids - Other	1,571	1,298	12,474	11,704	6.58%
TOTAL OTHER	3,751	3,740	28,474	25,632	11.09%
GRAND TOTAL ASST.	7,784	6,607	63,434	63,255	0.28%
<u>ILL/Reserves</u>					
Holds	7,496	7,183	63,546	66,288	-4.14%
ILLs Sent	4,142	4,428	35,059	38,781	-9.60%
ILLs Checked Out	4,472	4,881	38,942	42,320	-7.98%
ILLs Received	4,849	5,301	42,435	45,907	-7.56%
<u>Programs - Adult</u>					
# Programs	8	17	51	56	-8.93%
Attendance	165	189	1,324	1,374	-3.64%
<u>Technology Classes</u>					
# Programs	4	7	75	51	47.06%
Attendance	37	57	702	540	30.00%
<u>Individual Technology</u>					
<u>Training</u>					
# of Patrons	48	116	839	790	6.20%
<u>Groups</u>					
# Programs	0	8	88	96	-8.33%
Attendance	0	180	958	1,340	-28.51%
<u>Others</u>					
# Programs	8	4	14	10	40.00%
Attendance	141	95	479	197	143.15%
<u>Programs - Teen</u>					
# Programs	10	3	58	25	132.00%
Attendance	100	23	871	467	86.51%
<u>Programs - Kids</u>					
# Programs	48	37	272	202	34.65%
Attendance	896	1,099	6,876	5,945	15.66%
GRAND TOTAL ATT.	1,387	1,759	12,049	10,653	13.10%

STATISTICS FOR	Feb-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,339	3,879	28,901	33,300	-13.21%
Kids Computers	1,298	1,483	12,795	12,078	5.94%
Teen Laptop	189	205	2,204	1,272	73.27%
Adult Laptop	185	241	2,199	1,444	52.29%
TOTAL PATRON USE	5,011	5,808	46,099	48,094	-4.15%
Hours Used					
Adult Computers	2,281	2,562	20,187	21,856	-7.64%
Kids Computers	827	747	7,618	6,623	15.02%
Teen Laptop	274	168	3,876	1,672	131.82%
Adult Laptop	259	388	4,245	2,728.50	55.58%
TOTAL HOURS USED	3,641	3,865	35,926	32,879.50	9.27%
IPPL Total Web Site Access	28,861	12,760	217,431	45,982	372.86%
IPPL Total Page Views	58,244	28,490	421,056	106,531	295.24%
Subscription Database Logins	1,848	2,580	21,221	22,328	-4.96%
Outreach-Homebound					
Items Delivered	115	140	968	1,229	-21.24%
Volunteers					
Number Active	56	57			
Hours Worked	338	332.75	2,959	3,108.75	-4.82%
Staff Training Hours	151.75	82.50	1,085.75	739	46.92%
Room Use					
Multi-Purpose Room	40	27	200	130	53.85%
Meeting Room					
Library	43	42	326	261	24.90%
Non-Library	34	47	222	263	-15.59%
Group Study Room	216	254	1,615	2,016	-19.89%
Lobby Programs	4	3	30	17	76.47%
Conference Room	14	13	140	134	4.48%
Clavinova	0	1	1	1	0.00%

MATERIALS COLLECTION STATISTICS- FEBRUARY 2015

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1277	4	28	1253	433	621	437	649
Non-Fiction	50732	2321	301	52752	6817	9830	9138	10131
Fiction	38496	353	1378	37471	7969	7465	8322	8843
TOTAL	90505	2678	1707	91476	15219	17916	17897	19623
BOOKS-- CHILDRENS								
Reference	21	0	0	21	1	870	1	870
Non-Fiction	15945	137	541	15541	1889	5978	2026	6519
Fiction	27754	311	61	28004	3978	4260	4289	4321
TOTAL	43720	448	602	43566	5868	11108	6316	11710
BOOKS - TEEN								
Non-Fiction	658	1	10	649	161	451	162	461
Fiction	3855	59	48	3866	1258	947	1317	995
TOTAL	4513	60	58	4515	1419	1398	1479	1456
GRAND TOTAL	138738	3186	2367	139557	22506	30422	25692	32789

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	5564	38	50	5552	1274	335	1312	385
Music CD	10112	587	3	10696	1095	1047	1682	1050
Playaway	381	7	2	386	64	80	71	82
DVDs (Standard & Blu-ray)	17969	396	102	18263	3326	607	3722	709
CD-ROMs	165	0	1	164	11	9	11	10
TOTAL	34191	1028	158	35061	5770	2078	6798	2236
AUDIOVISUAL-CHILDRENS								
Audio Books	984	2	236	750	321	23	323	259
Childrens Music CD	900	1	0	901	75	35	76	35
Junior Music CD	188	12	0	200	67	34	79	34
Playaway	79	0	0	79	17	0	17	0
DVDs (Standard & Blu-ray)	4517	19	12	4524	796	377	815	389
TOTAL	6668	34	248	6454	1276	469	1310	717
AUDIOVISUAL-TEEN								
Audio Books on CD	303	5	39	269	86	18	91	57
Music CD	0	0	0	0	0	319	0	319
Playaway	64	0	1	63	2	5	2	6
DVDs (Standard & Blu-ray)	643	6	2	647	207	35	213	37
Console Games	491	0	25	466	103	65	103	90
PC-GAMES (formally CD-ROMS)	59	0	0	59	88	17	88	17
TOTAL	1560	11	67	1504	486	459	497	526
GRAND TOTAL	42419	1073	473	43019	7532	3006	8605	3479

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	385	0	385	27		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	14330	70	14400	1328		1398	
eRead Illinois	16620	1300	17920	11570		12870	

Chamber Report

Reminder: the Indian Prairie Public Library, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry will host a Teen Summer Job Fair on Saturday, March 21, from 1 to 4 p.m. at the library. The fair is for teens seeking summer employment, internships, and/or volunteer opportunities. A small panel of hiring managers and job coaches will give advice and answer questions on how to get a job and keep it from 1 to 2 p.m., then local businesses will be on hand to discuss the opportunities they have available from 2 to 4 p.m.

In addition, the library will co-host a Reference USA presentation at the Darien Chamber of Commerce April membership luncheon on Tuesday, April 21, at Chuck's Southern Comforts Café. The luncheon will feature a presentation by Reference USA representative Nancy Spidle, who will discuss the online research and reference database and how to use it for sales leads, market research, job searches, and more. I will provide information on how businesses can utilize the library, including getting a business library card.

Marianne Ryan, Marketing Coordinator
March 10, 2015



Reference USA

The premier reference and research database

Indian Prairie Library has Reference USA, the premier online research and reference tool for area business professionals, job seekers, students and movers.

Get fast and easy access to details on more than 24 million U.S. businesses and more than 235 million U.S. residents.

Use ReferenceUSA to:

- Find sales leads
- Conduct market research
- Locate and research companies you want to work for
- Find housing, schools, childcare, churches and doctors in your area
- Business Plan Searches



Darien Chamber of Commerce
YOUR CONNECTION TO BUSINESS SUCCESS

Join us for the April Membership Luncheon Featuring Nancy Spidle Reference USA

Tuesday, April 21, 2015
Networking 11:30am
Lunch & Presentation Noon – 1:30pm

Chuck's Southern Comforts Cafe
8025 South Cass Avenue
Darien

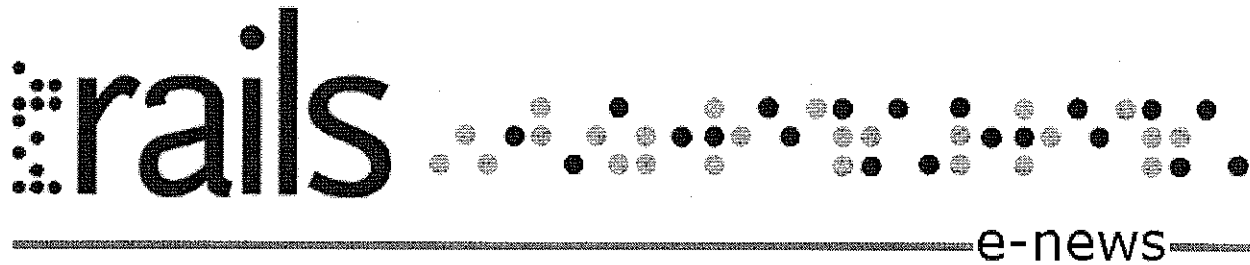
Members \$20 Future Members \$30

Register online by April 15th at www.darienchamber.com



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News from the Reaching Across Illinois Library System.

**RAILS Budget Update**

Governor Rauner unveiled his proposed state budget for FY2016 (July 2015 – June 2016) on February 18. It appears thus far that the Governor is proposing approximately 10% reductions in the Illinois Secretary of State's library grants. (RAILS is funded by a yearly grant from the Secretary of State's Office.) RAILS will continue to monitor the budget situation in Springfield and will keep our members posted on new developments as we learn them.

In the meantime, RAILS is moving forward with the initiatives outlined in our [strategic plan](#). We have already received over 50% of our grant funding for FY2015. In addition, RAILS has built a very strong reserve and we fully anticipate this reserve will take us through any cuts to remaining FY2015 funding and beyond. Stay tuned to *RAILS E-News* for the latest information.

Update on Proposed Library System Rules

The Illinois State Library (ISL) filed the "second notice" version of the rules for Illinois library systems with the [Joint Committee on Administrative Rules](#) (JCAR) on February 24. This version includes comments submitted to ISL from the library community and testimonies from the January 23 public hearing. JCAR will meet on March 17, 2015, at 10:30 a.m. to consider this version of the rules. It is JCAR's policy to only allow representatives of state agencies to testify at Committee hearings. For further details, see the February 27 issue of the *ISL E-News*.

RAILS Resource Sharing is Featured Topic for March 26 Member Update

The next RAILS Member Update will be held on Thursday, March 26, from 10 a.m. – noon, at all RAILS service centers and a variety of other videoconference sites located throughout the RAILS area, including these public libraries: Aurora (West Branch), Freeport, Kankakee, LaSalle, New Lenox, Quincy, Sterling, Sycamore, Vernon Area; and Western Illinois University. RAILS Executive Director Dee Brennan will host the meeting from the RAILS East Peoria service center.

Attendees will learn the latest developments with the [RAILS Resource Sharing Overlay Project](#), which is designed to provide RAILS-area library users with seamless access to the shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. You'll also hear about examples of successful overlay projects nationwide. The update will also highlight other RAILS resource-sharing opportunities, including benefits of resource sharing for all types of libraries (academic, public, school, and special), interlibrary loan support and training, group purchasing plans, networking opportunities, and support for serving nonresidents.

There will be opportunities for members to ask questions and share feedback throughout the session. Members are also invited to network with other colleagues at their location after the session. For complete details, view the [meeting agenda](#). For a list of available locations and to

March 4, 2015**RAILS Links**

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

Member Resources

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

Upcoming Meetings

[March 26 RAILS Member Update](#)

[March 27 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[March 11 Library of the Future](#)

[March 19 Organizational Response to Bullies in the Workplace](#)

[March 31 Managing Records](#)

Grant Writing:

[April 15 - Illinois Valley Community College](#)
[April 16 - Joliet Junior College](#)
[April 17 - Schaumburg Township District Library](#)

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Time Running Out to Sign Up for RAILS Overlay Project Focus Groups

RAILS is researching a potential [overlay project](#) to provide RAILS-area library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. RAILS is conducting a series of focus groups to gather input on what our members would like to have in an overlay product. [Eric Craymer](#), President of Growth Management Consulting, Inc., will conduct the focus groups.

In April, focus groups will be held via webinar for libraries with standalone catalogs and non-automated libraries. Groups will be organized by library type (academic, public, school, and special). Respond by Monday, March 9, if you are interested in participating. See a list of dates/times and other information at: www.railslibraries.info/news/20150218/rails-members-all-types-libraries-invited-help-shape-rails-overlay-project.

RAILS Libraries Must Certify by March 31

All RAILS members must complete an online library certification form by March 31, 2015 in order to remain members of RAILS. The form is available on the [Illinois State Library's certification website](#). (After reviewing the [data you will be asked to supply](#), click on the Login to Library Certification Web Portal link at the top of the page to complete the form.) If you have questions or need help completing the form, contact the RAILS certification team at certification@railslibraries.info or 630.734.5160.

Congratulations to RSA NFP on New Catalog

[RSA NFP](#), one of RAILS four shared online catalogs, went live on March 2 with a [new catalog](#) for its 144 member libraries in 186 locations. The catalog integrates e-books and e-audiobooks and also allows holds and downloads of e-items. For more information about RAILS system-supported catalogs, see: www.railslibraries.info/catalogs.

Apply for a RAILS LLSAP Membership Grant by March 16

RAILS is offering a final round of grants for FY2015 to help fund startup costs for membership in one of four RAILS' shared [online catalogs](#) or LLSAPs (Local Library System Automation Program) or to those who want to upgrade from a union listing membership. The grants are for July 1, 2014 – June 30, 2015 projects. [This flyer](#) outlines some of the benefits of joining an LLSAP. For instructions and the grant application, see: www.railslibraries.info/catalogs/llsap-grant. The application deadline is March 16, 2015. If you have questions, contact Anne Slaughter, RAILS Director of Technology Services, at anne.slaughter@railslibraries.info.

RAILS Member Networking Event for LaSalle Area March 10

Join us for the next RAILS member networking event on Tuesday, March 10, at 10 a.m., at LaSalle Public Library. You'll hear the latest news about RAILS and have plenty of time to network with other colleagues in attendance. Refreshments will be served. Please register at www.librarylearning.info/events/?eventID=19508 so we will know how many people to expect.

RAILS Member Networking Event in Moline April 30

RAILS members working in all types of libraries are welcome to attend a RAILS networking event in Moline at the Deere & Company Library in Moline on Thursday, April 30, from 1:30 - 3:30 p.m. You'll hear the latest news about RAILS and have plenty of time to network with other colleagues in attendance. Refreshments will be served. Please register at: www.librarylearning.info/events/?eventID=19509.

For a list of all upcoming RAILS member networking events, see: www.railslibraries.info/news/20150120/rails-member-networking-events. For more information, contact Debbie Baaske at

[March 10 LaSalle Public Library](#)

[March 24 CASL Meeting in Chicago](#)

[April 30 Deere and Company](#)

[May 19 Joliet Junior College](#)

[June 11 Eisenhower Public Library District](#)

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[Subscribe](#) [Share ▾](#) [Past Issues](#)[Translate ▾](#) [RSS](#)**Meeting of the Chicago Area Solo Librarians March 24**

The [Chicago Area Solo Librarians](#) (CASL) group will meet at the Instituto Cervantes Library (Chicago) on Tuesday, March 24, at 4 p.m. Solo library staff from throughout the RAILS area are welcome to attend to share what's happening at your library. The best way to operate the CASL group moving forward will also be discussed. Please register at: www.librarylearning.info/events/?eventID=19574. If you have questions, please contact [Debbie Baaske](#), RAILS Member Engagement Manager.

Workshops on Grant Writing for Libraries

Whether you are new to grant writing, or a seasoned pro, you won't want to miss this half-day in-person grant writing workshop geared toward library staff. The workshop will cover library-specific strategies for developing proposals and letters of inquiry. There will be a hands-on computer session as well as time to identify possible funding sources for your library. Three identical workshops will be offered. Register to attend one of the following:

[Wednesday, April 15, 9:30 a.m. – 1:00 p.m., Illinois Valley Community College](#)

[Thursday, April 16, 9:30 a.m. – 1:00 p.m., Joliet Junior College](#)

[Friday, April 17, 9:30 a.m. – 1:00 p.m., Schaumburg Township District Library](#)

Library of the Future March 11

Miguel Figueroa, Director of the American Library Association's new [Center for the Future of Libraries](#), will help you develop your library of the future on Wednesday, March 11, from 1 - 2 p.m. The program will be held in person at the RAILS Burr Ridge service center, via videoconference at the RAILS Coal Valley and East Peoria service centers and LaSalle Public Library, and via one-way streaming. For more information and registration, see: www.librarylearning.info/events/?eventID=19447.

Taking Care of Business Staff Development Day March 13

[Taking Care of Business](#) will be held in DeKalb on Friday, March 13, from 8:30 a.m. - 3 p.m. The event will focus on customer service with an emphasis on those with mental health and other behavioral needs. The registration fee is \$23 and covers lunch. This event is sponsored by [Librarians Working Together \(LWT\)](#) and is partially funded by a RAILS [networking/continuing education group grant](#). For more information and registration, see: www.librarylearning.info/events/?eventID=19767.

Webinar on Dealing with Difficult Employees in the Workplace March 19

The Management Association will present a webinar on dealing with difficult employees on Thursday, March 19, from 1:30 – 3:00 p.m.: "It's Not Illegal to be a Jerk: An Organizational Response to Bullies in the Workplace." The presenter will offer tips for preventive measures and solutions to help create a positive workplace culture. For more information, see: www.librarylearning.info/events/?eventID=19586.

Managing Records Under Illinois Local Records Act March 31

This session will provide the facts about what records are covered by the Local Records Act and the requirements for records retention. The presenter, Bruce A. Radke of Vedder Price P.C., will focus on records retention from a library standpoint and offer practical and proven advice for complying with the law. The program will be offered at the RAILS Burr Ridge service center on Tuesday, March 31, from 9:30 – 11:00 a.m. and via one-way streaming at: <http://live.railslibraries.info>. For more information and registration, see:

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[Subscribe](#) [Share ▾](#) [Past Issues](#)[Translate ▾](#) [RSS](#)**Development Day for Small Libraries April 9**

[Small Library Education Development Day \(SLEDD\)](#) will be held at the Mendota Civic Center on Thursday, April 9, from 9 a.m. – 3 p.m. Guest speakers and round table discussions will focus on issues affecting small libraries. Registration includes lunch and is \$10 to attend the morning or afternoon session only; \$20 to attend all day. This event is sponsored by the [West of 47](#) networking group and is partially funded by a RAILS [networking/continuing education group grant](#). For more information and a link to registration information, see: www.librarylearning.info/events/?eventID=19769.

RAILS Overlay Project: Question of the Week

RAILS is researching a potential [project](#) to provide RAILS-area library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. RAILS will address questions we have received from members about the project in *RAILS E-News* on a reoccurring basis. This week's question is: ***Why do we need an overlay product when we have OCLC?***

OCLC's WorldCat includes over two billion holdings from thousands of libraries across the world. While many Illinois libraries participate in OCLC, many do not, including libraries with specialized collections. There is also increasing dissatisfaction with OCLC service costs and pricing inequities. The RAILS overlay project would allow much broader participation from RAILS libraries of all types and sizes. Libraries that are members of OCLC, as well as those that are not, would be welcome to participate.

Watch future editions of *RAILS E-News* for more answers to member questions about the overlay project. If you have a question, please contact Jane Plass at jane.plass@railslibraries.info.

Congratulations to RAILS Synergy Participants

The Illinois State Library (ISL) announced the participants for "Synergy: the Illinois Library Leadership Initiative," a yearlong program designed to develop future leaders in the library profession. For a list of participants from RAILS libraries, see: www.railslibraries.info/news/20150304/congratulations-rails-synergy-participants.

Registration Open for ISLMA Spring Mini-Conferences

The Illinois School Library Media Association (ISLMA) is holding its Spring Mini-Conferences on Saturday, March 14, from 8:30 a.m. - 1:00 p.m., at Lake Park High School, East Campus, Roselle, and on Saturday, March 28, from 8:30 a.m. - 1:00 p.m., at Charleston High School. A variety of sessions are offered on both days; attend one or both conferences. See the session descriptions [here](#). Register at: www.islma.org/mini-conferences-2015.htm.

Library Directors Invited to Provide Testimonials on Trustee Videos

RAILS worked with [United For Libraries](#) to develop the [Short Takes for Trustees](#) videos for staff and trustees at RAILS member libraries to view at no cost. United for Libraries is now promoting these videos nationally and looking for library directors willing to provide testimonials that can be used for publicity purposes. If you are a library director and are interested in helping out, contact Joe Filapek, RAILS Consulting and Continuing Education Manager, at joseph.filapek@railslibraries.info.

If you haven't already checked out these quick, convenient, and informative videos, log into the RAILS website (with the email address and password used for [L2](#)) and see: www.railslibraries.info/members/resources/short-takes-trustees.

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[Subscribe](#)[Share](#) ▼[Past Issues](#)[Translate](#) ▼[RSS](#)**Free Webinar on Preservation Assistance Grant Opportunity for Smaller Institutions**

The National Endowment for the Humanities Preservation Assistance Grants help small and mid-sized cultural heritage institutions (including libraries) preserve humanities collections through awards of up to \$6,000 for collection assessments, consultations, and disaster and emergency planning. [LYRASIS](#) is offering free webinars with more information on March 11, from 3 – 4 p.m. and March 13, from 11 a.m. – noon. The application deadline is May 5. See more information at: <http://lyrasisnow.org/neh-pag-webinar>.

Grant Opportunity for Digitizing Hidden Special Collections and Archives

In January, CLIR (Council of Library and Information Resources) launched [Digitizing Hidden Special Collections and Archives: Enabling New Scholarship](#). CLIR expects to award about \$4 million to institutions holding collections of high scholarly value. Initial proposals are due by April 30. For more information, visit the [LYRASIS](#) website at: <http://lyrasisnow.org/clir-hidden-collections-grants>.

Last Chance to Apply for Statewide Public Library Management Institute

The Illinois State Library is sponsoring the 2015 Statewide Public Library Management Institute (SPLMI) for public library directors on May 31 - June 5, 2015, at the University of Illinois, Springfield. The registration fee for successful applicants is \$50, which includes housing, meals, and access to programs and materials. For more information and a link to the application, see: www.cyberdriveillinois.com/departments/library/libraries/splmi.html. The application deadline is 5 p.m. on March 6, 2015.

Middle Managers Spring Program in Naperville

LACONI (Library Administrators Conference of Northern Illinois) will host a [Middle Managers Spring 2015 Program](#) with Jamie LaRue of LaRue Associates and Consulting on Friday, May 1, 2015, 9:30 a.m. – 3:00 p.m., at Northern Illinois University Naperville. For fees and registration, see: <http://laconi.net/event/middle-managers-spring-2015-program-with-jamie-larue>.

Program Proposals Invited for WiLS Conference

Wisconsin Library Services (WiLS) and the WiLSWorld Planning Team invite [proposals for programs](#) for WiLSWorld 2015, the organization's membership meeting. The conference will be held on July 21 - 22 at the Pyle Center in Madison. Proposals are due by Tuesday, March 10. To submit a proposal, see the [proposal form](#).

RAILS Library Director News

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

Member News

(The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media.)

[Eureka Public Library's 85-year History](#)

[Orland Park Public Library Honored with Intellectual Freedom Award](#)

[Rare Book Collection Donated to ISU's Milner Library](#)

[Lisle Librarian Honored at Conference](#)

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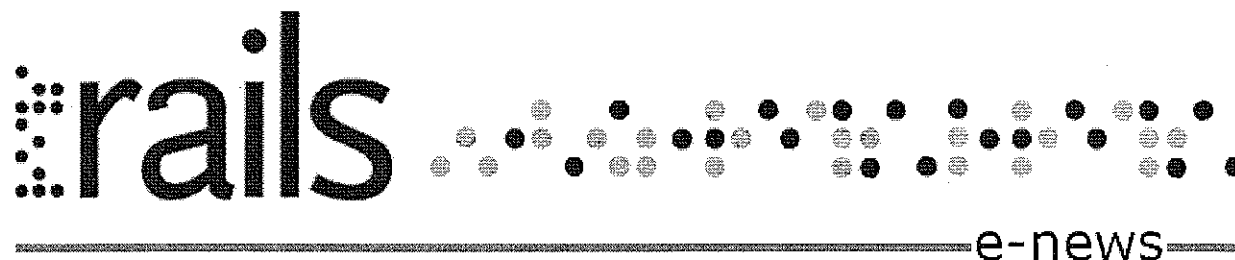
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News from the Reaching Across Illinois Library System



System Membership Standards Committee Update

Last fall, RAILS asked for volunteers for a System Membership Standards Committee to examine current system membership requirements and make recommendations for changing/strengthening them. The overall goal is to help libraries provide the best service possible to their communities and for RAILS to help libraries meet new requirements by offering training and other support. A committee was formed with 43 members from all types and sizes of libraries, and representatives from the Illinois State Library and the Illinois Heartland Library System (IHLS).

The committee first met in December and six subcommittees were formed to examine different aspects of membership criteria: Content/Collections, Customers, Facilities, Funding, Professional Leadership, and Training & Certification. All subcommittees have met at least once thus far and documents from these meetings are available on the RAILS website.

This will be an ongoing process that will include developing new draft system membership standards. All RAILS members will have plenty of opportunities to provide feedback on this draft when available. RAILS currently anticipates presenting a final report to the RAILS and IHLS Boards and the Illinois State Library by September 2015. We will keep members informed of the latest developments via *RAILS E-News* and other means. In the meantime, if you have any questions, contact Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing, at veronda.pitchford@railibraries.info.

All RAILS Members Encouraged to Participate in Communication Survey

The RAILS Member Advisory Group (MAG) was formed in 2011 to help RAILS improve communication with members, establish networking relationships between members, and gather feedback on RAILS programs/services. RAILS is now considering the future of MAG and how to meet member needs in these areas moving forward. We are asking members to provide input by taking the RAILS Communication Survey.

All staff from all types of libraries (academic, public, school, and special) are strongly encouraged to complete the survey. It will take about 10 – 15 minutes and will help us ensure that we are meeting your communication needs. The survey is available at: www.surveymonkey.com/s/JZSCJNH and the deadline for completing it is Friday, April 3. If you have any questions, please contact Mary Witt, RAILS Communications Director, at mary.witt@railibraries.info.

RAILS Partnership Will Result in Free Incentives for Member Summer Reading Programs

RAILS is partnering with Chris Cudworth, from 3C Creative Marketing, to help RAILS public libraries increase participation in summer reading programs and library use in general. Chris is working with the *Chicago Tribune* to sponsor incentives that would be made available free to

March 11, 2015

RAILS Links

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

Member Resources

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

Upcoming Meetings

[March 26 RAILS Member Update](#)

[March 27 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[March 19 Organizational Response to Bullies in the Workplace](#)

[March 31 Managing Records](#)

[April 13 Collection Development](#)

Grant Writing:
[April 15 - Illinois Valley Community College](#)
[April 16 - Joliet Junior College](#)
[April 17 - Schaumburg Township District Library](#)

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program. Examples might include free rewards for restaurants, as well as cultural and entertainment attractions throughout the RAILS area. There would be no cost to libraries or summer reading program participants. Chris worked on a similar program several years ago that was very successful for libraries in the former DuPage, Metropolitan, and North Suburban Library Systems. Watch *RAILS E-News* for further information on available incentives and other program details coming soon.

RAILS Resource Sharing is Featured Topic for March 26 Member Update

The next RAILS Member Update will be held on Thursday, March 26, from 10 a.m. – noon, at all RAILS service centers and a variety of other videoconference sites located throughout the RAILS area. RAILS Executive Director Dee Brennan will host the meeting from the RAILS East Peoria service center.

Attendees will learn the latest developments with the [RAILS Resource Sharing Overlay Project](#) and hear about examples of successful overlay projects nationwide. The update will also highlight other RAILS resource-sharing opportunities, including benefits of resource sharing for all types of libraries (academic, public, school, and special), interlibrary loan support and training, group purchasing plans, networking opportunities, and support for serving nonresidents.

Those who attend at a videoconference location will have the opportunity to network with other attendees after the session. Members may also participate via one-way streaming video. For complete details, view the [meeting agenda](#). For a list of available locations and to register, visit www.librarylearning.info/events/?eventID=19106.

Final Reminder: Apply for a RAILS LLSAP Membership Grant by March 16

RAILS is offering a final round of grants for FY2015 to help fund startup costs for membership in one of four RAILS' shared [online catalogs](#) or LLSAPs (Local Library System Automation Program) or to those who want to upgrade from a union listing membership. The grants are for July 1, 2014 – June 30, 2015 projects. [This flyer](#) outlines some of the benefits of joining an LLSAP. For instructions and the grant application, see: www.railslibraries.info/catalogs/llsap-grant. The application deadline is March 16, 2015. If you have questions, contact Anne Slaughter, RAILS Director of Technology Services, at anne.slaughter@railslibraries.info.

March 31 Deadline Approaches for RAILS Libraries to Certify

All RAILS members must complete an online library certification form by March 31, 2015 to remain members of RAILS. The form is available on the [Illinois State Library's certification website](#). (After reviewing the [data you will be asked to supply](#), click on the Login to Library Certification Web Portal link at the top of the page to complete the form.) If you have questions or need help completing the form, contact the RAILS certification team at certification@railslibraries.info or 630.734.5160.

Meeting of Chicago Area Solo Librarians March 24

The [Chicago Area Solo Librarians](#) (CASL) group will meet at the Instituto Cervantes Library (Chicago) on Tuesday, March 24, at 4 p.m. Solo library staff from throughout the RAILS area are welcome to attend to share what's happening at your library. The best way to operate the CASL group moving forward will also be discussed. Please register at: www.librarylearning.info/events/?eventID=19574. If you have questions, please contact [Debbie Baaske](#), RAILS Member Engagement Manager.

RAILS Member Networking Event in Moline April 30

RAILS members working in all types of libraries are welcome to attend a RAILS networking event at the Deere & Company Library in Moline on Thursday, April 30, from 1:30 - 3:30 p.m.

[RAILS networking Events](#)

[March 24 CASL Meeting in Chicago](#)

[April 30 Deere and Company](#)

[May 19 Joliet Junior College](#)

[June 11 Eisenhower Public Library District](#)

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in attendance. Refreshments will be served. Please register at: www.librarylearning.info/events/?eventID=19509.

For a list of all upcoming RAILS member networking events, see: www.railslibraries.info/news/20150120/rails-member-networking-events. For more information, contact Debbie Baaske at debbie.baaske@railslibraries.info.

Collection Development Basics and Beyond April 13

RAILS and [Booklist](#) are offering a Readers Advisory workshop series geared toward public and school librarians. The second program, "Collection Development: The Basics and Beyond" will be held Monday, April 13, 10:00 – 11:30 a.m., at the RAILS Burr Ridge service center. Rebecca Vnuk, Editor for Reference and Collection Management at Booklist will provide you with the basics of collection development, including budgets, weeding, and planning. (Watch a recording of the first program in the series [here](#).) For more information and registration, see: www.librarylearning.info/events/?eventID=19992.

Webinar on Dealing with Difficult Employees in the Workplace March 19

The Management Association will present a webinar on dealing with difficult employees on Thursday, March 19, from 1:30 – 3:00 p.m.: "It's Not Illegal to be a Jerk: An Organizational Response to Bullies in the Workplace." For more information, see: www.librarylearning.info/events/?eventID=19586.

Managing Records Under Illinois Local Records Act March 31

Learn the requirements for records retention and what records are covered by the Local Records Act. The presenter, Bruce A. Radke of Vedder Price P.C., will focus on records retention from a library standpoint and offer practical advice for complying with the law. The program will be offered at the RAILS Burr Ridge service center on Tuesday, March 31, from 9:30 – 11:00 a.m. and via one-way streaming at: <http://live.railslibraries.info>. For more information and registration, see: www.librarylearning.info/events/?eventID=19904.

Development Day for Small Libraries April 9

[Small Library Education Development Day \(SLEDD\)](#) will be held at the Mendota Civic Center on Thursday, April 9, from 9 a.m. – 3 p.m. Guest speakers and discussions will focus on issues affecting small libraries. This event is sponsored by the [West of 47](#) networking group and is partially funded by a RAILS [networking/continuing education group grant](#). For more information and a link to registration information, see: www.librarylearning.info/events/?eventID=19769.

Workshops on Grant Writing for Libraries

These in-person grant writing workshops will cover library-specific strategies for developing proposals and letters of inquiry. There will be a hands-on computer session as well as time to identify possible funding sources for your library. Three identical workshops will be offered. Register to attend one of the following:

[Wednesday, April 15, 9:30 a.m. – 1:00 p.m., Illinois Valley Community College](#)

[Thursday, April 16, 9:30 a.m. – 1:00 p.m., Joliet Junior College](#)

[Friday, April 17, 9:30 a.m. – 1:00 p.m., Schaumburg Township District Library](#)

RAILS Overlay Project: Question of the Week

RAILS is researching a potential project to provide RAILS-area library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries

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reoccurring basis. This week's question is: *Are there any examples of successful overlay products? Similar projects have been attempted in Illinois in the past (such as the Virtual Illinois Catalog or VIC) and have failed.*

The RAILS overlay project is designed to build on the success of similar projects, including:

- [LINKin library consortium](#) – This interlibrary loan consortium includes nine large RAILS public libraries with standalone integrated library systems (ILS).
- [Marina consortium](#) – Maryland's statewide, public library consortium composed of 25 library systems using various ILS software
- [MeLCat](#) – Michigan's statewide resource sharing project includes over 430 libraries of all types, including standalones running multiple ILS systems.

The existence of these projects demonstrates that RAILS' goal of developing an overlay project is achievable. To learn more about existing overlay projects nationwide, plan on attending the [March 26 RAILS Member Update](#) (see article above).

Watch future editions of *RAILS E-News* for more answers to member questions about the overlay project. If you have a question, please contact Jane Plass at jane.plass@railslibraries.info.

Congratulations to K.C. Boyd, one of *Library Journal's* 2015 Movers & Shakers

K.C. Boyd, Library Media Specialist and Director of Social Media at Wendell Phillips Academy High School (Chicago Public Schools), was named one of *Library Journal's* [2015 Movers & Shakers](#)! Read more about K.C. Boyd in [this article](#) in *School Library Journal*.

Registration Open for Great Lakes Resource Sharing Conference June 4 - 5

The [Great Lakes Resource Sharing Conference](#) will be held June 4 - 5, at the Radisson in Kalamazoo, Michigan. This conference is a great opportunity for library staff working in resource sharing to learn and to share information. Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing and [eRead Illinois](#) Project Director, will present "[The Power of Partnerships: Moving E-book Access Forward through Collaboration, Education, and Resource Sharing](#)," on June 5. Other presenters from Illinois include: [Emily Kofoid](#) (St. Charles Public Library District), [Andrew Medlar](#) (Chicago Public Library), and [Dawne Tortorella](#) (OCLC). The conference registration fee is \$75 (\$95 after May 15). For a complete schedule, printable flyer, and registration information, see: www.railslibraries.info/members/announce/20150309/88277.

Recording of E-Rate Webinar

The Illinois State Library and Illinois Century Network held a webinar on the Schools and Libraries Program of the Universal Service Fund (E-rate) in January. The webinar can be viewed [here](#). For more information on E-rate, visit the State Library's [E-rate web page](#) or contact [Cherry Walker](#) at 217.782.0974. RAILS is looking into additional ways we can help our members with issues relating to E-rate. Stay tuned to *RAILS E-News* for further information.

Project Next Generation Applications Due March 31

The Illinois State Library's FY2016 Project Next Generation (PNG) grant applications and program information can now be found [online](#). PNG grants are accepted from public libraries that are full members of an Illinois library system (includes all RAILS members). PNG projects encourage personal growth and educational development of at-risk students through the use of mentors, technology, and library-based group projects. The application deadline is March 31, 2015. For more information, see: www.cyberdriveillinois.com/departments/library/PNG/home.html.

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[Subscribe](#) [Share ▼](#) [Past Issues](#)[Translate ▼](#) [RSS](#)**Illinois Reads Announces Book Selections and Kick Off Event**

The book titles for the 2015 Illinois Reads initiative are now available. This project promotes reading for Illinois citizens of all ages, with a focus on selections written by authors with ties to Illinois. The [official launch](#) will be held at Westmont High School, on April 18, from 10 a.m. - 1 p.m. Invited guests include Secretary of State and State Librarian Jesse White, the Jesse White Tumblers, 22 Illinois authors, and members of the 1985 Bears Super Bowl team. For a list of book selections and more information, see: www.railslibraries.info/members/announce/20150309/88272.

Reminder: Program Proposals for Library State of Mind Conference Due March 20

Conference proposals for the 2015 All for One Conference: A Library State of Mind are due by Friday, March 20. Proposals are invited from staff at academic, public, school, or special libraries and from those working in occupations that serve libraries. More information is available at: <http://librariesillinois.org>.

Discount Available for Computers in Libraries 2015 Conference

The Illinois State Library is offering a discount to ILLINET members (all RAILS members are ILLINET members) for the Computers in Libraries 2015 Conference, at the Washington Hilton in Washington, D.C., on April 27 - 29. Attendees can also receive a discount offered for the Internet@Schools Track and the Library Summit. Pre-conference or post-conference workshops are not included. To receive a registration form with discounted ILLINET member pricing, contact Jill Heffernan at jheffernan@ilsos.net or 217.557.7259. Registration forms must be returned with full payment by March 20, 2015.

2015 Gordon M. Conable Conference Scholarship

Applications are now open for the [2015 Gordon M. Conable Conference Scholarship](#), sponsored by the Freedom to Read Foundation. This scholarship provides funding for an LIS student or recent graduate to attend the American Library Association's Annual Conference to be held June 25 - 30 in San Francisco, California. The deadline is Friday, April 3. See: www.railslibraries.info/members/announce/20150310/88373.

RAILS Library Director News

Lori Matlack is now the Director of the Odell Public Library in Morrison.

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

Member News

(The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media.)

[Indian Prairie Public Library Voted Best in the West](#)

[New Catalog at La Grange Library](#)

[Naperville Public Library Helps Patrons Create Business Plans](#)

[Renovations at Woodridge Public Library](#)

[Niles Public Library Earns Transparency Award for Second Time](#)

Strategic Plan

This is the latest draft of the strategic plan. It does not include the work being done by the staff implementation team. Their work is due March 27 and will be reviewed by the department heads. My plan is to present a completed strategic plan to the trustees at the April meeting.

The staff implementation teams have been established and are working on specific assignments relative to reviewing/considering goals and strategies plus determining actions to support the strategies and needed tasks to accomplish each action. They are also considering what measures of success would be. Twenty-two staff at all levels are organized into five teams. The teams include Laura and the department heads.

To kick-off their work, a retreat was held at the Woodridge Library February 26. In the morning Dan Wiseman led an exercise in personality styles and teamwork. I reviewed the work that had been done thus far, answered questions staff had about the draft plan and explained their roles in the development of the plan. In the afternoon, the teams had 2.5 hours to work on their assignments and then presented to the entire group what they had accomplished. Overlapping themes that came out of the teams' work are outreach in the community, technology, benchmarking/assessing our efforts, featuring/spotlighting staff, and the facility.

Each team is continuing to meet to complete their assignments.

The hierarchical structure of the strategic plan is

- 1. Priority
 - 1.1 Goal
 - 1.1.1 Strategy
 - 1.1.1.1 Action

The draft includes goals and strategies for each priority but not every strategy has actions assigned yet.

This board meeting is another opportunity for trustees to provide ideas relative to the goals, strategies and/or particular actions you would like to see included.

Indian Prairie Public Library
Strategic Direction Statement
Third Draft
March 2015

Overview of the Process:

The board contracted with Wiseman Consulting and Training Inc. to facilitate the process of creating a new Strategic Direction Statement to guide the Library over the next 3 years. The library gathered data in many forms including a customer survey, completion of the EDGE technology benchmarking process, as well as reviewing existing performance data. Dan Wiseman conducted three focus groups on Nov. 19th with staff members as well as the board. The board determined what they wanted to find out from a wide range of community stakeholders. Dan Wiseman then interviewed 18 stakeholders by phone. The results of the focus groups and stakeholder interviews were detailed and key findings summarized in a report to the board and staff leaders. Two trustee/department head retreats were held in January 2014 to review the data, determine implications, assess strategic and service priorities and determine possible goals/initiatives. This first draft of the outcomes of this process will be reviewed by the board and department heads. Teams of staff members will provide additional input in a one day session on Feb. 26th to develop implementation strategies, actions and tasks to address the priorities. The plan will be shared with the staff and community once it has been finalized and approved by the board.

Overall the library has made major steps forward based on its prior plan and feedback from its community. It is seen as a highly respected and critical resource to the community and its citizens. The community holds the library in high esteem not only for its programs, services, access to technology and facilities but the high levels of service the staff delivers on a daily basis with care and professionalism. Community expectations are high and many segments are changing so new needs are emerging.

Key Findings from Interviews and Focus groups:

The following are themes that were generated from an analysis of the data using several techniques to determine their impact on the library.

1. The community wants the library to continue to be highly engaged with its schools, businesses, and governmental bodies. The diversity of the community presents challenges. Transportation to the library is also a challenge. The library gets high marks currently but communities are continuing to change both demographically and physically (downtowns, schools, etc.)
2. The library needs to stay on top their community's needs. Building relationships with school, public governance bodies, and planning bodies was found to be important. The library is seen as a desirable partner but others may want more than the library can deliver.
3. Partnerships are seen as a key need by the stakeholders. Determining the most critical partnerships and how they function is critical. Another critical need is for partnerships that work for both parties.
4. All stakeholders, plus survey responses, stated that while the library uses a variety of approaches to marketing and communicating its programs and services, more is needed. Many people in the community still have a very limited idea of the library and its capabilities for helping them.
5. Both the community and staff have high expectations for the quality of service to be delivered. Staff training and development is critical to meeting those expectations.
6. While the current economic outlook in most of the community is improving, a good bit of financial uncertainty remains. This requires the need for proper fiscal management and careful budgeting to ensure the viability of the library. Creating and evolving funding sources is also needed.
7. Service excellence is a hallmark of the library but requires constant attention to keep the staff motivated and trained, processes updated and facilities maintained. In a community with high expectations this is challenging.
8. Benchmarking other libraries and organizations is critical to ensure that the high expectations of customers are met. This requires the library continually assess how well the library is doing in meeting its priorities and goals as well as serving its customers.
9. The library's leaders receive strong praise and recognition from its staff and stakeholders. For the library to continue to be effective a hyper-focus on priorities and ongoing performance and development of its current and future leaders is needed.

Proposed Service Priorities of the Library

PLA Service Priorities:

1. **Create Young Readers:** Early literacy from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.
2. **Satisfy curiosity:** Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
3. **Stimulate imagination and creativity:** Reading, viewing and listening for pleasure. Residents will have materials and programs that excite their imagination.
4. **Technology literacy:** Access to the digital world, providing technology classes and assistance with devices, teaching residents how to use online information resources effectively
5. **Succeed in School:** Help with homework, access to digital tools, partnering with schools.
6. **Diversity:** Cultural awareness and appreciation of one's personal heritage and the heritage of those in their community
7. **Visit a comfortable Space/Facility:** Physical and virtual spaces. The library is functional, welcoming, and accessible to all.

Mission and Vision Statements:

Our Mission:

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

Our Vision:

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

Draft Priorities, Goals, Strategies, and Actions

1. The library user experience

The library is friendly and welcoming to all ages and cultures. Services are responsive to the community, useful and easy to access.

1.1. Input and ideas from our community drive our services.

1.1.1. Staff will create a formal system of organizing and reviewing patrons' comments plus input from community interactions.

1.1.2. Topical surveys and user assessments are done on a regular basis.

1.1.2.1. Residents are surveyed using questions from the 2014 community survey and results compared annually.

1.1.3. Services and programs are assessed relative to the user experience.

1.2. We deliver excellent service with friendly, professional and well trained staff who are focused on delivering an enjoyable user experience.

1.2.1. Staff are trained in the theory of "user experience" and apply the principles to their areas of responsibility.

1.2.2. As new services are introduced, assigned staff are provided with timely and effective training and coaching on needed skills to serve the public. All staff are knowledgeable about new services.

1.2.3. Staff ideas and input for improvements are actively sought and considered.

1.3. The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.

1.3.1. Staff will assess patrons' ease in using the building.

1.3.2. Consider concierge style service.

1.3.3. The library provides adequate quiet and collaborative spaces.

1.3.4. The building supports personal use of technology.

1.3.5. Staff will evaluate the need for digital media and hands-on learning spaces.

1.4. Online services are highly used and valued by our residents.

1.4.1. The website is engaging and easy to use.

1.4.2. Users are very satisfied with the eLibrary.

1.4.3. The program registration software is user-friendly.

1.5. We reduce barriers to accessing library services.

1.5.1. More programs and classes are offered on the weekends.

1.5.2. An assessment will be made of the hours the library should be open.

1.5.3. Circulation policies will be reviewed to enhance the user experience.

1.5.4. Users will have more opportunities for self-service.

1.5.5. Staff will investigate how telephone systems can improve access.

2. Library services

The library supports formal and informal learning, inspires lifelong learning, and fosters discovery, creativity and enjoyment in the lives of our residents.

2.1. The library supports literacies of all types.

2.1.1. The library is instrumental in preparing young children for school.

2.1.1.1. Implement the *1,000 Books Before Kindergarten* program

2.1.1.2. Provide online early literacy classes

2.1.2. The library will foster in our youth a love of reading for learning and entertainment.

2.1.2.1. Parents and schools will see the Summer Reading Challenge as being an important program in children's lives.

2.1.3. The library will provide strong support for those learning English as a Second Language.

2.1.4. The library will promote information literacy and resources to assist residents with their questions and information needs.

2.1.4.1. Partner with middle grade schools to provide student and teacher training about library research databases.

2.2. The library will provide residents opportunities for learning, exploration, creativity and enjoyment.

2.2.1. The library will explore expanding maker programming for all ages.

2.2.1.1. Creation programming

2.2.1.2. Media technology programming

2.2.2. The library will provide opportunities for online learning and creation.

2.2.3. The library will hold community events to bring people together.

2.3. The library will be a leader in the community by introducing new technologies to the community and providing opportunities for residents to experiment with technology as well as receive instruction and assistance.

2.3.1. Technology classes will meet the interests and needs of the community.

2.3.2. The library will provide assistance to patrons of all ages on how to use devices and software all hours the library is open.

2.3.3. Staff will identify and provide technology that residents want to check out for home use.

2.4. The library reflects the diversity of our community through services and resources.

2.4.1. The foreign language materials available through SWAN are promoted to the community.

2.4.2. The library provides magazines in foreign languages.

2.4.3. Staff will assess development of collections of foreign language materials.

3. Community Outreach

The library increases its role in the community and offers services beyond its walls. Building relationships and strategic partnerships provides benefits to the community and broadens the library’s role as a leader in the community. Conversations with others aid the library in assessing community needs.

3.1.The library is more visible in the community.

3.1.1. Staff will develop more offsite programming.

3.1.2. The library will participate in community events.

3.1.3. An advocacy plan will be developed.

3.2.The library creates partnerships throughout the community that meet the library’s strategic priorities and are mutually beneficial.

3.2.1. IPPL will create partnerships with organizations that focus on/provide services for the diverse ethnic population in the district.

3.2.2. The library has sustainable partnerships with the schools in the library district.

3.2.3. The library uses community partnerships as one way to assess community needs.

Measures of Success

Two new partnerships will be developed in each year of the plan.

4. Organizational Stewardship

The library manages, allocates, and monitors its resources to fulfill the library's mission and support our strategic priorities. Staff, volunteers, the building, technology and funding are all essential to delivering services at levels expected by the community and to the standards of the profession.

4.1. The library provides a collaborative, supportive workplace and staff are confident in their ability to serve our members and guests.

4.1.1. Staff competencies are established and staff trained accordingly.

4.1.2. Staff are knowledgeable about the services offered by the library.

4.1.3. A formal process for staff input is established to ensure staff have the training and tools needed to do their jobs professionally.

4.1.4. Staff responsibilities and assignments are regularly reviewed and adjusted in relation to strategic priorities.

4.2. The building is designed to meet a wide variety of needs and is attractive and well-maintained. The library deploys "green" and "sustainable" practices and products in the maintenance and design of its facility

4.2.1. A facility enhancement plan will be created to explore better use of existing space to meet community priorities, support technologies and provide for staff needs.

4.2.1.1. The library provides adequate quiet and collaborative spaces.

4.2.1.2. The library provides for personal use of technology.

4.2.1.3. Staff will evaluate the need for digital media and hands-on learning/creation spaces.

4.2.2. The library uses "green" and "sustainable" practices and products in its facility.

4.2.2.1. The library will earn the "Green Flag".

4.2.2.2. The library will investigate using rain barrel system for watering plants.

4.3. New sources of funding are developed using a variety of methods

5. Communication

Residents are well aware of the services offered by the library. They recognize the library as a community asset and trusted resource for enhancing quality of life, inspiring them to explore the full range of library services.

5.1. Marketing plans are created to target community segments with timely information about library services and programs.

5.1.1. Identify community segments and geographic areas that underuse the library.

5.1.2. Target home businesses and entrepreneurs

5.1.3. Target people in their twenties and thirties

5.1.4. Market to Willowbrook Corner

5.1.5. Market to Colonial Manor (Spanish speaking population)

5.1.6. Market to parents of students

5.1.6.1. The library will have a regular presence in school newsletters/electronic backpacks, etc.

5.2. Residents understand how the library can enhance their lives.

5.2.1. New ways of communicating with residents are identified and developed.

5.2.2. Promote the value of library services in supporting various literacies, emphasizing staff expertise.

5.2.3. Tell the library story using outcomes.

5.3. Non-residents will understand how they can receive library service and see the value of purchasing a library card.

5.4. Community stakeholders are well-informed about library services and accomplishments.

5.5. All library communication methods (website, social media, newsletter, signage, personal contact, etc.) are continually evaluated for their ability to effectively deliver information about the library to the right people at the right time with the right message

5.5.1. An assessment process for communication strategies is developed.

5.5.2. Social media tools are used in a meaningful way.

5.5.3. The website is used effectively to promote materials and services.

5.5.4. Enewsletter and other types of "push" communication are developed to target specific demographics.

5.5.5. Communications with community organizations and businesses are designed to educate them about library services.

Measures of Success

The number of resident membership cards will increase by 10% by June 30, 2018.

The number of non-resident membership cards will increase by 15% by June 30, 2018.

Chiller Replacement Project Update:

The public bid opening was held on Thursday, March 12th. Ten bids were submitted (see chart below).

The three models listed in the bid were:

- a. Carrier 30 RBX 13064-L8V-L 130 Ton Air cooled Rotary Scroll Chiller (Standard Efficiency)
- b. Carrier 30 30RBX13064-LQV73 130 Ton Air Cooled Rotary Scroll Chiller, with High Efficiency "Green Speed" Chiller **
- c. Daikin AGZ125D 125 Ton Air Cooled Scroll Chiller (Standard Efficiency)

**The Carrier "Green Speed" model has a \$10,000 rebate available from ComEd. This equipment has an estimated annual operating cost savings of \$3,866 less than a standard efficiency model.

CONTRACTOR	BASE BID (Carrier RBX 13064-L8V-L)	ALTERNATE BID(S)
Voris Mechanical	\$73,800	Carrier "Green" \$86,055
National Heat and Power	\$81,900	n/a
Usher Brothers Ideal Heating	\$82,666	Carrier "Green" \$97,366
F.E. Moran	\$85,500	Carrier "Green" \$99,600 Daikin \$98,700
Kroeschell	\$86,676	Carrier "Green" \$104,426
Hayes Mechanical	\$90,000	Carrier "Green" \$102,000 Daikin \$90,000
Amber Mechanical	\$94,000	n/a
C. Acitelli	\$96,000	Carrier "Green" \$109,600
Mechanical Concepts of IL	\$97,000	Carrier "Green" \$107,600
Top Tec	\$103,400	n/a

Justin Pathmann of Pathmann Construction will be reviewing the lowest bids, checking references and making a recommendation that I will present at the Board Meeting.

Landscape Management Quotes

Our Sebert Landscaping contract came up for renewal after the fall season. I received quotes from four companies for our landscaping needs: Spring cleanup, turf maintenance (May through November), weed control, bed maintenance, tree and shrub care, fertilization, and Fall clean up.

Company	Quote
Sebert Landscaping	\$6,136
All-Green Lawn Care	\$6,756
Kamin Landscaping	\$7,120
LAM Services	\$7,360

I recommend staying with Sebert Landscaping. We have had Sebert since 2012 and I have been very happy with them. The prior contract price was \$5,872 annually, so this contract is a \$264 increase.

They are very proactive in their approach and also very responsive when problems arise. The account manager makes frequent field visits to ensure that the property is well maintained. Sebert was also easy to deal with for plant replacement issues last season. In addition, they are able to repair irrigation systems which is very convenient when the service is needed.

Laura Birmingham

Policy 430 Circulation

Because of the variety of formats that continue to be added to the library's collections, the recommendation is to allow the library director, in consultation with the staff, to set the loan periods, number of renewals and any limits of quantity of checked out items. Overdue fine amounts or any fees would still be determined by the board.

430.3 is being removed because the new SWAN software is set up so that interlibrary loan materials will follow Indian Prairie's loan rules.

SERVICES

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CIRCULATION OF MATERIALS

430 Circulation of Materials

430.1 Loan Periods and Renewals

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

~~430.1 Loan Periods for Indian Prairie Public Library Materials~~

~~430.1-1 The following materials circulate for seven (7) days:~~

~~New youth services DVDs, adult feature film DVDs, new console games.~~

~~430.1-2 The following materials circulate for fourteen (14) days:~~

~~New fiction, new CDs, new audio books, periodicals, adult non-fiction DVDs, YS DVDs, Playaway Views, study guides, award books, downloadable audio books, e-books, Kreative Krates, console games, Leap Pad equipment, Leap Frog cartridges, miscellaneous equipment.~~

~~430.1-3 The following materials circulate for twenty-one (21) days:~~

~~Books, new non-fiction, CDs, audio books, Playaways, encyclopedias, e-readers~~

~~CD-Roms and PC games.~~

~~430.2 Renewals~~

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

~~Exceptions—There are no renewals on the following materials:~~

- ~~• Items reserved for another Indian Prairie patron~~
- ~~• Adult feature films~~
- ~~• Rental books~~
- ~~• Downloadable ebooks and audio books~~
- ~~• High demand items such as seasonal items and school assignments.~~

~~430.3 Interlibrary Loan~~

~~Loan periods and renewals for materials received through interlibrary loan are determined by the lending library. Note: Due to new SWAN policies ILL materials' loan periods will be the same as IPPL materials.~~

430.4 Special Loans

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

430.4-2 Courtesy Loan

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

~~430.5 Quantity~~

~~An Indian Prairie cardholder may have up to 200 items checked out. (The limit for a patron from another library is set by his home library.) Indian Prairie reserves the right to further limit the quantity of items checked out as necessary due to demand. Examples include: seasonal items and school assignment materials.~~

430.6 Reserves

Reserves for items in the SWAN database may be placed online by any SWAN cardholder. Staff will place reserves for items in the SWAN database or for non-SWAN items for Indian Prairie cardholders only. Indian Prairie cardholders may have up to 20 active holds at one time.

430.7 Rental Books

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

430.8 Reference Materials

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

430.9 Reciprocal Borrowing

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

430.10 Indian Prairie Responsibilities as an ILL Lender

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

430.11 Damage to Patron Equipment

Indian Prairie Public Library is not liable for any damage to patron equipment due to the use of library materials.

Policy 475 Miscellaneous Equipment

Because of the variety of equipment that continues to be added to the library's services, the recommendation is to allow the library director, in consultation with the staff, to set rules of use, loan periods, number of renewals, plus fees, fines or costs as appropriate.

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475 Miscellaneous Equipment

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

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

~~475.1 Copy Machine/Printers~~

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

~~475.2 Typewriter~~

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

~~475.3 DVD Player and Compact Disc Player~~

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

~~475.4 Clavinova~~

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

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

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

Kids & Teens

Today, Indian Prairie Public Library in partnership with Whole Foods presented a story time class at the Willowbrook store location. The stories were themed around sharing, friendship and love in preparation for the upcoming Valentine's Day Holiday. Two young preschool girls in attendance approached me at the end of the story time and snack and craft and asked "If they could be friends as they just met?" I was very happy to encourage their friendship and they were excited to attend the next "Kid's Club" program at Whole Foods in March.

An adorable toddler in a teeny sweater vest came into department and stood in awe staring and pointing at Miss Katie. His mother laughed and told Katie, "He really likes you."

A parent shared that their family is from Clarendon Hills and "fell in love" with Indian Prairie last summer while their son was working with a tutor here. They are thrilled that they can now come more often with the whole family as Indian Prairie staff and building are always so very warm and inviting.

Last night at the "Curl Up with Carle" family storytime one of the school-aged children created a book and read the book to the other families that were in attendance. She was planning to take the book to school today to show her teacher her story and tell her that she read it out loud at the library.

Last night when I arrived home a neighbor stated that she had just received her new newsletter and that the graphics were wonderful. I told her we had a marvelous and very creative graphic artist on staff. Good Job Theresa!!!

I had a couple of parents say that we have really nice children's programs here at the library. They really enjoyed the Saturday storytimes.

Circulation

"It's NOT a good day if you don't have a library book." Great quote from a patron. Pat L.

Patron let us know how much she loved the Novel Idea book club. She said that the club picks out such fantastic books. There has only been one out of the last several that she didn't absolutely love. (Just because there was too much "dying" in it and she likes things a bit more cheerful).

Adult & Computer Help Desk

Would prefer that The Big Read return to one book with a live author at the final event.

A great room for music, (meeting room). Good acoustics and intimate setting.

You have a wide range of programs which is great and I really appreciate that.

“Thanks for having Kleenex.” Then she came back and said “Thank you for having these too.” Referring to the Sani-Hands wipes.

Two patrons (unrelated) expressed disappointment that we do not carry materials in Spanish.

Patron loves selecting from our display of “staff recommends” books (with the bookmarks). One of the books there was “The best book I ever read.”

Technology

Administration

In Praise of Libraries

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A salute to society's most successful civic institution.

The public library is the only civic institution in my community that is uncompromisingly successful. Not everyone in my small town is crazy about the police force, and not everyone is all that pleased with the public schools. No one ever seems terribly happy with the planning board, the architectural review board, the board of trustees. Some people think the volunteer firemen get too much money for new equipment, though no one ever dares say it out loud.

The public library is different. The public library is the community's kindly grandmother: helpful, patient, understanding. Nobody in my town ever stands up and says he dislikes the public library. Nobody in your town does, either. Grumpy old librarians who keep shushing you, sure. But not the library itself.

The public library is an indispensable institution that somehow manages to get taken completely for granted. Like the clouds above us, like the birds that fill those skies, it is a glorious creation that is hiding in plain sight. Society pays little attention to it, even though society cannot survive without it. Not any real society. Small towns can do without movie houses and fancy restaurants and stores that sell 50 kinds of balsamic vinegar. They can even do without bookstores. But small towns cannot do without a public library. Cannot, cannot, cannot. You can look it up.

The public library serves many functions in a community. It is an adjunct to the public schools, a place where kids can do their homework. It is a day care center of sorts, where small children gather for story hour. It is a safe haven where senior citizens can pass the time in the company of others, where the unemployed can look for work. It is a place where the lonely can be less lonely, the bored less bored, the dejected less dejected, and the ignorant more enlightened. It is the one place in a small town where teenagers cannot possibly get into serious trouble. Well, not without really setting their minds to it.

The public library has features that make it different from any other institution. It is public, in the true democratic sense of the word, and it is free. The value of being free cannot be overestimated. You cannot hang out in the local coffee shop for free. You cannot hang out in the diner for free. You cannot hang out at the senior citizens center for free if you are not a senior. Yes, you can pass the time in the park or along the banks of the river, but not in December, especially not in Chicago. But you can hang out in a library no matter who you are, no matter what your income, no matter how you are dressed, no matter what your interest. The library's philosophy is simple: Come one, come all.

The wide array of things that libraries offer means that they reach all levels of society. They make society better than it would be if left to its own devices. Libraries are a subtle, almost cunning, bulwark against the racial and socioeconomic segregation that society naturally gravitates toward, even when it does not do so out of malice. People congregate in libraries in a way that they do not congregate elsewhere. Because they are not bound by narrow class or economic or cultural strictures, libraries can cater to everyone. Poor people do not shop at the local gourmet store. Teenagers do not frequent stores that sell expensive perfumes or whimsical gifts or Inuit pottery or Veuve Clicquot. The library is the only place where people of all colors, creeds, ages, and political beliefs freely, easily, and inadvertently intermingle. The public library is the only fully democratic institution I know of.

Are you a well-read Rotarian? Dive into our essential book list.

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Libraries are both aspirational and inspirational. I love going into a library and watching little kids do their homework. I love to watch retirees devouring newspapers and magazines, refusing to recede from life just because they are no longer working. I love to watch people who do not look like book lovers reading books anyway. Anyone can read in the privacy of their own homes, but there is something joyous about watching people reading or studying or researching or exploring in public. Time spent in a library is time not spent in front of a television. That in itself makes the public library the most valuable institution a society could possibly imagine. Being in front of a television will only inspire you to watch more television. Being in front of a stack of books could inspire you to take a gander at *Jane Eyre* or *Persuasion* or *Beloved* or, at the very least, *Ethan Frome*. You just never know what might happen in the public library.

Public libraries are not judgmental in the way that other institutions are. They offer good books, but they also offer bad books. Lots and lots and lots of bad books. If you want wheat, they will lend you wheat. If you want chaff, they've got plenty in stock. Inside the library, it's a free-for-all, culturally speaking. Some people are reading David Baldacci; some people are reading *David Copperfield*. But the most valuable thing that libraries offer us is a path through the looking glass, a sense of wonder. American life is all about planning and regimentation and scheduling and efficiency. The public library is where serendipity reigns. It is the place where you throw out all the rules and wing it. I personally never go into the library and come out with what I went in for. I go in looking for a luminous, elegiac novel by a terse, glacial Englishwoman and come out with a rousing mystery set in Reykjavik. I go in for *Freedomland* or *Atonement* or *Bel Canto* and come out with *Get Shorty* or *Dracula*. When I go into the supermarket, I already know what I am bringing home. When I wander into the library, I might bring home anything.

Maureen Petry is the director of the Warner public library in Tarrytown, N.Y., the village I have called home for 32 years. I asked her about the challenges libraries face. "Some people think libraries are obsolete, because you can Google everything," she says. "Some people don't see why we need all these books. Well, last year, 192,000 items circulated in this building. Not all of them were books, but most of them were. So somebody still thinks library books are important."

She adds: "We are a community center, yes, so we offer help with doing your taxes and applying for jobs and improving your English. But we can't just be that. We can't just be a service organization. We can't lose sight of our identity as a cultural center."

Petry says you cannot underestimate the role of the library as a community adhesive. She believes that people become more appreciative of libraries as they mature. This is, indeed, a sign of maturity.

"The library is especially valuable to people as they grow older," she says. "You cannot overstate this. Maybe you're sitting at home, all alone. Maybe you don't get that many visitors anymore. So you come here. When you go to the library, you see children, families, people of all age groups. It makes you feel that you are part of a community." She pauses.

"In the library, you get to feel that you are part of something bigger than yourself. It's life."

And a big part of life is adventure. Yes, public libraries are a place to learn, but they are also a place to play. They are a place to experiment, a place to go hither when one is expected to go yon. Not all work conducted in the library is rewarded, not all efforts bear fruit, not every pathway leads where you might expect it to go. So what? The journey is what matters, not the destination. With all those strange books on all those strange subjects arrayed along the shelves, the library reminds me of the old trunk back in kindergarten that little kids

can root around in, trying on different costumes: cowboy, pirate, ballerina, certified public accountant.

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At school and at home, authority figures – parents, teachers, older siblings, Uncle Ralph – can tell young people, “You’re not old enough to read that yet; that book is not age-appropriate.” In the library, young people can choose what they read. They can gain access to otherwise forbidden knowledge. The library is thus both the ultimate backstage pass and the rabbit hole we can follow Alice down. The library is not just the House of Knowledge. It is the House of Dreams. — *Joe Queenan*

New Business (LI)
Chiller Bid
(distributed AT MTG)

Chiller Replacement Project

Justin Pathmann has qualified the lowest bidder, Voris Mechanical Inc. (His letter is attached.) Justin said that Voris had excellent references and that many places have used them two or three times, which is a good sign that they do good work. References Justin spoke to included Fermi Lab and several school districts.

Voris Mechanical's bid included a standard chiller and an alternate. So, we have a choice to make regarding the chiller replacement:

The first model is a **Carrier Standard Efficiency** 130 Ton air-cooled rotary scroll chiller. This is similar to the chiller we currently have.

The second model is a **Carrier High Efficiency "Green Speed"** 130 Ton air-cooled rotary screw chiller. This model has an estimated operating cost savings of \$3,866 per year and qualifies for a ComEd Rebate.

Carrier Standard Efficiency Model \$73,800

High Efficiency Green Speed Model an additional \$12,255 (= \$86,055)

ComEd Rebate (for Green Model only) \$4,355

\$12,255
-\$4,355

\$7,900
÷3,866 (annual energy savings)

The upgrade in price would be paid off in just over two years
Energy savings would continue for life of the chiller.

Upon approval from the Board, Voris Mechanical will order the chiller. There is a 7-week lead time on either model. If the chiller is ordered by March 20th, installation can start the week of May 11th or the week of May 18th. The chiller will be offline for a maximum of 5 days for installation.

Laura Birmingham

The logo for Pathmann Construction Mgmt. Inc. features the company name in a bold, sans-serif font, with 'Pathmann' on the top line, 'Construction' on the second line, and 'Mgmt. Inc' on the third line. The text is enclosed within a circular border that has a textured, stippled appearance.

Pathmann
Construction
Mgmt. Inc

18 Middletree Lane Hawthorn Woods IL 60047 Office 847.438.1754 Fax 847.438.3223
www.pathmanncm.com

New Business (LI)
Chiller Bid
(distributed at mtg.)

March 18, 2015

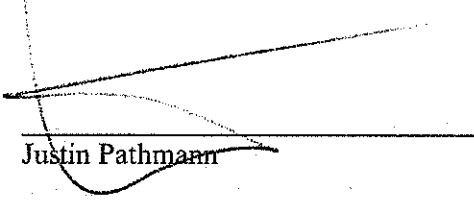
Indian Prairie Public Library District
401 Plainfield Rd.
Darien, IL 60561
ATTN: Jamie Bukovac – Library Director

Dear Jamie,

Per our contract we have solicited bids and managed the bidding process for your chiller replacement. Our assessment of the apparent low-bidder Voris Mechanical, Inc. having reviewed their credentials and in discussing their project approach with them, is that they are qualified to perform this project. Additionally, having heard from multiple vendors that the potential exists for additional rebates as well as for the energy savings we recommend that you proceed with the \$12,255 add alternate for the Carrier Model 30RBX13064-LQV73 high efficiency green speed chiller in lieu of the proposed model, Carrier 30RBX13064-L8V73 identified as the base bid.

Thank you for the opportunity to work with you on this project, please do not hesitate to contact me should you require any additional support on this or any future projects.

Sincerely,
Pathmann Construction Management, Inc.

A handwritten signature in black ink, appearing to read 'Justin Pathmann', is written over a horizontal line. The signature is somewhat stylized and overlaps the line.

Justin Pathmann