

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
March 21, 2018 – 7 p.m. – Board Room

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

A. Roll Call

Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,
Crystal Megaridis, Diane Ruscitti, Victoria Suriano

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

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

C. Public Comment

D. Communications and Announcements

1. Wilson to Williams re: Katie Salo on the Caldecott Committee Page 3

E. Omnibus Consent Agenda

- | | | Action |
|--|------------|--------|
| 1. Minutes of Regular Board Meeting, February 21, 2018 | Page 4 | |
| 2. Treasurer's Report | Page 11 | |
| 3. Action on Bills/Additional Bills | Page 15 | |
| 4. Building and Grounds Committee Minutes, February 21, 2018 | Page 20 | |
| 5. Policy Committee Minutes, February 27, 2018 | Page 21 | |
| 6. Proposed Changes to Policies: | Page 22 | |
| 301 Freedom of Information | Page 70 | |
| 410 Hours of Operation | Page 72 | |
| 415 Closings | Page 72 | |
| 465 Computer & Internet Services | Page 73 | |
| 470 Web Site | Page 23 | |
| 480 Privacy of Patron Records/Information | Page 75 | |
| 600 Use of Library Facilities | Page 24 | |
| 620 Community Information Flyers & Posters Display | Page 77 | |
| 621 Distribution of Free Publications | Page 77 | |
| 630 Displays | Page 79 | |
| 635 Art Exhibits | Page 80 | |
| 670 Alcoholic Beverages | Page 81 | |
| 800 Personnel | Page 29-69 | |
| 1000 Emergency Closing | Page 83 | |
| 1100 Gifts | Page 84 | |

- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 86 Information
- H. Department Reports Information
 - 1. Assistant Director Page 90
 - 2. Marketing Page 92
 - 3. Adult Page 95
 - 4. Circulation Page 101
 - 5. Technology and Technical Services Page 104
 - 6. Youth Page 109
- I. Staff Report
Jack Schultz, Assistant Department Head, Kids and Teens
- J. Reports
 - 1. Chambers Reports (Jensen) Page 119 Information
 - 2. RAILS Page 120 Information
 - 3. Building and Grounds Committee (Krupicka)
 - 4. Finance Committee (no report)
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (Damon)
- K. Unfinished Business
None
- L. New Business
 - 1. "Learning and Making" Survey; "Use of the Library's Building" Survey Page 132-224 Discussion
- M. Committee Meetings
- N. Community Events
- O. Library Events
- P. Adjournment

Letitia A. Wilson, Chair
Randolph Caldecott Medal Committee
4232 Barth Lane
Kettering, OH 45429

February 20, 2018

Natalie Williams
Indian Prairie Public Library
401 N. Plainfield Rd.
Darien, IL 60561

Dear Ms. Williams,

Please accept our congratulations and gratitude for your support of Katie Salo during her term on the 2018 Randolph Caldecott Award Committee. As you may know, the award is administered by the Association for Library Service to Children, a division of the American Library Association.

For your information, the winners, announced in February, are as follows:

Winner:
WOLF IN THE SNOW Illustrated and written by Matthew Cordell (Feiwel & Friends, an imprint of MacMillan)

In addition, there are four honor books, listed alphabetically:

BIG CAT, LITTLE CAT Illustrated and written by Elisha Cooper (Roaring Brook Press)

CROWN, AN ODE TO THE FRESH CUT Illustrated by Gordon C. James, and written by Derrick Barnes (Bolden, an Agate Imprint, A Denene Miller Book)

A DIFFERENT POND Illustrated by Thi Bai, written by Bao Phi (Capstone Books)

GRAND CANYON Illustrated and written by James Chin (A Neal Porter Book, Roaring Brook Press)

This was an exciting assignment. Well over 5000 trade books are published for children each year. It is an enormous professional commitment to be involved in the intense and time-consuming selection process: reading, evaluating, discussing, and selecting the year's most distinguished picture books. The Caldecott Award Committee met in June at the ALA Annual Conference in Chicago. We met in Denver, Colorado in February to make our selections. The awards will be presented at the Newbery/Caldecott/Wilder Banquet in New Orleans in June 2018.

On behalf of ALSC I thank you for your support during this exciting year. Katie was instrumental in maintaining the distinguished traditions of the Caldecott Award. Thank you again for your support of Katie and the Randolph Caldecott Medal.

Sincerely,
Letitia "Liz" Wilson

Letitia A. Wilson
Chair, 2018 Randolph Caldecott Award Committee

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of February 21, 2018

**Board of Trustees Regular Meeting
February 21, 2018 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski
Others: Dave Pequet and Brad Smith of MPI Investment Management regarding Investments (K1 of Unfinished Business)

President Suriano asked for additions and/or corrections to the agenda. Bukovac had one addition to Communications and Announcements, D6 Noman K. Nooruddin to Victoria Suriano re: Reception Invitation

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

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

C. Public Comment

At this point Dave Pequet and Brad Smith spoke to the Board regarding Investments (item K1 of Unfinished Business). They left at 8:30 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. Sadowski to Trustees re: Wouldshop
 2. Weaver to Suriano re: James Kiser, 2018 Citizen of the Year Award
 3. Beardsley to Bukovac re: Soap Collection Project
 4. Padalik to Bukovac re: Darien Dash
 5. Bukovac to Padalik re: Darien Dash
 6. Noman K. Nooruddin to Victoria Suriano re: Reception Invitation
- Bukovac distributed item D6 to the Trustees this evening.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, January 17, 2018
2. Treasurer's Report

- 3. Action on Bill/Additional Bills
- 4. Approval to Spend \$2,210.00 from Corporate Reserves for Self-Check Terminals
Damon moved, Akhras seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that the Building and Grounds Committee met tonight before the Board meeting. Joe Sadowski has offered a donation to upgrade the Family Center. The Committee reviewed some concepts for upgrading the space. The idea is to create zones such as a baby zone, a zone for building and construction, and a zone relative to imaginative play. The Committee agreed that Bukovac should move forward with talking to the Sadowskis about our vision for the space.

H. Department Reports

I. Staff Report - none

J. Reports

- 1. ILA Trustee Workshop - Ruscitti attended the workshop. The main topic was Advocacy Bootcamp which was having the libraries take a proactive stance in requesting and addressing the needs from the community and then incorporating it into its programs and agendas. Ruscitti noted that Bukovac already does this with staff in terms of basic outreach to the community. In the legislative session, topics usually discussed such as the status of grants, RAILS etc. were not addressed. They did say that libraries were generally in good shape but then went on to say there's a seven billion dollar gap between the budget the government proposed and reality.
- 2. Chamber Reports - backup in packet.
- 3. RAILS - backup in 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. Investments - Dave Pequet and Brad Smith from MPI Investments gave a complete review of the library's portfolio. Their full presentation is in the packet. Discussion after the MPI presentation:

Diane: I think the question that some people had is there's a portion of the portfolio that has the long dated maturities and you showed us for individual bonds what the effect is of a change in interest rates, if that were to happen across all of those bonds that have the longer dated maturities and there is an unexpected cash requirement by the library, in your opinion would we be in a position to...

Dave: You don't have any long dated maturities in notes and agencies, you have a few long dated maturities in your mortgage backed which is approximately 20% of your portfolio but

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again the date of that maturity is irrelevant. It may appear to be a 20 year piece of paper but it's a 2 year piece of paper, it's a 3 year piece of paper. The average life of that entire portfolio is under 2 years. If interest rates went up 300 basis points tomorrow your whole section of that portfolio which is mortgage backed, 21%, might extend 6 months, maybe a year. No impact. As far as liquidity, we've always managed for the last decade around your liquidity requirements. But if you needed a million dollars tomorrow, we could easily provide you a million dollars tomorrow.

Asma: That's what I wanted to ask you. So that's what that liquidity security is. What I'm saying is in case of an emergency of some sort, something happens...

Dave: We can meet six figure emergencies tomorrow, 7 figures..

Asma: So if there was some sort of a catastrophe, which I'm not in any financial related position to tell you what those could be but whatever they would be, there is percentage wise of ability to liquify in need.

Dave: 100%. One day. 100%.

Asma: Okay. For me that's all I wanted.

Diane: But if there were a rising interest rate environment there could be a loss of principal.

Brad: Prices could fluctuate.

Jamie: Loss of principal?

Dave: Not if you hold until maturity which is inside of 2 years. If you had to sell your entire portfolio tomorrow it's going to impact your yield a little bit but I don't think you'd lose principal. It'd wipe out some interest. If that hypothetical occurred, if interest rates did go up 3 percentage points tonight, they went up 5, 6 percentage points tonight, I assure you the money funds are going to have enormous liquidity problems for people wanting to get out or make adjustments and because they're pooled and because of all the reasons we went through, you'd be far better off

Asma: I think we're talking differently. I think you're (to Diane) talking about loss of principal. My concern is not about principal. I mean at that time of crisis everybody is losing principal. Liquidity if need be in an emergency that's my perspective.

Brad: The most liquid instrument in the world are the bonds that you own.

Asma: Right. I get that you're going to lose principal. Everybody is going to lose principal.

Dave: But not necessarily because these are high quality short bonds.

Vicki: We've also made money. We have made money on that principal since we originally invested with them. So there's still a cushion should we have a liquidity situation where we have to sell.

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Diane: She's done a base case and she did some sensitivities if there's some changes to the grant receipts we get or property taxes so we kind of understand what our fluctuations are and you know we may have to stress that a little bit more.

Dave: Not an issue. The portfolio is designed to meet those kind of situations.

Diane: Yeah. The outflows could begin to exceed the inflows by a more significant amount at some point in the future for whatever reason. And I don't know if it's an inverted yield curve or if it's a rising interest rate environment. Certainly we would want liquidity but we would not want to see any loss of principal and obviously that would be consistent with our investment policy.

Dave: And we are far more conservative than your investment policy. And way more conservative than State statute.

Brad: I think another thing to keep in mind is not just liquidity from sales, we structure maturities so that they actually line up with what could be anticipated liquidity events. If you come to us and tell us you're going to have a liquidity event we'll structure our maturity to occur at that time. But even if you don't come to us we always want to have something coming due on a monthly basis even a quarterly basis so that it's there if you do have an unexpected event but also because as rates go higher we want to have funds available to invest at higher rates. So the portfolio is really structured to naturally create liquidity and on top of that it has the ability to be sold. One other thing I think is important to keep in mind is typically every crisis you've ever seen geopolitically or in the marketplace results in high quality bonds rallying and their prices going up.

Dave: In 2007 when the market crashed the average bond manager was down almost 5%. Our portfolios that year were up 4%. And the reason being we own all this paper that everyone runs to when there's a crisis. So if you're thinking of a crisis but your portfolio would go through the ceiling – it's all the paper that everyone goes to in a crisis. They sell all that corporate stuff and they buy treasuries. Higher interest rates are a different scenario but your portfolio is an average life of less than 2 years.

Diane: Yeah I understand the concept of duration. I was just trying to understand in a changing interest rate environment and some of the scenarios you can get because of what's going on with the Fed and its balance sheet. Are we protected?

Dave: Absolutely.

Diane: Certainly the opportunity to earn more money is attractive, but I'm focused on principle.

Dave: Principal is first and foremost. And liquidity is second. And yield is third. And that is always how we approach the portfolio. But the higher interest rates that are on the horizon, even if those interest rates are twice what are anticipated, your portfolio is structured fine.

Diane: Yeah it's usually the unexpected events that you know...

Dave: Unexpected geopolitical, we go to war tomorrow, it's going to be horrible, your portfolio is probably going to appreciate 10% because of that.

Diane: Okay.

Dave: Higher interest rates a little different scenario but interest rates, every expert in the world thinks interest rates are going to go up 75 basis points, that's doesn't mean anything because the experts are always wrong. But say they go up instead of 1% they go up 2%, we don't care. Actually it's good as all of our research tells us it's going to be a good thing because we have all these maturities.

Diane: I'm thinking more about there's a 10%, like what happened with Lehman I thought that at least commercial paper rates and I thought other rates actually went up fairly substantial – everything went way up.

Dave: No, everything but governments went up. Government yields crashed. Government yields went down probably 100 basis points overnight because everyone was buying the government paper. All the Lehman and Bear Stearns, corporates and repos and commercial paper – not only, you couldn't trade them. Commercial paper froze up – you couldn't sell it but we don't own...

Brad: And just to piggy back on that. Bond guys are very smart, very pragmatic and conservative. It's very good that your portfolio is market to market every day because you get to see what the market really thinks of these instruments. In a money fund or a CD you don't really know because it's always market par so you're not sure what the market really thinks. We know exactly what they think. And what the market has already got priced into your bonds are 3 rate hikes. They're not going to be surprised by the Fed. And there isn't a bond trader worth his salt that hasn't considered 4 or 5. So every one of these securities already has priced in higher rates and with the tools that are available we can see not only what hypothetically can happen if rates spike higher but we've also already lived through – that chart that Dave showed, all those events actually led to lower rates. That curve went down and down and down

Diane: I know the Fed has a big balance sheet, there's certain foreign governments that have a lot of holdings and government securities and if they were to start unwinding their positions that's actually going to put a lot of pressure on yields. Short term and high quality instruments.

Dave: The Fed's balance sheet is going to take a long time to unwind and they've already started that. Again that's a good thing because short rates have gone up and we're a short portfolio. T bills a year ago yielded 5 basis points, 90 day T bills. Today they yield 80 or 90 basis points.

Brad: All those central banks that are unwinding their balance sheets also have treasuries that have a lot of debt. So when the Federal Reserve is thinking about unwinding their balance sheet, the last thing they want is a spike in interest rates because we've got to issue a trillion dollars in new debt to pay for our budget. So they're going to be as reasoned as they

can and I understand there are always unexpected but just so you understand the bond market is a living thinking non-emotional marketplace.

Diane: The only reason I ask is the budget director for the U.S. actually came out and said with the deficits we could see a spike in interest rates.

Dave: We have seen a spike. Interest rates have doubled. They went from a quarter a percent to a half a percent. It was a spike. But the 50 year average on fed funds is 4%. And we're at 1 1/2.

Diane: You understand what our concerns are.

Brad: It's good for us to hear.

Vicki: Are there any questions regarding MPI and the investment structure?

Beena: No I do not.

Crystal: No I do not.

Vicki: Diane, have your questions been answered?

Diane: Yeah. I raised the question as best as I could. So yeah.

Vicki: Okay. That's good. Asma?

Asma: I'm good.

Don: I'm good.

Marian: I only have one comment. I think it was even more clear. I mean we knew this before, but I think that it solidifies some of our thoughts. It's the only place that we can do other than CDs which as he points out it's locked in. So really this is the best use of our tax money because it's getting interest and it's still liquid. Because the tax money has to keep funneling into payroll, things that we buy, so this is the only way we can make money and still have our money liquid.

Normally MPI presents to the board in July. Since they provided this in depth overview in February, Vicki suggested they come back in November. There was general agreement from the board.

L. New Business

1. Ground Rules for Meetings – Suriano distributed this information at last month's meeting for the Trustees to review and discuss tonight. She asked everyone to be present during our meetings and to be respectful to each other. She asked if the Trustees had any comments. Akhras asked if it was feasible to consider putting a time limit on a topic or agenda item to be efficient. Suriano said that usually we don't run over like in tonight's presentation. She noted that this is an unusual evening and we have not had a lot of topics that have run over extended periods of time. She tries to be mindful of that. Ruscitti thought one bullet point

should be added "respond to people in a non-dismissive, respectful manner." Megaridis suggested we add a bullet point "insure everyone has an equal voice". Bukovac said the article talks about the rules being easily visible and accessible. Damon suggested we include them at the end of each Board packet. The Trustees thought that was a good idea.

M. Scheduled Meetings

1. A Policy Committee meeting is scheduled for February 27, 2018 at 5:15 p.m.
2. Finance Committee - Suriano said there was talk about having a Finance Committee meeting on March 8 to go through different scenarios. Bukovac said she will be out of town but the Committee could still meet. Ruscitti said she will also be out of town. Bukovac noted that there will be a Finance Committee meeting at the end of May with the budget information. She will not have any budget information available to present until then. Krupicka said to hold off on setting a Finance Committee meeting date.

N. Community Events

O. Library Event

P. Adjournment

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

Beena Deshmukh, Secretary

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INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 2/28/2018

Balance on hand as of January 31, 2018.....	3,048,930.90
Cash Receipts for February.....	52,771.93
Cash Disbursements for February.....	268,080.35
Cash on hand as February 28, 2018.....	2,833,622.48

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.362%	
General.....	131,832.72
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,624.85
Children's Endowment.....	2,929.51
Endowment.....	11,340.46
MPI Investment (Corporate Fund).....	2,558,866.93
 MB - Checking	
General.....	5,955.94
Hinsdale Bank & Trust - Checking.....	5,553.14
MB - Savings - Rate .80%	
General.....	92,148.20
Petty Cash/Circulation.....	404.00
Balances as of February 28, 2018.....	2,833,622.48

FUND BALANCES AS OF 02/28/2018

Corporate Fund.....	2,685,896.49
Building & Maintenance Fund.....	36,476.65
I.M.R.F. Fund.....	137.15
Liability Fund.....	(48.62)
Social Security Fund.....	119.72
Special Reserve Fund.....	5,624.85
Deferred Property Taxes.....	40,559.45
Current Liabilites.....	64,856.79
Grand Total All Funds.....	2,833,622.48

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**Indian Prairie Public Library District
Consolidated Revenue Report for February 2018**

Percent of Year: 66.67

	RECEIVED February 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 - Property Taxes	954.81	3,474,627.48	100.08%	3,472,004.00	-2,623.48
41150 - Non-current Property Taxes	2.40	87.99	0.00%	0.00	-87.99
43100 - Interest-Tax Levy	1.02	7.71	0.00%	0.00	-7.71
TOTAL PROPERTY TAX & LEVY INTEREST	958.23	3,474,723.18	100.08%	3,472,004.00	-2,719.18
INTERGOVERNMENTAL					
42200 - Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 - LIMRICC	218.68	218.68	0.00%	0.00	-218.68
TOTAL INTERGOVERNMENTAL	218.68	218.68	0.68%	32,000.00	31,781.32
INTEREST					
43500 - Interest - Investment	312.83	5,837.21	389.15%	1,500.00	-4,337.21
TOTAL INTEREST	312.83	5,837.21	389.15%	1,500.00	-4,337.21
DESK MONIES					
45100 - Copier	400.63	3,024.69	63.01%	4,800.00	1,775.31
45120 - Computer Copies	1,222.00	9,512.50	63.42%	15,000.00	5,487.50
45200 - Fines/Fees	3,788.46	37,450.45	76.43%	49,000.00	11,549.55
45250 - Gifts/Donations	25.00	9,041.74	1808.35%	500.00	-8,541.74
45300 - Lost Materials	687.81	5,370.81	44.76%	12,000.00	6,629.19
45350 - Non-Resident Fees	8,588.12	60,070.34	71.51%	84,000.00	23,929.66
45400 - DVD Fines	165.15	986.70	98.67%	1,000.00	13.30
45450 - Top Picks	6.00	151.00	0.00%	0.00	-151.00
45550 - Meeting Room Rental	0.00	300.00	150.00%	200.00	-100.00
45600 - ILL Fees	74.00	784.25	112.04%	700.00	-84.25
45650 - 3D Printing	6.60	197.20	39.44%	500.00	302.80
45660 - Carvey	2.50	69.00	23.00%	300.00	231.00
45700 - Passport Fees	1,925.00	10,725.00	71.50%	15,000.00	4,275.00
TOTAL DESK MONIES	16,891.27	137,683.68	75.24%	183,000.00	45,316.32
OTHER INCOME					
46500 - OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 - Miscellaneous	247.90	2,030.87	101.54%	2,000.00	-30.87
46800 - Collection Agency Fee	10.00	120.00	40.00%	300.00	180.00
* 49000 - Operating Transfer In	0.00	8,881.80	0.00%	0.00	-8,881.80
TOTAL OTHER INCOME	257.90	12,022.42	400.75%	3,000.00	-140.62
GRAND TOTAL	18,638.91	3,630,485.17	98.35%	3,691,504.00	69,900.63

* Operating Transfer In reflects \$1,620.00 from Building Reserve Fund and \$7,261.80 from Corporate Fund to Building Reserve Fund:
 69100 - Building Improvements - Burr Ridge Lighting - \$3,240.00
 69100 - Building Improvements - Kroeshell Service - \$5,641.80

Indian Prairie Public Library District Consolidated Expenditures Report for February 2018

Percent of Year: 66.67

	February 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	163,644.46	1,358,155.45	62.13%	2,186,000.00	827,844.55	2,207,860.00	61.51%
61310 · Benefits - Medical / Life Ins.	10,248.74	83,409.17	57.52%	145,000.00	61,590.83	155,000.00	53.81%
61330 · Benefits - IMRF	15,903.79	129,372.22	62.57%	206,771.00	77,398.78	220,000.00	58.81%
61340 · Benefits - FICA	12,327.77	102,556.18	61.33%	167,214.00	64,657.82	175,000.00	58.60%
61400 · Staff Development	1,681.97	8,713.13	53.46%	16,300.00	7,586.87	19,000.00	45.86%
61600 · Board Development	75.00	210.00	21.00%	1,000.00	790.00	3,000.00	7.00%
61710 · Workers Compensation	0.00	7,717.00	85.74%	9,000.00	1,283.00	12,000.00	64.31%
61720 · Unemployment Insurance	481.60	2,278.61	74.22%	3,070.00	791.39	4,000.00	56.97%
TOTAL PERSONNEL	204,363.33	1,892,411.76	61.89%	2,734,355.00	1,041,943.24	2,795,860.00	60.53%
MATERIALS							
62100 · Books	17,863.12	135,841.15	58.81%	231,000.00	95,158.85	245,000.00	55.45%
62200 · Periodicals	1,092.13	25,587.26	76.58%	33,425.00	7,827.74	35,000.00	73.14%
62300 · Audio	2,968.82	27,102.55	58.73%	46,150.00	19,047.45	50,000.00	54.21%
62400 · Video	5,366.51	43,539.87	66.78%	65,200.00	21,660.13	70,000.00	62.20%
62500 · Multi-Media	281.49	3,761.03	47.01%	8,000.00	4,238.97	10,000.00	37.61%
62600 · Electronic Reference Resources	1,126.54	58,327.97	93.47%	62,400.00	4,072.03	65,000.00	89.74%
62700 · Software	357.52	4,109.18	58.70%	7,000.00	2,890.82	8,000.00	51.36%
62800 · ESL	241.25	297.83	14.89%	2,000.00	1,702.17	3,000.00	9.93%
62900 · Materials Supplies	2,964.51	12,873.44	60.72%	21,200.00	8,326.56	25,000.00	51.49%
TOTAL MATERIALS	32,261.89	311,450.28	65.38%	476,375.00	164,924.72	511,000.00	60.95%
BUILDING							
63200 · Cleaning Service	5,185.86	43,503.45	60.84%	71,500.00	27,996.55	80,000.00	54.38%
63300 · Utilities (1-8-11 · Gas)	1,854.36	7,874.93	68.48%	11,500.00	3,625.07	17,500.00	45.00%
63300 · Utilities (1-8-12 · Electric)	0.00	34,068.59	54.08%	63,000.00	28,931.41	70,000.00	48.67%
63300 · Utilities (1-8-13 · Telephone)	202.75	9,329.44	133.28%	7,000.00	-2,329.44	9,000.00	103.66%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	3,832.31	46.74%	8,200.00	4,367.69	12,500.00	30.66%
63300 · Utilities (1-8-15 · Garbage Disposal)	264.14	1,963.40	65.45%	3,000.00	1,036.60	4,000.00	49.09%
63400 · Maintenance Supplies	1,064.87	9,716.61	57.16%	17,000.00	7,283.39	22,000.00	44.17%
63500 · Security System Monitoring	0.00	354.00	44.25%	800.00	446.00	2,000.00	17.70%
63600 · Property Maintenance	4,562.00	21,474.66	113.03%	19,000.00	-2,474.66	30,000.00	71.58%
63800 · Building Maintenance/Repair	6,987.08	23,772.02	52.83%	45,000.00	21,227.98	60,000.00	39.62%
TOTAL BUILDING	20,121.06	155,889.41	63.37%	246,000.00	90,110.59	307,000.00	50.78%
OPERATIONS							
64200 · Supplies - Office	1,534.58	7,675.22	56.85%	13,500.00	11,965.42	16,000.00	9.59%
64300 · Photocopy Supplies	313.85	2,489.46	49.79%	5,000.00	2,510.54	6,000.00	41.48%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	346.45	1,005.71	0.00%	2,800.00	1,794.29	4,000.00	0.00%
64500 · Postage	-344.70	2,989.72	67.95%	4,400.00	1,410.28	5,000.00	59.79%
64600 · Non-Payment Reimbursement	593.92	593.92	29.70%	2,000.00	1,406.08	3,000.00	19.80%
64700 · Travel	106.82	421.45	84.29%	500.00	78.55	700.00	60.21%
64800 · Organizational Memberships	399.00	1,362.50	71.71%	1,900.00	537.50	2,400.00	56.77%
64900 · Bank Fees	271.26	2,166.31	86.65%	2,500.00	333.69	3,200.00	67.70%
TOTAL OPERATION	3,221.18	18,704.29	56.34%	33,200.00	20,636.35	41,300.00	45.29%
AUTOMATION							
65100 · Supplies-Public Toner	1,091.70	4,357.26	62.25%	7,000.00	2,642.74	8,500.00	51.26%
65150 · Supplies-Staff Toner	620.24	5,175.09	86.25%	6,000.00	824.91	8,500.00	60.88%
65160 · Supplies-Other	0.00	301.75	37.72%	800.00	498.25	1,100.00	27.43%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	66.14	757.67	5.41%	14,000.00	13,242.33	22,000.00	3.44%
65400 · Automation Equip Mnt/Repair	362.46	4,719.79	100.42%	4,700.00	-19.79	5,000.00	94.40%
65500 · Software	29.00	11,887.84	82.07%	14,485.00	2,597.16	20,000.00	59.44%
65600 · SWAN	0.00	22,670.45	48.69%	45,620.00	22,949.55	47,000.00	48.24%

Indian Prairie Public Library District Consolidated Expenditures Report for February 2018

Percent of Year: 66.67

	February 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	379.70	2,088.80	72.53%	2,880.00	791.20	4,000.00	52.22%
TOTAL AUTOMATION	2,549.24	51,958.85	51.71%	100,465.00	48,526.35	124,100.00	41.87%
CONTRACTUAL SERVICES							
66100 · General Professional Services	35.00	4,588.00	67.62%	6,800.00	2,202.00	17,200.00	26.73%
66200 · Credit Bureau	62.65	402.75	33.56%	1,200.00	797.25	1,500.00	26.85%
66300 · Equipment-Maintenance Repair	0.00	3,370.07	74.89%	4,500.00	1,129.93	7,000.00	48.14%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	97.65	8,370.82	65.81%	12,720.00	4,349.18	25,700.00	32.57%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
TOTAL INSURANCE	0.00	16,633.00	99.27%	16,755.00	122.00	19,200.00	86.63%
MARKETING							
68110 · Marketing Newsletter	1,831.28	16,542.64	47.27%	35,000.00	18,457.36	37,000.00	44.71%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	13.75	316.25	63.25%	500.00	183.75	1,800.00	17.57%
68310 · Marketing Supplies	0.00	309.00	61.80%	500.00	191.00	1,000.00	30.90%
68410 · Marketing-Information Printing	0.00	580.90	26.41%	2,200.00	1,619.10	5,000.00	11.62%
68500 · Legal Notices	0.00	775.56	77.56%	1,000.00	224.44	2,000.00	38.78%
68600 · Special Events	1,227.96	13,458.16	52.99%	25,400.00	11,941.84	30,000.00	44.86%
TOTAL PUBLIC INFORMATION	3,072.99	33,872.51	50.86%	66,600.00	32,727.49	79,000.00	42.98%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	8,881.80	0.00%	0.00	-8,881.80	200,000.00	4.44%
69200 · Special Reserve Fund	0.00	16,671.25	0.00%	0.00	-16,671.25	100,000.00	16.67%
69260 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 · Operating Transfer Out	0.00	8,881.80	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	372.26	3,911.00	78.00%	5,014.00	1,103.00	20,000.00	19.56%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	736.84	0.00%	0.00	-736.84	0.00	0.00%
GRAND TOTAL	266,059.60	2,328,373.41	63.07%	3,691,504.00	1,378,889.87	4,273,160.00	54.49%

Operating Transfer Out reflects \$1,620.00 from Building Reserve Fund and \$7,261.80 from Corporate Fund to Building Reserve Fund:
 69100 · Building Improvements - Burr Ridge Lighting - \$3,240.00
 69100 · Building Improvements - Kroeshell Service - \$5,641.80

ACTION ON BILLS February 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1505 thru 1612	\$ 78,240.59
MB-Salaries for February	205 thru 228	\$ 6,332.62
Hinsdale Bank-Direct Deposits	& 25539 thru 25701	\$ 112,827.10

MONTH'S TOTAL: \$ 197,400.31

Indian Prairie Public Library District
Account QuickReport - Vendors
As of February 28, 2018

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Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	02/05/2018	1505	Asimakopoulos, Jennifer	9.61
Bill Pmt Check	02/05/2018	1506	Baker & Taylor	11,040.89
Bill Pmt Check	02/05/2018	1507	Baker & Taylor (video)	447.77
Bill Pmt Check	02/05/2018	1508	Bal Industries	414.00
Bill Pmt Check	02/05/2018	1509	Bengal Electric Inc.	2,327.00
Bill Pmt Check	02/05/2018	1510	Blackstone Audio, Inc.	180.75
Bill Pmt Check	02/05/2018	1511	CareerBuilder Employment Screening, LLC	35.00
Bill Pmt Check	02/05/2018	1512	Case Lots Inc.	266.00
Bill Pmt Check	02/05/2018	1513	CCI Solutions	46.51
Bill Pmt Check	02/05/2018	1514	Children's Plus Inc.	102.28
Bill Pmt Check	02/05/2018	1515	Colonial Life	82.53
Bill Pmt Check	02/05/2018	1516	Comcast	189.85
Bill Pmt Check	02/05/2018	1517	DEMCO	530.03
Bill Pmt Check	02/05/2018	1518	Dzierzbicki, Monica	69.97
Bill Pmt Check	02/05/2018	1519	Gale/CENGAGE Learning	530.43
Bill Pmt Check	02/05/2018	1520	Heritage House Florist	59.95
Bill Pmt Check	02/05/2018	1521	Home Depot	56.82
Bill Pmt Check	02/05/2018	1522	ID Label	378.86
Bill Pmt Check	02/05/2018	1523	Illinois Library Association	375.00
Bill Pmt Check	02/05/2018	1524	Ingram Library Services	412.71
Bill Pmt Check	02/05/2018	1525	Joslyn, Jean	50.00
Bill Pmt Check	02/05/2018	1526	Kroeschell Service	4,235.08
Bill Pmt Check	02/05/2018	1527	Midwest Tape	2,193.92
Bill Pmt Check	02/05/2018	1528	NCPERS Group Life	80.00
Bill Pmt Check	02/05/2018	1529	Neviol Inc.	4,590.00
Bill Pmt Check	02/05/2018	1530	OverDrive	1,942.67
Bill Pmt Check	02/05/2018	1531	Palmisano, Stacy.	41.42
Bill Pmt Check	02/05/2018	1532	Penguin Random House LLC	378.75
Bill Pmt Check	02/05/2018	1533	Polyline	53.14
Bill Pmt Check	02/05/2018	1534	Quill	609.42
Bill Pmt Check	02/05/2018	1535	Recorded Books, LLC	218.76
Bill Pmt Check	02/05/2018	1536	Runco	538.25
Bill Pmt Check	02/05/2018	1537	Sebert Landscaping	2,437.00
Bill Pmt Check	02/05/2018	1538	Suburban Door Check & Lock Service	46.70
Bill Pmt Check	02/05/2018	1539	SWAN	364.42
Bill Pmt Check	02/05/2018	1540	Team One Repair, Inc.	777.50
Bill Pmt Check	02/05/2018	1541	Thomson Reuters West	67.48
Bill Pmt Check	02/05/2018	1542	Traveling World of Reptiles	350.00
Bill Pmt Check	02/05/2018	1543	VSP Vision	122.55
Bill Pmt Check	02/05/2018	1544	Wlosinski, Maria	35.97
Bill Pmt Check	02/07/2018	1545	Baker & Taylor	347.19
Bill Pmt Check	02/07/2018	1546	DEMCO	158.81
Bill Pmt Check	02/07/2018	1547	Gale/CENGAGE Learning	51.98
Bill Pmt Check	02/07/2018	1548	Garvey's Office Products	54.86

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of February 28, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	02/07/2018	1549	Ingram Library Services	38.65
Bill Pmt Check	02/07/2018	1550	Medicom Reimbursement Spec., Ltd.	13.75
Bill Pmt Check	02/07/2018	1551	Penguin Random House LLC	120.00
Bill Pmt Check	02/07/2018	1552	Quill	647.62
Bill Pmt Check	02/07/2018	1553	RAILS	25.00
Bill Pmt Check	02/07/2018	1554	Scholastic Library Publishing	304.20
Bill Pmt Check	02/07/2018	1555	VBS CAL, LLC	508.80
Liability Check	02/08/2018	1556	Nationwide Retirement	660.00
Liability Check	02/08/2018	1557	Vantagepoint	1,182.25
Bill Pmt	02/14/2018	PayPal	Gomez, Desiree	8.00
Bill Pmt Check	02/14/2018	1558	Baker & Taylor	2,327.00
Bill Pmt Check	02/14/2018	1559	Baker & Taylor (video)	42.69
Bill Pmt Check	02/14/2018	1560	Birmingham, Laura	53.66
Bill Pmt Check	02/14/2018	1561	Blackstone Audio, Inc.	270.00
Bill Pmt Check	02/14/2018	1562	BookPage	528.00
Bill Pmt Check	02/14/2018	1563	Bukovac, Jamie	35.97
Bill Pmt Check	02/14/2018	1564	Case Lots Inc.	177.20
Bill Pmt Check	02/14/2018	1565	CheckBook	34.00
Bill Pmt Check	02/14/2018	1566	Chicago Tribune	364.00
Bill Pmt Check	02/14/2018	1567	Closer Weekly	89.97
Bill Pmt Check	02/14/2018	1568	DEMCO	103.28
Bill Pmt Check	02/14/2018	1569	Edmonds Incorporated	283.37
Bill Pmt Check	02/14/2018	1570	Gale/CENGAGE Learning	234.50
Bill Pmt Check	02/14/2018	1571	Groot Industries, Inc.	264.14
Bill Pmt Check	02/14/2018	1572	Ingram Library Services	378.84
Bill Pmt Check	02/14/2018	1573	Lonely Planet	20.00
Bill Pmt Check	02/14/2018	1574	Midwest Tape	3,834.46
Bill Pmt Check	02/14/2018	1575	On Time Label	74.00
Bill Pmt Check	02/14/2018	1576	OverDrive	598.46
Bill Pmt Check	02/14/2018	1577	Penguin Random House LLC	30.00
Bill Pmt Check	02/14/2018	1578	Recorded Books, LLC	39.99
Bill Pmt Check	02/14/2018	1579	Sebert Landscaping	2,125.00
Bill Pmt Check	02/14/2018	1580	Speciality Mat Service	181.86
Bill Pmt Check	02/14/2018	1581	Urbikas, Danuta A.	100.00
Bill Pmt Check	02/14/2018	1582	Van Nuis, Petra	300.00
Bill Pmt Check	02/14/2018	1583	VISOgraphic	1,831.28
Bill Pmt Check	02/20/2018	1584	Bank of America	4,457.81
Bill Pmt Check	02/20/2018	1585	BCBS	11,098.63
Bill Pmt Check	02/20/2018	1586	Bengal Electric Inc.	425.00
Bill Pmt Check	02/20/2018	1587	Comcast	189.85
Bill Pmt Check	02/20/2018	1588	Deliciously Yours	300.00
Bill Pmt Check	02/20/2018	1589	Garvey's Office Products	10.58
Bill Pmt Check	02/20/2018	1590	Hudson, Nancy	4.91
Bill Pmt Check	02/20/2018	1591	Niche Academy	510.00
Bill Pmt Check	02/20/2018	1592	OverDrive	530.79

Indian Prairie Public Library District
Account QuickReport - Vendors

As of February 28, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	02/20/2018	1593	Quill	155.99
Bill Pmt Check	02/20/2018	1594	Roy, Nancy	32.69
Bill Pmt Check	02/20/2018	1595	Runco	41.65
Bill Pmt Check	02/20/2018	1596	Salo, Kathryn	46.97
Bill Pmt Check	02/20/2018	1597	Sheehan, Debbie	22.35
Bill Pmt Check	02/20/2018	1598	Stovall, Ann	401.60
Bill Pmt Check	02/20/2018	1599	Szafranski, T.J.	1,089.84
Bill Pmt Check	02/20/2018	1600	Unique Management	62.65
Bill Pmt Check	02/20/2018	1601	VSP Vision	130.68
Liability Check	02/22/2018	1602	Nationwide Retirement	660.00
Liability Check	02/22/2018	1603	Vantagepoint	1,182.25
Bill Pmt Check	02/28/2018	1604	Johnson, Gail	11.94
Bill Pmt Check	02/28/2018	1605	Salgado, Andrew	750.00
Bill Pmt Check	02/28/2018	1606	Sapyta, Joan	30.00
Bill Pmt Check	02/28/2018	1607	Tomkute, Lina	11.50
Bill Pmt Check	02/23/2018	1608	Dudek, Debra	125.00
Bill Pmt Check	02/23/2018	1609	Estrada, Heidi	120.00
Bill Pmt Check	02/23/2018	1610	Layman, Jez	8.99
Bill Pmt Check	02/23/2018	1611	Palmisano, Stacy	43.14
Bill Pmt Check	02/23/2018	1612	Principal Life Insurance Company	653.99

Total 10122 - MB Checking
TOTAL

78,240.59
78,240.59

Bills for approval – Electronic Payments & Automatic Withdrawals

February 2018

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	02/09/2018	19,263.62
ILDOR-State	Payroll taxes	02/09/2018	3,681.97
EFTPS-Federal	Payroll taxes	02/23/2018	18,641.52
ILDOR-State	Payroll taxes	02/23/2018	3,543.09
IMRF	Payroll Pension	02/28/2018	21,236.72
DAC	Deposit to HRA	02/02/2018	2,187.50
Nicor	Gas	02/20/2018	1,854.36
INB Bank/MB	Credit Card Fee	02/03/2018	246.26
Hinsdale Bank	Fee-Direct Deposit	02/02/2018	25.00

Indian Prairie Public Library
Building & Grounds Committee Minutes
February 21, 2018 – 5:30 p.m.

Roll Call: Krupicka, Deshmukh, Megaridis, Suriano, Bukovac, Birmingham

Family Center Plans – Bukovac reported that Joe Sadowski has offered a donation to upgrade the Family Center.

1. Tour of current Family Center.
2. Discussion of furniture and equipment.
3. Discussion of funding and pricing.
4. Vender will be contacted to make a design plan.

Adjourned 6:30 p.m.

Indian Prairie Public Library
Policy Committee Minutes
February 27, 2018

Call to order 5:17 p.m.

Present: D. Damon, C. Megaridis, A. Akhras, M. Krupicka, V. Suriano, J. Bukovac
Absent: none

The committee reviewed the following policies:

- 301 Freedom of Information
- 410 Hours of Operation
- 415 Closings
- 465 Computer & Internet Services
- 470 Web Site
- 480 Privacy of Patron Records/Information
- 600 Use of Library Facilities
- 620 Community Information Flyers & Posters Display
- 621 Distribution of Free Publications
- 630 Displays
- 635 Art Exhibits
- 670 Alcoholic Beverages
- 800 Personnel
- 1000 Emergency Closing
- 1100 Gifts

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

Adjourned 6:10 p.m.

Policies for Review and Proposed Changes

- 470 Web Site
- 600 Use of Library Facilities
- 800 Personnel - changes in sections:
 - 802.3.1
 - 802.9
 - 802.10
 - 803.5
 - 805.4
 - 809.2
 - 811.3.6
 - 820 (new per law, approved in January, 2018)
- 301 Freedom of Information (no suggested changes)
- 410 Hours of Operation (no suggested changes)
- 415 Closings (no suggested changes)
- 465 Computer & Internet Services (no suggested changes)
- 480 Privacy of Patron Records/Information (no suggested changes)
- 620 Community Information Flyers & Posters Display (no suggested changes)
- 621 Distribution of Free Publications (no suggested changes)
- 630 Displays (no suggested changes)
- 635 Art Exhibits (no suggested changes)
- 670 Alcoholic Beverages (no suggested changes)
- 1000 Emergency Closing (no suggested changes)
- 1100 Gifts (no suggested changes)

SERVICES

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470 Web Site

470.1 Purpose of Library Web Site

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

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

470.2 External Links and Feeds

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

470.3 Web Site Use Disclaimer

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

470.4 Web Site Privacy Statement

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

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

USE OF LIBRARY FACILITIES

600 Rules of Behavior

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

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

601 Disturbing Others

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

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

602 Harassment

Harassing others, either verbally or through actions, is prohibited. This includes harassment based on sex, sexual orientation, color, gender, race, national origin, religion, physical or mental disability, pregnancy, age, military status, or other protected group status. The library will be responsible for harassment of a person only if the library becomes aware of the conduct and fails to take reasonable corrective action. Behavior such as paying unwanted attention to others, initiating unwanted conversation, following other people around the library, staring at other people, photographing or videotaping others, or touching other people is considered harassment. This also includes sexual harassment as defined by state law, "sexual harassment means any unwelcome sexual advances or requests for sexual favors and any conduct of a sexual nature when...such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

In addition slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status are forbidden as is written or graphic material that is posted or distributed in any manner that shows hostility toward a person or persons because of their protected status.

The terms intimidating, hostile or offensive as used above include conduct which has the effect of discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Director.

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

603 Firearms and Other Weapons

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

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. See Policy 670 regarding alcoholic beverages.

605 Smoking

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

606 Shirt and Shoes

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

607 Hygiene

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

608 Library Property and Parking Lot

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

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

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

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The library's insurance company must approve the Certificate of Insurance. The group must insure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following the event.

609 Animals

Only ~~registered assistive animals and~~ **service animals** and police animals are allowed in the library. **"Service animal" means a dog or miniature horse. Proof of registration of animal may be requested. Staff may inquire whether the animal is a service animal and what tasks the animal has been trained to perform. A public accommodation is not required to allow a service animal to remain if it poses a direct threat to the health or safety of others. If, for example, a service dog is growling and lunging at other patrons, and is not able to be controlled, the dog will have to leave the library. Emotional support animals are not allowed in the library.** Animals that are part of a library sponsored program are exempt from this prohibition.

610 Solicitation on library property.

Circulation of petitions and distribution of literature is allowed outside of the library building and must be conducted at a reasonable distance, 20 feet or more from the front of the entrance doors and to the left and right of the entrance doors. This activity may not disrupt library operations, impede people from entering or leaving the library, **engage or attempt to engage people where such engagement is not welcome,** or create unsafe traffic patterns on the library's sidewalks. This activity is not allowed in the parking lot due to safety issues. This activity is not allowed in the library building. This policy does not supersede laws regarding electioneering and soliciting of votes. No organization or individual will be permitted to solicit donations, sell items or ask library personnel to sell items on library property. No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

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

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

611 Serious or Repeat Violations of Library Rules

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

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

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

611.1 Appeal

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

THE SAFETY AND WELL-BEING OF CHILDREN

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

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

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

If a child is unattended, library staff will find or call the parent to inform them of library policy. If the same child is left unattended a second time, the library staff will inform the parent that the library has been instructed by police to contact the Department of Children and Family Services (DCFS) if the child is left unattended again. If a child is unattended a third time, library staff will notify the Director who will consider contacting DCFS. There may be instances when staff allow a child to stay in the library if they believe it is in the best interest of the child.

If an unattended child age 12 and under is in the library at closing time or at the time of an emergency

closing, the librarian in charge shall attempt to contact a parent or guardian by phone to come pick up the child immediately. If unsuccessful the librarian will contact the local police ~~a half hour~~ an hour after closing. At least two staff members will wait with the child until the parents or police arrive.

Complete review & revision 3/21/12, revision 8/21/13, revision 11/20/13, revision 12/18/13, complete review & revision approved 3/19/14, revision 10/21/15, complete review 5/18/16, revision approved 3/15/17

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

29

PERSONNEL CODE

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PERSONNEL CODE

800 Personnel

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

The personnel policies are based on the following objectives:

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

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

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

PERSONNEL CODE – Selection of Personnel

801 Selection of Personnel

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

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

801.1 Equal Opportunity Employer

The Indian Prairie Public Library is an equal opportunity employer. Discrimination relating to employment based on race, color, national origin, ancestry, sex, pregnancy, religion, age, disability (mental or physical), genetic information, military status, marital status, order of protection status, or sexual orientation or gender identity 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 Background Checks

Background checks are conducted to promote a safe work environment for staff and patrons and to protect organizational assets such as people, property and information. All applicants 18 years of age or older are required to undergo a criminal history check as a condition of employment. This includes verification of their social security number and a check of the sex offender registry. A credit check may be done if appropriate to the particular position applied for. Having a criminal history or criminal conviction will not automatically preclude employment. The privacy of the information obtained will be secure and will not be shared with persons who do not have a need to know.

801.3 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.

801.4 Promotions and Transfers

When a vacancy occurs consideration may 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.

PERSONNEL CODE – Selection of Personnel

801.5 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.

801.6 Nepotism

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

801.7 Staff Categories

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

PERSONNEL CODE – Personnel Practices

802 Personnel Practices

802.1 Personnel Records

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

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

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

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

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

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

PERSONNEL CODE – Personnel Practices

802.1.1 Confidentiality of Personnel Records

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

802.2 References and Verification of Employment

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

802.3 Workweek and Schedule

The workweek begins on Sunday and ends the following Saturday. All employees may be scheduled to work days, evenings and weekends. Employees work as scheduled at the convenience of the library. Non-exempt staff may not work over their normally scheduled hours without prior approval of the Supervisor, Department Head or Librarian-in-Charge. The Director may, when necessary, schedule time to be worked in excess of normally scheduled hours. A regularly scheduled increase in part time hours requires approval of the Director.

802.3.1 Temporary Emergency Closing

When the library is closed for an emergency situation, full time employees scheduled to work will be paid. **If a full time employee has requested a vacation or personal day for that particular day, the employee will not be considered as being scheduled to work on that day and will be charged the vacation or personal day.** If possible, another work location will be authorized or the employee's schedule may be revised to reflect when the library is expected to reopen.

Part time employees who are working at the time of the closing will be paid for the hours scheduled. Those who are unable to begin working because of the closing may be eligible to make up the hours within the next four weeks depending on the needs of the department. Staff being paid during a temporary closing will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled work day should conditions allow the library to reopen.

802.3.2 Working at Home

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

PERSONNEL CODE – Personnel Practices

802.4 Payroll and Salary

802.4.1 Payroll

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

802.4.2 Deductions from Pay

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

802.4.3 Salary Schedule

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

802.4.4 Merit Pay

Regularly scheduled part-time and full-time employees have the potential to receive merit salary increases. The amount of money available for merit raises is approved each year by the Board of Trustees. Relative to that amount, the percentage of an individual's merit increase is based on the employee's annual performance appraisal. Individuals may also be eligible to receive a special bonus relative to extraordinary

PERSONNEL CODE – Personnel Practices

work as determined by the Director. Merit raises are awarded on the anniversary date of employment or July 1 for employees who were employed prior to implementation of the anniversary date as the review date. Staff who reach the maximum amount on their salary range will receive their merit as a bonus rather than as a salary adjustment.

802.4.5 Overtime and Holiday Pay

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

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

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

802.4.6 Reduction in Hours

An employee who no longer receives benefits due to a reduction in hours will be paid for any earned vacation time on the first payroll following the change except in the case of an IMRF employee who has taken retirement (see 802.6.6).

802.5 Breaks

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

- Employees are allowed a paid fifteen (15) minute relief break for every half day (at least 3 ¼ hours) worked. Relief break time does not accumulate. Unused relief breaks cannot be used to adjust the employee's scheduled arrival or departure times.
- With permission of their supervisor, staff may combine relief breaks or use them to extend meal breaks.
- No compensation will be given for relief breaks not taken.
- Employees scheduled for less than 3 ¾ hours may work an extra 15 minutes in order to take an unpaid 15 minute relief break, provided this is approved by their supervisor in advance.
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of 30 minutes, in addition to a paid 15 minute relief break as approved by the supervisor.
- When scheduled to work continuously for 1 ½ hours or more, non-exempt employees must take a one-half hour unpaid meal break no later than 5 hours after the start of the work period. Meal break time does not accumulate.
- Exempt employees may choose to not take a half-hour unpaid meal break when scheduled

continuously for 7 ½ hours or more. If the employee chooses to not take the meal break and would like to adjust their scheduled arrival or departure time accordingly, they must receive permission from their supervisor to do so as this cannot impact departmental operations and services.

802.6 Termination of Employment

802.6.1 Resignation

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

802.6.2 Unsatisfactory Performance

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

802.6.3 Cause

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

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

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

802.6.5 Termination Salary Adjustment

Vacation leave is accrued up to the last day actually worked. To comply with IMRF regulations payment shall be made for unused vacation leave later than the month the employee retires plus the following month. For example if an employee resigns or retires June 30 the employee will receive their vacation payout in August. No payment is made for accumulated sick leave or personal day hours.

PERSONNEL CODE – Personnel Practices

802.7 Union Membership

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

802.8 Drug-Free Workplace

Whenever employees are working they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs, being under the influence of alcohol or illegal drugs and possessing or consuming alcohol. Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this policy will be terminated. An employee must notify the Library Director of any criminal drug conviction for a violation occurring in the workplace, no later than five working days after such conviction. An employee who fails to notify the Library Director within five days is subject to immediate dismissal.

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

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

~~802.9 Workplace Harassment~~ THIS IS NOW SECTION 820

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

~~802.9.1 Definitions of Harassment~~

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

~~Harassment~~

~~encompasses a wide range of unwanted, directed behaviors, both verbal and non-~~

verbal. The most severe and overt forms of harassment are easier to determine. On the other end of the spectrum, some harassment is more subtle and depends, to some extent, on individual perception and interpretation.

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

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

Examples of conduct which could be considered harassment include:

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

802.9.2 Reporting Complaints

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

The Library Director or the Board President, as the case may be, will provide the complaining employee or unpaid intern with a written report regarding the

~~outcome of the investigation and the actions to be taken, if any, within thirty days of receiving the incident report. If so requested by the complaining employee or unpaid intern, during the time of the investigation, the library will endeavor to structure the work situation to reduce or eliminate contact between the complaining employee or unpaid intern and the alleged perpetrator.~~

~~802.9.3 Right of Appeal~~

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

~~802.9.4 Discipline~~

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

~~802.9.5 Retaliation~~

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

802.10 Use of Automobile

Employees who use private vehicles for library business must **complete a Certification of provide a copy of their automobile liability insurance and valid driver's license annually** indicating that they are duly licensed and have auto liability insurance in effect that meets or exceeds State of Illinois requirements. Employees who use private vehicles for library business must notify the library if their insurance lapses or if they no longer have a valid driver's license. **Staff may not text and may only talk on a cell phone hands free while driving for library business.** Staff members are prohibited from transporting library patrons in their personal vehicles.

802.11 Privacy of Employee Work Space and Equipment

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

PERSONNEL CODE – Personnel Practices

802.12 Gifts

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

Any gift received as a premium by the library must be given to the Director or Assistant Director for library use. Such gifts will be used to benefit the public whenever possible. Gifts received by staff from patrons in appreciation for individual services rendered on a particular occasion or throughout the year may be kept by the staff member if the value does not exceed \$50.

Administrative staff should be informed of all gifts regardless of value and those over \$50 in value must be given to the Director or Assistant Director for disposal. The President of the Board of Trustees and the Treasurer must be notified of all gifts over \$50 in value. Cash gifts may not be accepted.

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

802.13 Complaint Procedures

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

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

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

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

If the complaint situation involves the Library Director and an employee, the employee may file a

complaint beginning with Step 3.

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

PERSONNEL CODE – Staff Conduct

803 Staff Conduct

803.1 Staff Obligations

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

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

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

803.2 Privacy of Information Between Staff and Public

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

803.3 Absence and Tardiness

Employees are expected to report for work when scheduled. In the event an employee is unable 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 **and personal cell phones** should be minimal. If a personal call is received while an employee is on a service desk the call must be kept to a minimum. ~~When it is necessary that an employee make a personal long distance call while at work, the call should be made from a cell phone or charged to the employee's home telephone number or credit card.~~

803.6 Parking

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

803.7 Smoking

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

803.8 Use of Library Staff Computers

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

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

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

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

PERSONNEL CODE – Staff Conduct

803.9 Emergencies

803.9.1 Accidents

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

803.9.2 Weather Emergencies

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

803.10 Firearms and Other Weapons

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

PERSONNEL CODE – Performance Evaluation

804 Performance Evaluation

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

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

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

804.1 Evaluation of New Employees

New employees will be evaluated at three months.

804.2 Disciplinary Action

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

PERSONNEL CODE – Paid Leaves of Absence

805 Paid Leaves of Absence

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

805.1 Vacation

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

805.1.1 Full-Time Employees

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

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

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

805.1.2 Part-Time Employees

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

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

PERSONNEL CODE – Paid Leaves of Absence

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

805.1.3 Changes in Schedule

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

805.2 Personal Business Day

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

805.3 Holidays

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

Part-time employees regularly scheduled to work more than 20 hours a week will be paid for the hours they are normally scheduled, up to 7.5 hours, if normally scheduled to work those days upon which the holiday occurs. Part-time employees scheduled to work less than 20 hours do not receive holiday pay. Employees taking unpaid leave of absence will not receive holiday pay.

805.4 Sick Leave

Each employee plays a valuable role in the library's operation and all employees are expected to maintain their assigned schedules. Regular and predictable attendance is an essential function of every position at the library. Sick leave is a benefit, not a privilege, and requires approval by one's supervisor.

Sick leave may be approved by the supervisor for the following reasons: illness, injury, or medical, dental, or optical appointments for themselves or for the employee's immediate family (defined as child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) **who requires the care and attention of the employee.** Medical appointments should be arranged as far in advance as possible and with consideration of the **staff person's responsibilities and schedule.** Sick leave may also be used as time off in the case of personal disasters such as fire and flood. **When an employee realizes that he or she will be absent that employee is to notify the supervisor as soon as possible and at a minimum within one hour prior to their start time.**

PERSONNEL CODE – Paid Leaves of Absence

Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury. If sick leave continues for more than the average number of hours an employee is scheduled to work in 1 week, the employee may be required to provide a statement from his or her doctor stating that the employee is able to return to work, what work can be performed and when a full work schedule can be resumed. If sick leave for a family member as described above continues for more than the average number of hours an employee is scheduled to work in one week the library may require a doctor's note stating there was a qualifying reason for the leave.

The Library may designate sick leave as Family or Medical Leave. **If sick leave is not approved and the employee still takes the day off, that will be considered an unexcused absence.** Claiming sick leave under false pretenses may be cause for dismissal.

Eligible employees acquire paid sick leave monthly beginning on the date of employment. **Employees are required to use all available sick and other benefit banks of time before being placed on unpaid status.** Accumulated unused sick leave is not paid at the time that an employee leaves the library's employ, retires or is terminated.

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

805.4.2 Part-time employees regularly scheduled to work 20 hours or more weekly accrue hours of sick leave per month equivalent to the number of average hours they work in a week divided by 5. Unused sick hours accumulate to a maximum of 240 days.

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

805.4.4 Failure to Return to Work

An employee who fails to return to work or is unable to return to work at the expiration of a disability leave shall be terminated 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 per week for the death of a spouse, domestic partner, child, stepchild, grandchild, parent, or stepparent. In the case of the death of a child an additional five days may be taken as vacation, sick time, or unpaid time. "Child" is defined as "an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis." 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 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 in any instance is allowed at the discretion of the Library Director. Time allowance for other funerals may be arranged at

PERSONNEL CODE -- Paid Leaves of Absence

the discretion of the Supervisor and may be taken as vacation, sick time, or unpaid time. Staff who work less than 20 hours per week may take the same amount of time as listed above in the form of unpaid leave.

805.6 Jury Duty

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

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

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

805.7 Employee Blood Donation Leave Act

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

805.8 Time Off to Vote

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

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

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

805.9 Witness Duty

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

Employees will be granted a maximum of 8 hours of paid time off to appear in court as a witness at the request of a party other than the Library. In return the employee will return

PERSONNEL CODE – Paid Leaves of Absence

compensation received (except travel expenses) from the court to the library, up to but not exceeding the amount of the employee's regular library compensation. Employees are free to use any available paid time off benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

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

805.10 Military Leave

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

805.11 Leave Sharing With Employees Facing Catastrophic Illness or Injury Purpose

Purpose

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

Eligibility to Receive Donations of Paid Leave

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

Definition of a Catastrophic Illness or Injury

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

Eligibility to Donate Leave

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

Types of Paid Leave That Can be Donated

PERSONNEL CODE – Paid Leaves of Absence

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

Amount of Leave That May be Donated

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

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

How to Donate Paid Leave

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

Use of Donated Paid Leave

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

806 Unpaid Leaves of Absence

806.1 Family and Medical Leave

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

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

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

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

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

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

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

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

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

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

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

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

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

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

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

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

- Obtain victim services;

- Obtain psychological or other counseling;

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

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

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

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

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

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

806.3 Court Summons

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

806.4 Other Leaves Without Pay

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

806.4.1 IMRF Benefit Protection Leave

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

806.4.2 School Visitation Leave

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

806.4.3 Special Leave

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

PERSONNEL CODE – Unpaid Leaves of Absence

806.4.4 Military Leave

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

806.5 Return from Leave

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

PERSONNEL CODE – Health/Life Insurance Benefits

807 Health/Life Insurance Benefits

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

807.1 Consolidated Omnibus Budget Reconciliation Act (COBRA)

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

807.2 Health Insurance Continuation: Illinois Public Act 86-1444

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

807.3 Dental and Vision Insurance

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

807.4 Privacy Practices

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

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

PERSONNEL CODE – Health/Life Insurance Benefits

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

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

PERSONNEL CODE – Retirement/Disability Benefits

808 Retirement/Disability Benefits

808.1 Social Security

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

808.2 Illinois Municipal Retirement Fund (IMRF)

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

808.3 Worker's Compensation Insurance

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

808.4 Deferred Compensation (IRC 457) Plans

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

PERSONNEL CODE – Staff Privileges

809 Staff Privileges

809.1 Borrowing Materials

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

Employees are not subject to overdue fines at Indian Prairie Library for items checked out on their Indian Prairie Public Library card that have a daily overdue fine of \$.25. Staff must pay overdue fines for items that have a daily overdue fine of \$1.00. However, if an overdue item reaches the billing stage, staff will be responsible for any fines at the time that it is returned or paid for.

809.2 Purchasing Materials

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

809.3 Photocopying, Printing, Faxing

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

809.4 Staff Recognition

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

PERSONNEL CODE – Reimbursement

810 Reimbursement

810.1 Professional Meetings

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

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

810.2 Permitted Travel Expenses

The Indian Prairie Public Library District shall reimburse expenses, including transportation, meals, and lodging which are necessary for library district business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, workshops and any other event or program consistent with the library's purpose as well as errands for library business. All modes of transportation relative to conferences must be approved by the library director prior to travel. Appropriate receipts must be submitted as part of the reimbursement request.

Maximum Reimbursable Rates for Transportation

Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (cost to drive to a conference may not exceed airfare cost). Mileage will be determined by round trip from point of origin.
Tolls	Actual rate
Parking	Actual reasonable rate
Rental Car	Lowest reasonable rate (midsize car, cost shall not exceed airfare)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, etc.	Actual reasonable rate

Maximum Reimbursable Rates for Meals

The maximum per diem is \$55.00 for conferences not in the Chicago area. The per diem amount will be reduced on departure and return days based on the times of departure and return. Meals provided at a conference or seminar will be considered as part of the per diem. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost if they are part of the workshop/meeting or when the employee is unable to return to the library by mealtime. Alcohol is not a reimbursable expense.

PERSONNEL CODE -- Reimbursement

Maximum Reimbursable Rates for Lodging

Reimbursement will be made for locations convenient to the activity with prior approval by the Library Director. Attendees are expected to share a room whenever possible. In such cases, the maximum reimbursable rate will be half the cost of a standard double-room. If an attendee is not able to share a room the reimbursable rate will be for a standard single-room.

Entertainment Expenses

No expenses will be reimbursed unless ancillary to the purpose of the program, conference or other official business and approved in advance by the Library Director.

810.3 Advanced Expenses

Travel and lodging expenses advanced to an employee or trustee require proper documentation of anticipated costs. Actual receipts must be provided within 30 days of completion of travel. Any amount paid by the library in excess of the actual receipts filed must be repaid to the library within 30 days.

810.4 Approval of Expenses

No expenses shall be reimbursed without the approved reimbursement request form. The Library Director will approve all expenses incurred by staff as described in 810.2. Expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees. Expenses in excess of the amounts stated in 810.2 must be approved by roll vote at an open meeting of the Library Board of Trustees.

810.5 Tuition Reimbursement

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

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

810.6 Library Association Memberships

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

810.7 Professional Librarian Job Candidates

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

PERSONNEL CODE – Volunteer Staff

811 Volunteer Staff

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

811.1 Qualifications

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

811.2 Court Ordered Community Service

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

811.3 Working Conditions

811.3.1 Schedule

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

811.3.2 Conduct

Business-like conduct is expected of volunteers.

811.3.3 Accidents

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

811.3.4 Privacy of Information Between Volunteer Staff and Public

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

811.3.5 Drug-Free Workplace

Volunteers are required to sign the Drug-Free Workplace Agreement

811.3.6 Volunteers Who Drive for the Library

Volunteers who use private vehicles for library business must ~~complete a~~ **Certification of provide a copy of their** automobile liability insurance and valid driver's license Statement annually indicating that they are duly licensed and have appropriate auto liability insurance in effect. **Volunteers may not text and may only talk on a cell phone hands free while driving for library business.**

PERSONNEL CODE – Volunteer Staff

811.4 Involuntary Termination of Volunteer's Services

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

811.5 Personnel Records of Volunteer Staff

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

811.6 Volunteer Privileges

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

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

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

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

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

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

811.7 Trustee Library Cards

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

Adopted 4/13/88, complete review & revision approved 4/18/07, Rev. 9/19/07, 1/21/09, 4/15/09, 4/20/11, complete review & revision approved 3/21/12, Rev. 1/16/13, 4/17/13, 8/21/13, complete review and revision approved 3/19/14, Rev. 3/18/15, complete review & revisions approved 5/18/16, revisions approved 6/15/16 & effective 7/1/16, revisions approved 8/17/16, revision approved 11/16/16, revision approved 11/16/16 & effective 1/1/17, revisions approved 3/15/17

820 - The Library is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

A. Discrimination

Prohibited Conduct. The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;

- Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

1. either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
2. physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
3. sexual propositions, sexual innuendo, suggestive comments;
4. continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
5. displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
6. sexually oriented kidding, teasing, practical jokes, or threats;
7. referring to or calling a person a sexualized name;
8. telling sexual jokes or using sexually vulgar or explicit language;
9. making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
10. harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
11. off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of

this Policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

1. Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Human Resources Department, the Executive Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately: Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

6. Confidentiality: To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity Commission
500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713

1/17/18

Code of Ethics of the American Library Association

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

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

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

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

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

Adopted January 22, 2008, by the ALA Council

ILLINOIS FREEDOM OF INFORMATION ACT

*Set by law***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.

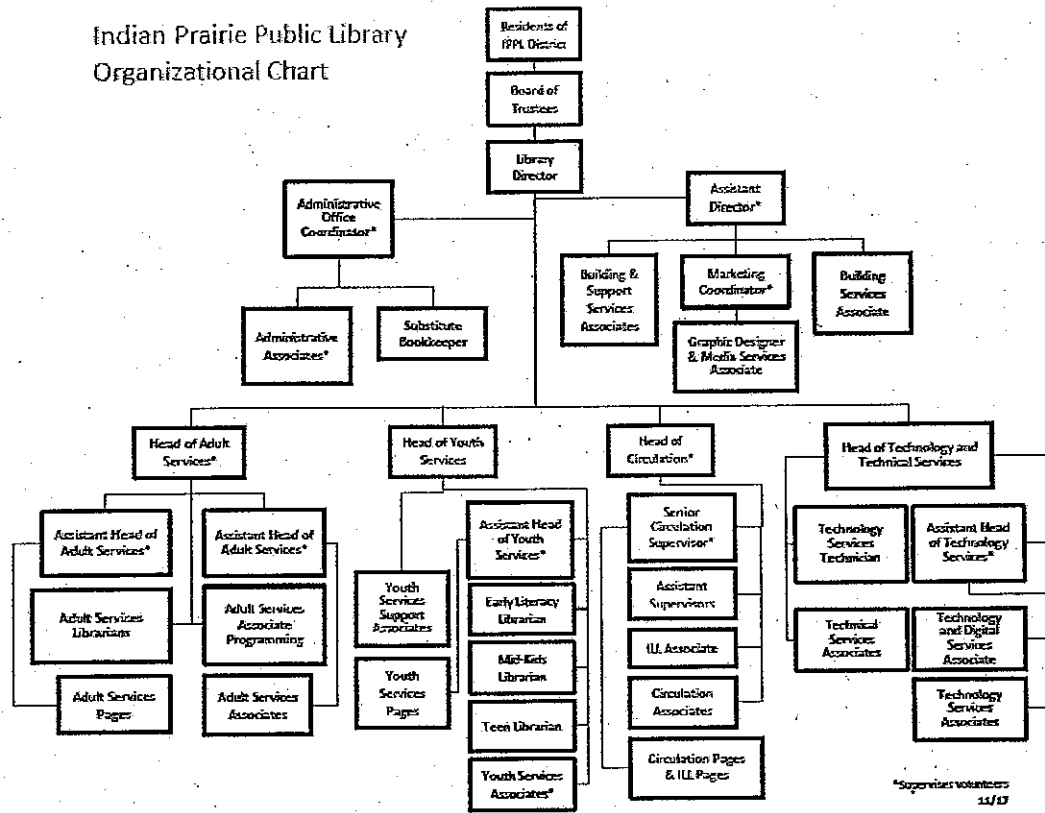
We aspire to bring people together.

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.

Indian Prairie Public Library Organizational Chart



*Supervisors volunteers
11/17

SERVICES

400 - Services

410 - Hours of Operation

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

Saturday — 9:00 a.m. to 5:00 p.m.

Sunday — 1:00 p.m. to 5 p.m.

415 - Closings

415.1 - Scheduled Closings

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

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

415.2 - Unscheduled Closings

415.2-1 - Special Circumstances

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

415.2-2 - Emergency Closings

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

Adopted 4/13/88, Revised 4/22/92, 3/15/00, 11/20/02 (eff. 12/1/02), Rev. 4/16/03 (eff. 9/2/03), Rev. 11/19/03, Rev. 6/16/04 (eff. 9/17/04), 12/21/05 (eff. 12/27/05), complete review & revision approved 4/18/07, 3/21/12, complete review 3/19/14, complete review 5/18/16

SERVICES

465 Computer and Internet Services

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

465.1 Library Responsibility

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

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

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

465.2 User Responsibility

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

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

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

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

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

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

465.3 Use of Computers

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

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

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

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

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

Complete review & revision approved 4/18/07, rev. 11/28/07, 9/16/09, 2/17/10 (effective 6/1/10), 9/15/10, complete review and revision approved 3/21/12, complete review & revision approved 3/19/14 – effective 6/1/14, complete review & revision approved 5/18/16, revision 6/21/17

SERVICES

See by Law

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480 Privacy of Patron Records/Information

480.1 Illinois Library Records Confidentiality Act

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

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

480.2 Confidential Relationship/Library Staff and Patrons

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

480.3 Patron Access to Records

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

480.4 Search Warrant Policy

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

480.4.1 Designated Library Contact

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

480.4.2 Identify Serving Officer

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

480.4.3 Review Warrant for Content

nb

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

The Library Attorney is:

Roger Ritzman

Office Phone: 630/665-1900

Home Phone: 630/668-6476

480.4.4 Request the Presence of Library Attorney

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

480.4.5 Cooperate with Officials

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

480.4.6 No Access to Other Records

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

480.4.7 Record Evidence Viewed or Taken

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

480.4.8 No Disclosure of Search

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

Adopted 4/13/88, Rev. 5/17/95, 2/19/97, 3/15/00, 11/20/02 (eff. 12/1/02), Complete review & revision approved 4/18/07, rev. 11/28/07, Complete review 2/17/10, 3/21/12, complete review 3/19/14, complete review and revision approved 5/18/16

USE OF LIBRARY FACILITIES

620 Community Information Flyers and Posters Display

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

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

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

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

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

621 Distribution of Free Publications

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

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

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

USE OF LIBRARY FACILITIES

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

Complete review & revision approved 9/19/07, 2/17/10, Complete review 3/21/12, Complete review 3/19/14, complete review 5/18/16

USE OF LIBRARY FACILITIES

630 Displays

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

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

630.1 Displays in Departments

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

Complete review & revision approved 3/21/12, Complete review 3/19/14, complete review 5/18/16

USE OF LIBRARY FACILITIES

635 Art Exhibits

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

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

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

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

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

Complete review & revision approved 9/19/07, 2/17/10, Complete review & revision approved 3/21/12, Complete review & revision approved 3/19/14, complete review 5/18/16

USE OF LIBRARY FACILITIES

set by law

670 Alcoholic Beverages

The Board of Library Trustees (the Board) recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the library during library fundraising events or during programs of a cultural or educational nature.

The Board may allow the sale or serving of alcoholic beverages in the library subject to the following:

- Alcoholic beverages may be permitted only at library fundraising events or programs of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

Who may serve alcohol?

- Alcohol may be served by third party vendors/caterers/organizations.
- Alcohol may be served by library staff or volunteers who are approved by the Library Director.

Where may alcohol be served?

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room or in other public areas when the library is closed, provided as there is a means by which to:

- Prevent access to the general public;
- Prevent alcohol from being removed from the premises by attendees;
- Prevent the sale or distribution of alcohol to persons under the age of 21.

Liability Insurance

The Library Director shall assure that the library maintains dram shop liability insurance in maximum insurance coverage limits, or third party vendors/caterers/organizations shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided at least two weeks prior to the event. The library shall be named as an additional insured on such coverage.

Library Rules and Regulations

All library rules and regulations shall remain in effect at all times

Local Laws

The library and third party vendors/caterers/organizations shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

Application to Serve Alcoholic Beverages

A third party vendor/caterer/organization shall submit an Application to Sell/Serve Alcoholic Beverages for each event in a form to be provided by the library.

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

Reservation of Rights

The Board reserves all rights and discretion with respect to enforcing this Alcoholic Beverages Policy.

Adopted 11/16/16

EMERGENCY CLOSING

1000 - Emergency Closing

1000.1 - Power Failure

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

1000.2 - Extreme Weather

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

1010 – Emergency and Disaster Plans

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

Adopted 11/16/88, Rev. 5/17/95, Complete review & revision approved 9/19/07, 2/17/10, complete review 3/21/12, complete review 3/19/14, complete review 5/18/16

GIFTS

1100 Gifts

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

1100.1 Monetary Donations

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

1100.2 Commemorative Book Program

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

1100.3 Donations of Materials

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

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

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

1100.5 Restricted Donations

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

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

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

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

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

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

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

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

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

1100.8 Fund Raising

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

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

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**Director's Report
March 2018**

Agenda

Omnibus:

On the omnibus are the policies reviewed by the Policy Committee. Some have recommended changes and others do not. There is a cover sheet with the policies which indicates this.

New Business:

We'll discuss the results of the surveys. I've had discussions with the department heads this past month about the survey results and will bring their impressions to the board discussion.

Statement of Economic Interest

You each should have received an email with information about filing the Statement of Economic Interest online. Please print out a copy of the verification email you receive and give it 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.

Sadowski Donation for the Family Center

Natalie and I have been working on developing a plan and choosing furniture and equipment for the family center to present to Joe Sadowski. The Family Center will consist of six "zones" – a baby park, a construction area, a train area, and three areas for imaginative play – dress-up, a kitchen/restaurant, and a storefront that will rotate themes. Natalie and I will be meeting with Joe on Tuesday to present our plan. I've attached an overview that Natalie created for our meeting with Joe. We're also working on an idea to create appropriate wall decorations.

SWAN

Work is being done on Enterprise (the catalog) to provide a better user experience. We should see these changes starting March 21. The upgrades to the catalog are being spearheaded by a SWAN committee of staff from member libraries including Tony Lucarelli. Work on this project is moving along much more quickly since SWAN hired a person to oversee UX design work on the software.

It is seven weeks til the May 1 migration date for the 19 libraries that will be joining SWAN. This has been a tremendous effort by the SWAN staff to make this happen and that effort is ratcheting up in these last weeks. Feedback from the 19 libraries has been very good, they are pleased with the training, communication, and support provided by the SWAN staff. We will be informing our patrons of the additional libraries as we get closer to that date.

Staff

Christine Maleno has resigned as a part-time Adult Services Associate as she has been hired as a full-time librarian elsewhere. She will stay on as a substitute.

Sharing

Nancy attended the HR Roundtable hosted by the Management Association.

Continuing Education

Nancy attended an Employee Engagement Workshop

Meetings

SWAN Board meeting

SWAN quarterly directors' meeting

Two department heads meetings

Policy Committee meeting

Meeting with Vicki to discuss my performance appraisal

Willowbrook Coalition Executive Board meeting

Meeting with Deb Baker of Hinsdale Community Services with Natalie and Tony

Debbie one one-on-one

Laura one one-on-one

Natalie three one-on-one

Tony two one-on-one

Ann two one-on-one

Meeting with Marianne and Theresa re development of Foundation website and enews

Presentation to Kids & Teens staff re gathering information and data from our residents and creating assessment tools

Nancy – July 4 Parade Committee meeting (30th anniversary)

Stacy – Multicultural Festival Committee meeting (30th anniversary)

Stacy – Calendar/room booking committee

Jamie Bukovac, Director

Family Center Proposal

Mission

The Family Center is a place for children, birth through kindergarten, and their families and caregivers to explore and learn through sensory activity and imaginative play.

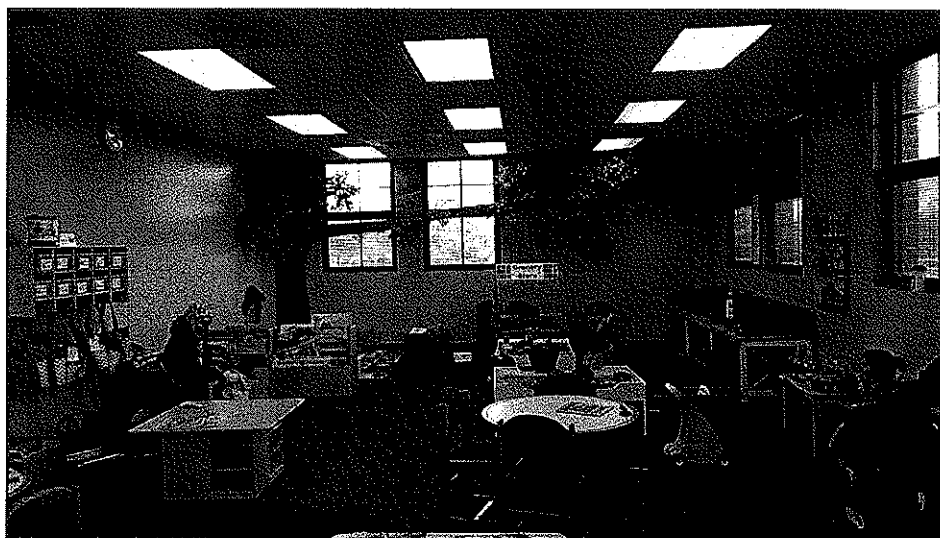
Why is Play Important?

We create programs and services for children birth – kindergarten based on the *Every Child Ready to Read* principals. *Every Child Ready to Read* incorporates five simple practices, based on research, to help parents and other caregivers develop early literacy skills in children from birth to age five. The five practices are Talking, Singing, Reading, Writing, and Playing.

Play is such an important component for development because play, such as building with blocks and pretending with costumes, toys, and trains, creates scenarios for children to engage the other early literacy practices.

Through imaginative play, this space allows children to:

- Manipulate materials, practicing both fine and gross motor skills (Writing)
- Engage and negotiate with their peers by taking turns, listening to others, and empathizing (Talking)
- Encounter new written words through collections of books, labels, and signs throughout the space (Reading)
- Learn about the world around them and engage their senses (Talking)



Dimensions:

21 feet 10 inches x 30 feet

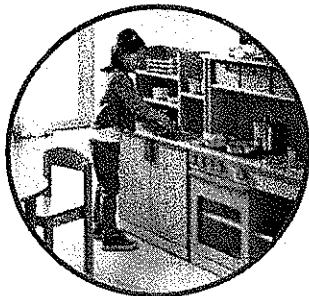
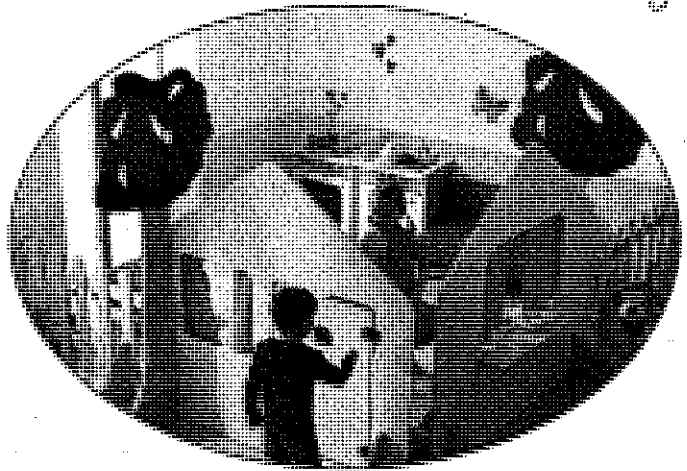
Ceiling height: 9 feet 10 inches

Square feet: 650

Windows: 70 x 47.5 inches

Vision

Through the donation made by the Sadowski Family & Friends, we will update the Family Center and the activities that it provides. We will design a little town or neighborhood with six different imaginative play centers.



Kitchen

The kitchen would have a play stove/oven, refrigerator, sink, and a table and chairs. Children will be able to play restaurant or house. They can cook, serve food to their friends and caregivers, wash dishes, sort food and dishes into cupboards and more. This space will be defined by the house-shape on the wall and by playful dividers with a door and windows.

Closet

The closet would have hooks for costumes and bins for organizing accessories, such as hats or gloves. It would also have a mirror for kids to see themselves. Costumes would include chef, train conductor, construction worker, and other community services outfits so that they can get into character when role playing in the other centers.

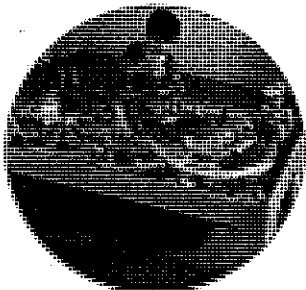
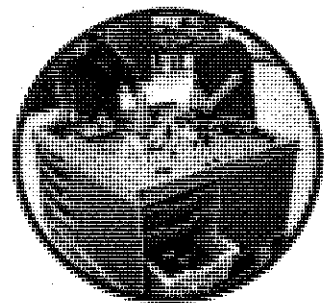


Shop

The shop would be a generic store front so that we can change the theme regularly. Themes would include a bakery, veterinarian's office, post office, flower shop, and so much more.

Construction Site

The construction site would have a table for playing with trucks and for building with blocks. Activities would rotate so that we can offer a variety of different building materials, including LEGO Duplo's, foam blocks, wooden blocks, etc.

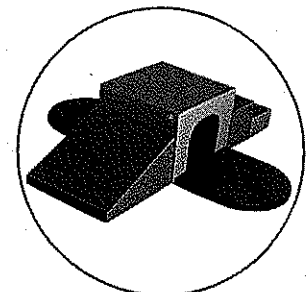


Train Station

The train station will have a table for playing with toy trains and tracks. This space may have a train crossing arm and lights to add interest and to distinguish it from other spaces.

Park

The park would be designed as a safe corner for babies to crawl and climb on soft platforms. This space would be designed with manipulative wall panels, mirrors, and activities especially for our littlest visitors.



Assistant Director's Report March 2018

Building:

Mike installed two slat wall panels on columns in the pull out section that will be used to display books.

New hanging lights have been installed to replace the two old bronze globe lamps. One is above the sitting area in the computer area and the other is above the main stairway.

The meeting room will be a polling place on Tuesday, March 20th from 6am to 7pm.

Social Media:

As of March 1st, we have a total of 1,553 page "likes" on Facebook (+12) and 1,516 Followers (+15).

Instagram (@ipplinfo) has 93 followers, up 8 since February 1st.

Twitter @ipplinfo currently has 942 followers, up 4 since last month .

The Social Media Team will meet on April 4th to review our current social media strategies, develop a new social media plan and discuss new features available on the different platforms.

30th Anniversary:

Our committee continues to plan a celebration in honor of our 30th anniversary. The event will be held on Saturday, July 21st from 1 to 4pm. Nashville artist Andrew Salgado (formerly of Darien) will plan a 90-minute set during the afternoon. I will share additional plans as they get confirmed.

IPPL Foundation and Friends:

The Book Nook made \$693.80 in February.

The Foundation and Friends hosted the following programs:

- Movies:
 - March 1st: *Dunkirk* (We had 80 people attend!)
 - March 15th: *Victoria & Abdul*
 - March 29: *Stronger*
- *Pharlis James Quartet* will perform songs from the Great American Songbook on Thursday, March 15th.

Continuing Education:

- 3/2 Webinar: *Turn Up the Volume on Your Social Media*
This webinar reviewed the types of posts (memes, videos and photos) that will get the most user engagement on the different platforms. The webinar also demonstrated some new features on Instagram. With the latest update, we can now schedule posts on Instagram which will make it easier to rotate new content.
- 3/9 Webinar: *Instagram Marketing to Millennials and Generation Z*
This was a good overview of how to develop a successful Instagram marketing strategy that will help us connect with Millennials and Generation Z. It also reviewed best practices to optimize results.
- 3/16 Webinar: *How to Grow Your Instagram Account Using Analytics*
This webinar gave some strategies on how to grow our Instagram followers using analytics, popular hashtags and Instagram influencers.

Marketing:

Marianne's report is attached.

Meetings:

- 2/22 One-on-one with Marianne
- 2/26 30th Anniversary Celebration Committee
- 2/27 One-on-one with Jamie
- 3/6 Department Head Meeting
- 3/8 One-on-one with Marianne
- 3/13 One-on-one with Jamie
- 3/20 Department Heads Meeting
- 3/21 Library Board Meeting

Submitted by:

Laura Birmingham
Assistant Director

Marketing Department Report – February 2018

Newsletter

The spring newsletter was delivered to resident mailboxes the weekend of Feb. 17. Production of the summer newsletter will begin mid-April and be delivered to resident mailboxes by Saturday, May 19. Marianne’s cover story will focus on the 30th anniversary. Other articles will promote summer reading challenges, the new LittleShop, and Family Center renovation.

Story Plan

As directed by Strategy 5.2.4, Marianne is developing stories that demonstrate how residents benefit from the library using outcomes. An online story bank, called The Chronicles, can be found at ippl.info > Community Resources > The Chronicles. Like the chapters that make up a book, these features will help to tell the library’s story. Marianne has several stories in various stages of progress:

Genealogy story: edits/additions needed per Jamie

Technology Equipment/Digital Converter story: patron interviewed, story in progress

Lifelong learning story: patron interviewed, story in progress

Upcoming/potential story ideas: Job Club story (attendee who found job by networking at Job Club), and #LibSocial story (couple who transformed their budget with programs and resources at the library).

eNews

There are currently 16,976 (+55) email addresses on the mailing list. Marianne has also created template for a Foundation & Friends eNewsletter, which is scheduled to go out in April.

Social Media

The total number of Facebook page likes has grown to 1,556 (+15). The post with the largest organic reach was Marianne’s Feb. 25 Donuts and Dinosaurs program post which reached 1,005 people with 23 reactions, 19 comments, and 6 shares. In addition, Marianne used the Ripl app to create a Valentine’s Day video and a post-event video for the Dave DiNaso Traveling World of Reptiles program on Feb. 19.

Darien Neighbors Magazine

Marianne submitted Around the Block items (new WouldShop™ and spring chick incubation project) for the March/April issue. A copy of the page is included in this packet (only the WouldShop™ was used). Items for the May/June issue are due April 1.

Darien Park District

Per Action 5.2.2.7, Marianne submitted two events (IPPL PopCon and the spring chick incubation project) to the Darien Park District for their spring/summer brochure, which will covers April-August. A copy of the final page will be included in next month’s packet.

Marianne’s Meetings

Meetings

Meetings w/Laura on Feb. 8 & 22

Meetings w/Theresa on Feb. 8 & 23

WouldShop video meeting w/Theresa & Dave on Feb. 1

Readers' Advisory Marketing Plan meeting w/Jen on Feb. 15

Dave DiNaso's Traveling World of Reptiles photos/Ripl video on Feb. 19

Volunteer newsletter mailing on Feb. 19

30th Anniversary 4th of July Parade committee meeting on Feb. 21

30th Anniversary event committee meeting on Feb. 26

Meeting w/Jamie on Feb. 28

Community

Lifelong learning story interview on Feb. 6

Continuing Education

How to Evaluate Your Giving Pages webinar on Feb. 20

Theresa's Meetings

Meetings

Meetings w/Marianne on Feb. 8 & 23

WouldShop video planning meeting with Dave and Marianne on Feb. 1

Smart Assistants class planning with Dave on Feb. 12

Community

Judged artwork for the Darien Woman's Cub Creative Youth Art Fair on Feb. 24

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the spring newsletter and a spring/summer bookmark (below). Theresa is also working with Dave to create videos showcasing the new WouldShop™ and Artist in Residence Sally Monkus. Theresa and the 30th Anniversary Artist in Residence committee have also filled the final slot (Fanny Moy, July – September).



Indian Prairie Public Library

401 Plainfield Rd., Darien, IL 60561 / ippl.info / 630/887-8760 / ippl@ippl.info

Monday–Friday, 9 a.m.–9 p.m. / Saturday, 9 a.m.–5 p.m. / Sunday, 1 p.m.–5 p.m.



Marianne Ryan, Marketing Coordinator
March 15, 2018


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
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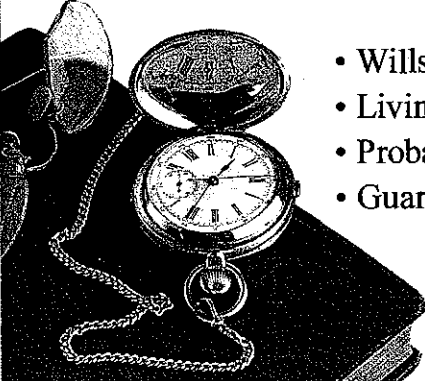


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- Wills
- Living Trusts
- Probate
- Guardianship

Around the Block continued from page 21

Free to Fly Gala supports victims of domestic violence

On Sat., April 28, 5:30-11pm, Family Shelter Service will hold its annual fundraising gala, "Free to Fly," at the Drake Oak Brook with proceeds supporting DuPage victims of domestic violence.

Guests will enjoy music, dancing, and silent and live auctions where they can bid on a wide variety of exclusive experiences, event tickets and specialty getaways. Raffles will include a Grand Raffle for a six-night tropical vacation.

Founded in 1976, Family Shelter Service serves 2,000 women and children annually with shelter, counseling and court advocacy in order to help them find safer futures, free of domestic violence. The gala is Family Shelter Service's largest fundraiser of the year. familyselterservice.org

Visit the new WouldShop™ at IPPL

Indian Prairie Public Library has a new creative space where kids and teens ages 8-18 can gather to design, tinker, build and make. The WouldShop™ was donated by Maria and Joe Sadowski and their family and friends in honor of Ed Sadowski. It offers hands-on learning and making through special activities and classes, as well as a variety of readily-available creative and STEM (Science, Technology, Engineering, and Math) equipment. wouldshop.ippl.info

Support the Darien Historical Society

If you love the Darien Historical Society and the Old Lace School House, consider making a donation. If you shop on Amazon, do so through Amazon Smiles. Select "Darien Historical Society of Illinois" as the beneficiary and Amazon will donate .05% of every sale to DHS. The Darien Historical Society is located at 7422 Cass Ave. darienilhistory.org/donating

Our Lady of Peace School holds annual Auction Gala

Our Lady of Peace School invites you to support their largest and most significant fundraiser—the annual Auction Gala. This event will be held Fri., April 6 at the Marriott Burr Ridge, 1200 Burr Ridge Pkwy.

Our Lady of Peace School is a Catholic grade school located in Darien providing Pre K-8th grade education to more than 300 students from Darien, Downers Grove, Burr Ridge, Woodridge and other neighboring communities. Fundraisers like the annual Auction Gala help keep tuition affordable for families and raise funds for other items for which the budget does not allow. 630-325-9220, olopschool.org



Adult Services Monthly Report

February 2018

The reference weeding project has been completed. Last spring, we conducted a reference study to see how many items were used by either patrons or staff in a four month period. It was found that of the 927 items in the collection only 61 were referred to during that time, some with multiple uses. Staff were the ones to mostly access information in the collection.

We are keeping 316 items (34.1%), mostly legal, science, medical, building codes, and local history/genealogy, including the sources accessed during the reference study. We withdrew 441 items (47.6%) of the collection due to age and the information can be found in trusted online resources. One hundred seventeen items (12.6%) were moved out of reference into the circulating collection.

Forty-two items were moved either to the staff professional collection as they dealt with library related topics like library programming, reader's advisory, and collection development or to subject areas of the collection and remained reference. Finally, 11 items dealt with various drainage or watershed studies for the Village of Willowbrook and were offered to the village to take after they were withdrawn, which they did. They did request that we keep information in the collection on area flooding issues, which we did.

The next step will be for the Adult Services staff to evaluate the space in this area of the collection and decide how to accommodate the reference collection as well as reorganize the subject areas of the collection.

In February I also completed weeding of the circulating 300-350 section of the Dewey collection. I have ordered new copies of items with high circulation or that needed updating, particularly the law area. I found that about half the collection had not circulated in the last three years or was very old.

The library is now subscribing to a product called Niche Academy. The company creates tutorial videos on many of the online resources we subscribe to, including our e-materials providers (Overdrive, Hoopla, RBDigital, Axis360). We can then embed these tutorial videos on our website in the appropriate spots for patrons to access.

The company is able to create and update tutorial videos much faster than we could. We also have the capability to create our and upload our own tutorial videos and create our own classes, which would be beneficial to staff and patron training. The system provides access to tutorials that were created by other libraries and shared. These videos are free to use to supplement what Niche Academy produces. The website committee is currently evaluating how to integrate these videos into our site.

I am in the process of figuring out our online resources for the next fiscal year, as there are resources I'm looking at dropping due to low usage/high cost and picking up Culture Grams, a resource that goes in depth into the cultures of countries and societies around the world. It used to be published in paper format, but went exclusively electronic a number of years ago. As part of our reference weeding, we discovered that we had the paper format from 2010, and while we have kept it to see if we can pick it up electronically, we will withdraw it when and if we subscribe to the electronic resource.

Jennifer and I interviewed one individual for the open Substitute Adult Services Librarian position. She was by far the best candidate and I have chosen to hire her for the position. Her name is Brenna

Murphy. She currently is a part-time Information & Reader's Services Librarian at the Geneva Public Library and is also a Substitute Adult Services Librarian for the Batavia Public Library. She starts on March 21. We had five people apply for the position, three of whom did not meet the minimum qualifications for the position (they did not have a MLIS) and one had to withdraw due to already picking up a part-time, 30 hour a week job that would have severely limited their availability.

Monthly Highlights

- Shirley has established a system to follow up with patrons who she helps with small business questions to make sure they have received information from our referrals or get additional assistance from her. She equates it to doing a "well-being" check. She assisted two people with business startup and logistics questions. She is also exploring hosting a networking breakfast this fall and possibly establishing a limited co-working space and will be submitting a proposal in the coming months. Here is a definition of co-working from Wikipedia:

Coworking is a style of work that involves a shared workplace, often an office, and independent activity. Unlike in a typical office, those coworking are usually not employed by the same organization. Typically, it is attractive to work-at-home professionals, independent contractors, independent scientists or people who travel frequently who end up working in relative isolation. Coworking is a social gathering of a group of people who are still working independently, but who share values and who are interested in the synergy that can happen from working with people who value working in the same place alongside each other. Coworking offers a solution to the problem of isolation that many freelancers experience while working at home, while at the same time letting them escape the distractions of home.

- Jennifer met with Marianne to discuss the Reader's Advisory marketing plan. She met with Jack to go over Overdrive practices in regards to ordering items for the Kids & Teens collection in eMediaLibrary. She presented a 45 minute overview of eLibrary products to Technology Center staff and answered questions they had in regards to these items.
- Mary K.'s Great Decisions program has begun. She has worked hard to line up speakers on each topic and when she can't get a speaker, researches the issue du jour to make her more knowledgeable about the topic and leads the discussion. She was disappointed in the turnout for her TED Talk on driverless cars, only two of 15 registrations came, but there was that snowstorm that was blowing in that evening that shut the library down the next day. She plans on running it again in the future.
- Joe has been working hard on our partnership with Literacy DuPage and it is definitely bearing fruit. Recent recruitment has attracted almost 20 new individuals from the area into the training program, which the library has recently hosted. He gave a tour of our ESL and language resources to four new tutors and has another tour scheduled in March.
- Jez has been working on seeing if we could offer Audible only e-audiobooks on devices for our patrons to check out. She has been noticing that more and more content has been moving to digital only formats and are not being made available on CD. She envisions that devices would be handled similarly to how we handle the Kindle Paperwhite e-readers we currently circulate. However, Audible works on subscription plans where you purchase a certain number of credits every month and she fears there may be months where we don't use all the credits and other

months where we may not have enough credits. Our digital content committee is exploring these and other options when it comes to circulating digital content.

Community

- Besides attending her usual chamber functions, Shirley had a spotlight table at the WBBR Chamber Luncheon Meeting this month. She spoke with a number of people, including Kyle Wetzel, a local business owner she met with in December, who said he encourages his staff to check with library resources for help with their job responsibilities.
- Jennifer and the Associates provided resources to 11 local book clubs (three via e-mail, eight by print pickup) on 10 new titles and one title that had already been previously requested by another group. I am continually surprised at how little overlap there has been with the titles requested and Jennifer and her associates have done an excellent job of providing this service. She also reached out to the Stitcher's group to gauge their interest in becoming a library sponsored group. However, they plan to move their meetings to a new yarn shop in Lisle in a month or so. She has worked with Technical Services to develop new procedures so we can continue providing donations of withdrawn large type books to four local nursing homes.

Contributing to the Profession

- Tony contributed to two library related Facebook groups regarding collection development issues and hiring practices from questions members posed.
- Jennifer answered follow up questions from Joliet Public Library regarding our book club services. She also gave an in-person overview of the GenLit collection to two visiting librarians and e-mailed additional information to a librarian from Mount Prospect.
- Joe continues to coordinate the spring LEARN meeting to take place on March 17.
- Jez hosted the spring meeting of the new 20s/30s programming group. Twelve librarians attended. She wrote an article about reaching 20-30 somethings through e-newsletters for Novelist's Newsletters We Love blog. She responded to an information request from the Glendale Public Library in Arizona regarding the #LibSocial e-newsletter.

Continuing Education

- All librarians and associates participated in the department genre study on historical fiction – romance at the monthly department meeting.
- Tony received training from Niche Academy about their product.
- Jennifer participated in an ARRT Genre Study – introduction to romance.
- Mary K. viewed a webinar "Dealing with Angry Customers".

User Experience

- Fiction is being shifted to make space for the collection and interfile westerns in with the rest of the collection.
- The remaining reference collection has been shifted and space planning will begin soon on all the subject pullout areas of the collection.

Meetings

Date	Meeting	Staff
1-Feb	RAILS Community Engagement Group Meeting	Tony
1-Feb	One-on-One with Heidi	Jez
6-Feb	Department Head Meeting	Tony
6-Feb	Multi-cultural Event Committee	Joe
7-Feb	WBBR Chamber Luncheon Meeting	Shirley
7-Feb	Programmer's Meeting	Tony, Shirley, Jennifer, Jez & Mary K.
8-Feb	One-on-One	Tony & Jez
8-Feb	Communico Committee	Jez
12-Feb	One-on-One with Jamie	Tony
12-Feb	One-on-One	Jennifer & Mary S.
13-Feb	One-on-One with Debbie	Tony
14-Feb	One-on-One	Shirley & Hillary
15-Feb	Conference Call with Niche Academy	Tony
15-Feb	One-on-One	Jennifer & Jez
15-Feb	One-on-One	Tony & Jennifer
16-Feb	Darien Women in Business Meeting	Shirley
19-Feb	One-on-One	Jennifer & Mary P.
20-Feb	Department Head Meeting	Tony
21-Feb	Adult Services Department Monthly Meeting	All Librarians & Associates
21-Feb	Adult Selectors Meeting	All Librarians
22-Feb	Literacy DuPage Tours of ESL Collection	Joe
26-Feb	One-on-One with Jamie	Tony
27-Feb	Darien Chamber Coffee Connection	Shirley
27-Feb	Technology Services Meeting re: overview e-library products	Jennifer
28-Feb	Digital Content Committee	Jennifer
28-Feb	20s/30s Programming Group	Jez
28-Feb	Meeting with Lauren from Geneva Public Library	Jez
28-Feb	One-on-One	Tony & Jez

Programs

Date	Time	Program	Staff	Attendance
1-Feb	2:00 p.m.	Thursday Afternoon Movies: <i>Driving Miss Daisy</i>	Joe	10
1-Feb	7:00 p.m.	Make It & Take It: Card Making	Cindy	9
2-Feb	2:00 p.m.	#LibSocial - Finger Knit Infinity Scarf	Jez	13
3-Feb	10:00 a.m.	ESL Conversation Group	Joe	6
5-Feb	6:00 p.m.	Chess Club	Denise	12
5-Feb	7:00 p.m.	TED Talks: Driverless Cars	Mary K.	2
7-Feb	2:00 p.m.	Drama Reading Group	Denise	4

7-Feb	7:00 p.m.	Opera Lecture: <i>Cosi Fan Tutte</i>	Cindy	1
12-Feb	6:00 p.m.	Chess Club	Denise	16
12-Feb	7:00 p.m.	Great Decisions	Mary K.	20
12-Feb	9:00 a.m.	AARP Tax Aide	Denise	13
14-Feb	10:00 a.m.	Job Club	Jez	6
14-Feb	2:00 p.m.	Drama Reading Group	Denise	6
14-Feb	7:00 p.m.	SCORE Small Business Roundtable	Shirley	7
14-Feb	7:00 p.m.	Novel Idea Book Club	Mary P.	11
15-Feb	2:00 p.m.	Thursday Afternoon Movies: <i>City Slickers</i>	Joe	17
15-Feb	7:00 p.m.	Crime Readers Book Club		8
16-Feb	9:00 a.m.	AARP Tax Aide	Denise	20
17-Feb	10:00 a.m.	ESL Conversation Group	Joe	7
18-Feb	1:15 p.m.	Foundation & Friends Concert	Cindy	52
19-Feb	6:00 p.m.	Chess Club	Denise	11
19-Feb	9:00 a.m.	AARP Tax Aide	Denise	16
21-Feb	2:00 p.m.	Drama Reading Group	Denise	6
21-Feb	6:30 p.m.	GenLit Book Group	Jennifer	15
21-Feb	7:00 p.m.	Poland in Chicago, Chicago in Poland	Cindy	55
22-Feb	1:00 p.m.	Genealogy Group	Mary K.	38
22-Feb	7:00 p.m.	#LibSocial - Keys to Cooking Success	Jez	24
23-Feb	9:00 a.m.	AARP Tax Aide	Denise	25
26-Feb	7:00 p.m.	Great Decisions	Mary K.	22
26-Feb	9:00 a.m.	AARP Tax Aide	Denise	23
28-Feb	2:00 p.m.	Drama Reading Group	Denise	6
			Total	481

Select comments:

Make It & Take It: Card Making

This was so much fun. What a wonderful way to break up a long winter.

Poland in Chicago, Chicago in Poland

The program was very interesting about immigration and showed more about my heritage and my parents when they migrated here.

Volunteers

- Six volunteers completed 47.5 hours of service.
 - Court Ordered/Community Service: three volunteers performed 41.75 hours of service. We have 20 people assigned to us by the courts, ten of which have yet to do any hours at all.
 - Regular volunteers: two volunteers completed 5.75 hours of service.

Proctoring

- Shirley proctored 12 exams in four sessions for three students.

Circulation Services
February 2018

101

Total checkouts and renewals for February were down slightly from last year by 2,110 or 4%. We had 52,259 items circulated this month as compared to 54,369 last year. Please note that we had a cold and snowy February and we were closed on a Friday due to snow. Electronic circulation is also down just a bit from last year. We had 4,301 circulations this year while we had 4,611 circulations last year.

ILL's processed were lower this year. We processed 7,889 this year and 8,090 last year.

Patron visits were lower than last year -14% (29,151 this year compared to 34,080 last year). Again, we were closed one day due to snow and the snow and cold may have kept some patrons away. We also had a few issues with our gate counter and used an average of "like" days.

A total of 8,060 holds were placed in February. Patrons placed 6,390 (79%) holds while staff placed 1,670 (or 21%) holds.

15,406 items were checked out or renewed by staff at the desk. This is 29% of total checkouts/renewals. 27,004 items were checked out or renewed by patrons at one of our self-check machines, 5,548 items were renewed by patrons through Enterprise and 4,301 items were electronically checked out by patrons - for a total of 36,853 items checked out through some sort of self service. This is 71% of total checkouts/renewals.

Desk Statistic

Patron Assistance

# of Library cards renewed & Non-swan Reciprocal cards issued	Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
322	2,501	142	129	351	45	38

Community

Passports:

Circulation staff accepted 76 passports in February. Please remember that February is a short month and we were closed one day for snow.

Notary Public:

Circulation Supervisors notarized 104 documents in January.

User Ex

Effective February 1, we are no longer renewing resident library cards. We have gotten a very positive reaction from our patrons-although the initial reaction is generally one of surprise! Staff also are enjoying more time to focus on other things.

We have continued the Lobby Host position on Saturday afternoons and Sundays. I am working with the staff to be a little more flexible and possibly more intuitive with patrons. We are definitely headed in the right direction.

Workshops and Meetings Attended:

Feb.6	Department Heads	
Feb. 14	RAILS Circ Roundtable	Naperville
Feb. 20	Department Head Meeting	
Feb. 23	LACONI Leadership Principles Workshop	Downers Grove
Feb. 26	One on One with Jamie	
Feb. 26	30 th Anniversary Meeting	

Debbie Sheehan
Head of Circulation Services

Month	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018	
	Circ Stats																							
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767													
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603													
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001													
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829													
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105													
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477													
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767													
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259													
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856														
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820														
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893														
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867														
Renewals through the web	1,284																							
Electronic Circulation	3,852																							
Yearly																								
Total	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	421,808													
*Missing data--used an average number to get a total																								
Indicates highest number for that month																								
Indicates library was closed partial months for construction																								

Technology & Technical Services Board Report February 2018

Improvements for Public, User Experience & Strategic Goals

- **Promoting Technology-** (T.J. & Ann) Created a marketing schedule to promote technology programs and services to our members. We are posting regularly in our eNews letter and Announce Blog. A recent survey showed that 80% of those that responded did not know about Lynda.com. We are now promoting Lynda.com on the Technology Class section in our quarterly newsletter.



- **Music CDs** (Ann & Diane) Finished weeding the adult music CD collection to improve browsing and increase space in A/V shelving. During the process, we replaced approx. 4,600 old thicker locking cases with new slim line cases and made few classification changes. We were able to free up around six sections to give more space for the DVD collection.
- **Barcode Project** (Volunteers & TS Staff) – Barcodes are now on the cover of all money management and gardening books making it easier for patrons using self-checks.
- **Gardening Books-** (Mary K. & Ann) Made reclassification changes to the gardening books to improve browsing.
- **Adult New Materials-** (Ann & Anna) Technical Services is now responsible for all aspects of maintaining the adult new materials collections. We have developed a new process using a report to analyze the collection based on how long the item has been in the collection by genre, subject and format. This new process should help improve browsing, circulation and maintenance of new materials by keeping books that are circulating recently and more often in the new area longer and removing ones that have not circulated recently.

Technical Services

- **Adult Reference Collection-** (Geri, Martha, & Diane) Discarded and/or reclassified as directed from Adult Services.
- **Long Overdue Items-** (Anna) To keep the SWAN database up to date, staff at SWAN implemented a new process to remove long overdue items from the SWAN. The information about the item will be on the patron's record. Items that have been long overdue since 2015 through March of 2017 are no longer on SWAN. This process will happen monthly for items more than one year overdue and that circulation as checked the shelves.

Technology Services

- **Video Productions-** Dave worked with Monica to create a video for the 90-Second Newberry Award video.
- **Website-** Dave created a form for members to submit their application for "Librarian for a Day".

Maker (DIY)

- 3D Printer- 3 print requests were processed.
- Carvey- 3 requests processed. Carved a sign for the Darien Garden Club.

Public Technology Programs & Classes

- Program attendance totals: 51
- One-on-one training sessions: 8

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tuesday 2/6/18 (2pm)	Intermediate iPad/iPhone	Dave	19
Tuesday 2/6/18 (7 PM)	60 Apps in 60 Minutes	Ann	20
Tuesday 2/13/18 (7PM)	Virtual Reality Getaway & Games	T.J.	8
Wednesday 2/14/18(6 PM)	DIY Design Time (Carvey & 3D Printer)	Dave	4

Community

- I worked with Lisa Berg a library volunteer and board member of the Downers Grove Township to create an article for the Township's upcoming newsletter on technology services and programs offered by area libraries including IPPL. It's attached to my report.
- Monica, Natalie and Dave worked with Mark DeLay Elementary Video Club to create a 90-second video featuring the Newbery Award book Last Stop on market Street. The

video was chosen as a selection for the Chicago screening of the 90-Second Newbery Film Festival.

Sharing

- T.J. talked with Andrea at Acorn Library about our experience loaning Rokus.
- T.J. talked with a Forest Park librarian regarding our Tech Takeout service.
- I shared our high demand holds report with George from Woodridge Library.

Contributing to the Profession

- T.J. participated in five meetings related to his position on the ALA New Members Round Table at ALA Mid-Winter.

Training & Continuing Education

- Technology Center Help Desk staff - eLibrary services training by Jennifer.
- T.J. - Mobile Makerspaces: Take Your Making on the Road webinar, Prepare for the Future: Tech Strategies You Need to Know (Part 2) webinar, and Developing Tech Training for Your Library workshop.
- T.J. - ALA Mid-Winter Feb 8-12 in Denver.
- Brett - Prepare for the Future: Tech Strategies You Need to Know, Part 1 webinar.
- Ann - 4 sessions of a 5-week online course on Google Analytics.

Personnel/Staff Meetings

- 2/1, 2/14, & 2/27 (Ann) 1-On-1 meetings with Jamie.
- 2/6, 2/20 & - Department Head Meeting
- 2/7 (T.J.) Programmers group meeting
- 2/8 (Ann) Met with Jez, Jane and Stacey to review program registration and room booking software.
- 2/8 (Dave, T.J., Brett, Ann)- Technology Committee meeting
- 1/9 & 1/23- Department Head Meeting
- 2/12 & 2/26 (Ann) 1-On-1 meetings with April
- 2/12 & 2/26 (Ann) 1-On-1 meetings with Anna
- 2/15 & 2/27 (Ann) 1-On-1 meetings with T.J.
- 2/21 (Ann) Met with Laura and vendor to discuss panic buttons; Met with vendor install back-up Internet solution; Met with Geri to go over yearly performance review
- 2/22 (Ann) R.A.I.L.S. Technical Services meeting at Orland Park Library
- 2/23 (Ann) SWAN Catalogers Meeting
- 2/27- (T.J.) Met with Dave to go over yearly performance review
- 2/27 (T.J.) Technology Center Desk meeting
- 2/28 (Ann) Digital Content meeting with Jack and Jennifer.

Ann M. Stovall, Head of Technical & Computer Services, March 13, 2018



Computer and Technology Resources and Services Available at Township Public Libraries

Whether you need assistance with that new tablet you received, have technology questions, or want to check out a device to use at home, your public library is there for you. The following is not a complete list, so please contact your library about additional services and resources.

Downers Grove Township Public Libraries

Clarendon Hills	CH	Indian Prairie	IP	Westmont	WM
Downers Grove	DG	Thomas Ford	TF	Woodridge	WD
Hinsdale	HN				

1-On-1 Technology Assistance/Book a Librarian: Library staff can work with you on how to use computers/tablets, do research, and more. Contact your library for more information and to make an appointment. (CH/DG/HN/IP/TF/WD/WM)

Computers can be used at the library. (CH/DG/HN/IP/TF/WM/WD)

Laptops and/or Tablets can be checked out to take home. (HN/IP/WM/WD)

Internet Access is available at all township libraries, or you can check out a mobile Internet hotspot to take home. (CH/DG/IP/WM)

Digital Books, Audiobooks, Music, and Movies can be checked out and/or downloaded. Read books, listen to audiobooks and music, or watch movies and more on a computer, tablet, or smartphone. (CH/DG/HN/IP/TF/WM/WD)

Computer Classes and Technology Programs are listed in your library's newsletter. Online classes are available using Lynda.com or Gale Courses through your library's website. (CH/DG/HN/IP/TF/WM/WD)

Assistive Technology for those with vision, hearing, and/or mobility impairments may be available. Equipment and devices may include a motorized cart, enlargers or magnifiers, hearing devices, and more. Large print and audiobooks are also available for checkout.

Digital Conversion Equipment can transform your VHS tapes, photographs, and older audio formats like cassette tapes to digital formats. (DG/HN/IP/WM)

Other Equipment is available for printing, faxing, copying, and scanning. (CH/DG/HN/IP/TF/WM/WD)

Contact your library, browse their website, or visit in person and ask for details. You may be surprised at all of the useful and fun things available to you for use in the library or at home.

Library Contact Information

Clarendon Hills Public Library	www.clarendonhillslibrary.org	(630) 323-8188
Downers Grove Public Library	www.dglibrary.org	(630) 960-1200
Hinsdale Public Library	www.hinsdalelibrary.info	(630) 986-1976
Indian Prairie Public Library	www.ippl.info	(630) 887-8760
Thomas Ford Memorial Library	www.fordlibrary.org	(708) 246-0520
Westmont Public Library	www.westmontlibrary.org	(630) 969-5625
Woodridge Public Library	www.woodridgelibrary.org	(630) 964-7899

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**Youth Services
Monthly Report to the Board
February 2018**

Programs

In February, Youth Services presented 45 programs at IPPL with 1,178 people in attendance. We also participated in several events out in the community.

Date	Description	Staff	Attendance
1-Feb	Talented Toddlers 9:30am	Heather	33
1-Feb	Talented Toddlers 10:30am	Heather	10
1-Feb	Junior Genius	Katie	17
1-Feb	Shake, Shimmy, & Dance	Katie	86
2-Feb	Open Play	Natalie	12
2-Feb	Tabletop Mania: Mini-D&D Campaign	Jimmy	4
2-Feb	Mini-Science Academy: Oceans	Jimmy	6
5-Feb	Talented Toddlers 9:30am	Heather	29
5-Feb	Junior Genius	Katie	11
6-Feb	Baby Brilliance (4 children 6 adults)	Jane	11
7-Feb	Baby Brilliance (12 children 14 adults)	Jane	24
7-Feb	Lego WeDo Lab	Monica	7
8-Feb	Talented Toddlers 9:30am	Heather	30
8-Feb	Talented Toddlers 10:30am	Heather	8
8-Feb	Junior Genius	Katie	15
8-Feb	Shake, Shimmy, & Dance	Katie	81
12-Feb	Talented Toddlers 9:30am	Heather	20
12-Feb	Junior Genius	Heather	11
13-Feb	Baby Brilliance (11 children 12 adults)	Jane	23
14-Feb	Baby Brilliance (10 children 13 adults)	Jane	23
15-Feb	Talented Toddlers 9:30am	Heather	28
15-Feb	Talented Toddlers 10:30am	Heather	16
15-Feb	Junior Genius	Katie	20
15-Feb	Shake, Shimmy, & Dance	Katie	85
16-Feb	Open Play	Jane	21
19-Feb	Talented Toddlers 9:30am	Heather	18
19-Feb	Junior Genius	Katie	16
19-Feb	Traveling World of Reptiles	Monica	165
20-Feb	Baby Brilliance (9 children 11 adults)	Jane	20
20-Feb	Bookgardeners: Herve Tullet	Katie	22
20-Feb	Homeschool SMART-History Makers	Monica	16
21-Feb	Baby Brilliance (8 children 10 adults)	Jane	18
22-Feb	Talented Toddlers 9:30am	Heather	38
22-Feb	Talented Toddlers 10:30am	Heather	11
22-Feb	Junior Genius	Katie	17
22-Feb	Shake, Shimmy, & Dance	Katie	75
23-Feb	Open Play	Jane	20

23-Feb	League of Legends	Jimmy	6
26-Feb	Junior Genius	Jack	9
26-Feb	Talented Toddlers 9:30am	Heather	31
27-Feb	Baby Brilliance (12 children 14 adults)	Jane	26
28-Feb	Baby Brilliance (10 children 12 adults)	Jane	22
28-Feb	Lego WeDo Lab	Monica	9
28-Feb	Caudill 2018 voting	Monica	8
		TOTAL:	1178

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)

Community

Date	Description	Staff	Attendance
1-Feb	Mark Delay Invention Night	Jack	
1-Feb	Vegetarian Museum Install	Natalie	2
7-Feb	Mom and Baby Group Storytime	Heather	26
14-Feb	Barbara's Bookstore Valentine's Day Storytime	Jane	48
22-Feb	Garden Planning with Cynthia	Natalie	2
28-Feb	Dr. Johnson Office Dental Visit	Jane	8
		TOTAL:	127

(Supporting Strategic Plan: 3.1 The library is visible in the community. 3.2 The library creates partnerships throughout the community that provide mutual benefits and enhance the community.)

90-Second Newbery

For several months, Monica Dzierzbicki was working with staff and students from Mark DeLay School and staff at IPPL to create a video for the 90-Second Newbery. This month we received notice that the video is the headliner for the 90-Second Newbery viewing event at HWLC on March 11. Monica, Dave Bunn, who edited the video, and I are planning to attend.

<http://90secondnewbery.com/post/171048684216/last-stop-on-market-street-by-matthew-de-la-pe%C3%B1a>

Planning with Good Worx

Natalie Williams has been working with Cynthia McGann from Good Worx to plan for the upcoming growing season. They have been considering ways to increase productivity in the Prairie Patch and reach families who struggle with asking for help because of stigmas or bias towards people in need. We understand that there are families in need of assistance who would never consider going to a food pantry or risk the perceived indignity of being identified as needy. One of the ways that that we are looking into accomplishing these goals is by offering two new weekly programs, a Garden Math Lab and a Free Farmer's Market/Veggie Swap.

The Garden Math Lab would start later in the summer when we have vegetables and herbs ready to harvest. Each week, kids and teens would come together to harvest the Prairie Patch and to measure, count, and weigh food. This program would provide another meaningful opportunity for community engagement for teens. It would also provide kids with another opportunity for hands-on learning – this time with practical math skills.

Each week following the Garden Math Lab, we would present a Free Farmer's Market or Veggie Swap. The name and description are still a work in progress. The idea would be that local growers, community members who have their own gardens, could bring their excess veggies and herbs to share. The fresh food that they donate combined with the food that we harvest from our own patches would be

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available for pick-up, first to the families who have been identified as food insecure (we would work with these families directly, this would not be public knowledge) and then to anyone. All of the food left at the end of the event would be collected and donated to local food pantries the following morning.

In this way, we can still help the families who have been identified as being in need, but we can also get food into the hands of people who will not ask for the help that they need. We could also meet the need of the local growers who have contacted us looking for ways to share their excess tomatoes, zucchinis, and veggies.

There would be no exchange of money. Because Burr Ridge and Darien have not been hosting Farmer's Markets, we will not be infringing or competing with our Parks Districts. We can think of the event as more of a "swap," like our annual Seed Swap or a yarn swap. It is an opportunity for community, for coming together and sharing. We will continue to work on this to make sure that while we are meeting the needs in the community we are staying true to our mission and goals.

WouldShop & LittleShop

Jack Schultz and Natalie Williams have been monitoring activity in the new WouldShop. They have been updating signage, adding tools and supplies, working out kinks in our processes, and preparing for a new round of activities coming early March. Activities in February revolved around creating art in relation to the visiting Vegetarian Museum exhibit.

In the LittleShop, the month began with the pupil light reaction chart (continued from January). Heather Jensen then switched the activities to theme with Valentine's Day, with blank Valentine's for kids to color and share with others, as well as a conversation heart sorting game. After Valentine's Day passed, the themes switched for the Winter Olympics, coloring and matching flags to their countries and a counting seek-and-find game with winter sports. To finish February and begin March, Heather developed a color sorting kit around the book "Yoo-Hoo, Ladybug!" by Mem Fox, whose birthday is March 5.

Displays & Signage

Heather Jensen created several new signs this month, including a sign to advertise the two new CD players available for checkout by the Junior Audiobooks section.

In addition to the Valentine's Day/Love centralized book display, Heather was also responsible for creating the Black History Month display. She also prepared the signage for the March staff picks display.

Reviews & Marketing

Heather Jensen submitted a review of "The Magicians" for the staff Shows 'N Tunes blog on the library website. Her book review of "Dash" by Kirby Larson was posted online, as well as her Byte-Sized Book Review of "The Wishing Spell" by Chris Colfer.

Seed Library

Number of Checkouts: 17

Number of Seed Packets Checked Out: 38

Number of Donations: 3

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 2.4 The library introduces new technologies and provides opportunities for residents to experiment.)

Pages

Jack Schultz and Natalie Williams interviewed three candidates for the open Youth Page position in January. Pamela Perron was hired and began work in February. Jack has been working through her orientation and he has been working with the Pages to offer peer training for Pamela.

Continuing Education

Date	Description	Staff
1-Feb	Mobile Makerspace: take Your making on the Road with TJ	Jack
1-Feb	BookList Webinar: <i>Mirror, Mirror, Who Do You See in Your Books?</i>	Heidi
5-Feb	Junior Genius Class Observation	Heather, Katie
5-Feb	Booklist Webinar: <i>Must-Have Middle Grade: Librarian Tips and Tricks</i>	Heidi
7-Feb	Prepare for the Future: Tech Strategies You Need to Know	Jack
23-Feb	Library Leadership Principles MTG	Jack
28-Feb	Diversity and Cultural Competency Training: Week 1 Diversity Audit: Planning + Preparation	Katie

Contributing to the Profession

Date	Description	Staff
5-Feb	Presentation on WouldShop for Infopeople course	Natalie
8-Feb	Interview with MLIS Student	Heidi
9-Feb	Caldecott Committee Meeting	Katie
10-Feb	Caldecott Committee Meeting	Katie
11-Feb	Caldecott Committee Meeting	Katie
12-Feb	Youth Media Awards: Caldecott Announcement	Katie

Caldecott Committee

This year, Katie Salo served on the 2018 Randolph Caldecott Award committee. The award is given to the most distinguished picture book illustrated by an American illustrator/author. The Caldecott Award was first awarded in 1938. This award is known by librarians, teachers, and children across the country and was given to such classic children’s books like: *The Snowy Day*, *Jumanji*, *The Polar Express*, and *Where the Wild Things Are*.

The work for the Caldecott committee is immense. Katie read for an estimated fifteen hours a week. At her house, she received hundreds of books to review and to consider for the award. The committee submits nominations in October, November, and December. Each member only nominates seven books. Nominated titles were discussed in person at ALA’s Midwinter meeting. Katie spent two and a half days in a room with fourteen other professionals to deliberate over the nominations.

The winner this year was Matthew Cordell for his book *Wolf in the Snow*. The committee chose four honor books as well. They are *Big Cat, Little cat* by Elisha Cooper, *Crown* illustrated by Gordon C. James and written by Derrick Barnes, *A Different Pond* illustrated by Thi Bui and written by Bao Phi, and *Grand Canyon* by Jason Chin. The awards will be given in June at ALA’s Annual conference.

WouldShop Presentation

Natalie Williams was contacted by a librarian at Skokie Public Library to share a presentation about the WouldShop for an Infopeople course on experiential learning spaces. Natalie created and presented a short presentation describing our space, our process for creating it, and its value to the community.

Helping MLIS Students

This spring we have been contacted by a handful of MLIS students who are looking to interview or observe staff at IPPL as part of their school programs. Several staff have stepped up to provide this experience for the students. This month, Heidi Estrada participated in an interview where she discussed an issue that she sees facing libraries today. Natalie Williams will do a similar interview in March. Natalie has also been corresponding with another student via email to answer questions about how we do certain aspects of our jobs.

Meetings & Planning

Date	Description	Staff	
1-Feb	18-20 Program meeting	Heidi, Jez	2
1-Feb	Continued training with Jack C	Natalie, Jack C	2
1-Feb	Check-in about Board presentation and various updates	Natalie, Heidi	2
5-Feb	LittleShop Meeting	Katie, Natalie	2
5-Feb	One-on-one with Jamie	Natalie	2
5-Feb	Continued training with Sam	Natalie, Sam	2
6-Feb	Multicultural Fair Committee meeting	Monica, Natalie	2
6-Feb	Depts. Heads	Natalie	6
7-Feb	Programmers Meeting	Katie, Natalie, Jack, Monica, Heidi, Jane,	12
8-Feb	Technology Committee	Jack	4
8-Feb	Communico Database review Meeting with Ann, Jez, and Stacy	Jane	4
8-Feb	Family Center Planning with Jamie	Natalie	2
13-Feb	Egg-cam live stream meeting with Dave	Jack	2
14-Feb	Carvey Demo	Jimmy	
14-Feb	3 Month evaluation and goal setting	Jack, Natalie	2
15-Feb	Overdrive and eBooks with Jennifer	Jack	2
16-Feb	Meeting with Annie Tillman	Katie	2
20-Feb	Depts. Heads	Natalie	6
21-Feb	Monthly Department meeting	Monica, Jimmy, Heather, Jane, Heidi, Katie, Natalie, Jack	8
21-Feb	One-on-one with Jamie	Natalie	2
22-Feb	One-on-one with Jamie	Natalie	2
22-Feb	Check-in with Katie	Natalie, Katie	2
26-Feb	30 Anniversary Committee Meeting	Jane	6
26-Feb	One-on-one with Jamie	Natalie	2
27-Feb	Mid-Kid programs check-in meeting	Monica, Natalie	2
28-Feb	Digital Content MTG with Ann and Jennifer	Jack	3
28-Feb	Print Station discussion with Ann	Natalie	2

Submitted by Natalie Williams, Head of Youth Services 3/4/2018

STATISTICS FOR	Feb-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	30,498	31,755	245,652	265,969	-7.64%
Teen	1,932	2,076	18,697	21,763	-14.09%
Kids	15,528	15,927	119,150	135,401	-12.00%
TOTAL	47,958	49,758	383,499	423,133	-9.37%
Electronic Circulation	4,301	4,611	38,309	35,324	8.45%
GRAND TOTAL CIRC.	52,259	54,369	421,808	458,457	-7.99%
% Reciprocal Borrowing	14%	16%	14%	13%	
Patron Visits	29,151	34,080	270,700	284,205	-4.75%
Current Cards					
Resident	98	175		20,709	
Non-Resident	99	69	971	997	-2.61%
TOTAL	197	244		21,706	
Non-Resident Households	52	46	479	464	3.23%
Patron Assistance					
Adult - Reference	2,936	2,819	24,207	23,979	0.95%
Kids - Reference	930	1,149	8,311	9,737	-14.65%
Technology - Reference	943	963	8,045	7,500	7.27%
TOTAL REFERENCE	4,809	4,931	40,563	41,216	-1.58%
Adult - Other	1,255	1,087	6,999	6,745	3.77%
Kids - Other	1,357	2,077	14,386	19,130	-24.80%
Technology - Other	88	76	749	920	-18.59%
TOTAL OTHER	2,700	3,240	22,134	26,795	-17.40%
GRAND TOTAL ASST.	7,509	8,171	62,697	68,011	-7.81%
ILL/Reserves					
Holds	8,060	8,205	61,705	62,563	-1.37%
ILLs Sent	3,527	3,481	28,366	29,089	-2.49%
ILLs Checked Out	3,877	4,168	31,040	33,795	-8.15%
ILLs Received	4,362	4,609	35,027	37,438	-6.44%
Programs - Adult					
# Programs	12	15	96	90	6.67%
Attendance	205	328	2,087	1,714	21.76%
Technology Classes					
# Programs	5	9	65	67	-2.99%
Attendance	56	94	559	674	-17.06%
Individual Technology Training					
# of Patrons	38	57	449	641	-29.95%
Groups					
# Programs	15	15	91	94	-3.19%
Attendance	188	202	1,076	1,043	3.16%
Others					
# Programs	5	7	6	15	-60.00%
Attendance	97	168	112	324	-65.43%
Programs - Teen					
# Programs	2	5	55	66	-16.67%
Attendance	10	47	931	915	1.75%
Programs - Kids					
# Programs	47	37	857	284	201.76%
Attendance	1,270	934	10,160	7,900	28.61%
GRAND TOTAL ATT.	1,864	1,830	15,374	13,211	16.37%

STATISTICS FOR	Feb-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,787	3,173	24,391	27,457	-11.17%
Kids Computers	812	1,317	8,753	11,672	-25.01%
Teen Laptop	94	173	1,006	1,696	-40.68%
Adult Laptop	94	171	1,212	1,284	-5.61%
TOTAL PATRON USE	3,787	4,834	35,362	42,109	-16.02%
Hours Used					
Adult Computers	2,093	2,371	18,933	19,828	-4.51%
Kids Computers	451	742	5,271	7,364	-28.42%
Teen Laptop	265	192	1,172	2,176	-46.14%
Adult Laptop	195	317	2,220	2,271.50	-2.27%
TOTAL HOURS USED	3,004	3,622	27,596	31,639.50	-12.78%
Wireless Total Connections	6,902	8,280	63,270	69,527	-9.00%
IPPL Total Web Site Access	* 15,753	26,139	196,533	201,191	-2.32%
IPPL Total Page Views	* 38,543	39,942	323,239	312,352	3.49%
Subscription Database Logins	2,940	2,554	26,097	16,995	53.56%
Outreach-Homebound					
Items Delivered	161	147	1,213	1,192	1.76%
Volunteers					
Number Active	42	54			
Hours Worked	251.75	343.00	2,976	2,717.50	9.51%
Staff Training Hours	89	103.50	588	766.50	-23.29%
Room Use					
Youth Room	31	29	156	148	5.41%
Meeting Room					
Library	39	43	292	306	-4.58%
Non-Library	5	14	48	60	-20.00%
Conference Rooms	446	375	3,101	2,995	3.54%
Lobby Programs	4	5	17	33	-48.48%
Board Room					
Library	20	15	131	134	-2.24%
Non-Library	24	19	154	149	3.36%
Clavinova	0	0	2	0	

* Website statistics are lower because the library does NOT currently have a mobile app.

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - February 2018

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	867	7	288	586	30	162	37	450
Non-Fiction	46874	318	885	46307	2274	5684	2592	6569
Fiction	38518	382	186	38714	2646	3123	3028	3309
ADULT TOTALS	86259	707	1359	85607	4950	8969	5657	10328
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	14998	142	15	15125	936	2245	1078	2260
Fiction	25217	134	600	24751	1507	4579	1641	5179
KIDS TOTALS	40236	276	615	39897	2443	6824	2719	7439
TEEN								
Non-Fiction	545	8	4	549	58	278	66	282
Fiction	3367	66	51	3382	492	814	558	865
TEEN TOTALS	3912	74	55	3931	550	1092	624	1147
BOOK TOTALS	130407	1057	2029	129435	7943	16885	9000	18914

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6049	43	9	6083	358	976	401	985
Music CD	8592	25	214	8403	349	988	374	1202
Playaway	340	0	2	338	9	7	9	9
DVDs (DVD & Blu-ray)	19997	178	55	20120	1132	522	1310	577
CD-ROMs	58	0	0	58	0	25	0	25
Console Games (Feb 2016)	68	3	1	70	22	1	25	2
ADULT TOTALS	35104	249	281	35072	1870	2519	2119	2800
KIDS								
Audio Books	586	0	2	584	25	164	25	166
Music CDs	883	4	44	843	38	10	42	54
Playaway	88	0	0	88	0	18	0	18
DVDs (DVD & Blu-ray)	4348	21	53	4316	293	891	314	944
Playaway Launch Pads (New)	19	0	0	19	0	0	0	0
KIDS TOTALS	5924	25	99	5850	356	1083	381	1182
TEEN								
Audio Books on CD	193	1	0	194	17	14	18	14
Playaway	32	0	0	32	0	10	0	10
DVDs (DVD & Blu-ray)	566	0	16	550	86	159	86	175
CONSOLE GAMES	617	11	8	620	64	23	75	31
PC-GAMES	3	0	2	1	0	1	0	3
BOARD GAMES	0	20	0	20	0	0	20	0
TEEN TOTALS	1411	32	26	1417	167	207	199	233
AUDIOVISUAL TOTALS	42439	306	406	42339	2393	3809	2699	4215
COLLECTION TOTALS	172846	1363	2435	171774	10336	20694	11699	23129

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- February 2018

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	27999	72	0	28071	1125	357	1197	357
TOTALS FOR ALL AGES	227,770	72	0	227,842	1125	0	1197	357
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,682	8		2,690	151	0	159	0
eMedia (Overdrive Advantage)	823	35		858	57	0	92	0
Fiction								
eMedia (Overdrive Consortium)	11,085	98		11,183	598	0	696	0
eMedia (Overdrive Advantage)	3,521	40		3,561	360	0	400	0
ADULT TOTALS	18,111	181		18,292	1166	0	1347	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	91	1		92	0		1	
eMedia (Overdrive Advantage)	13	2		15	0		2	
Fiction								
eMedia (Overdrive Consortium)	1,604	15		1,619	92	0	107	0
eMedia (Overdrive Advantage)	213	17		230	10	0	27	
KIDS TOTALS	1,921	35		1,956	102	0	137	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	124	0		124	3		3	
eMedia (Overdrive Advantage)	11	4		15	0		4	
Fiction								
eMedia (Overdrive Consortium)	2,526	14		2,540	88	0	102	0
eMedia (Overdrive Advantage)	467	0		467	18	0	18	
TEEN TOTALS	3,128	18		3,146	109	0	127	0
BOOK TOTALS	250,930	306		251,236	2502	0	2,808	357

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	8,212	144	0	8,356	1656	0	1800	0
Yearly Total for All Ages	364,909	144	0	365,053	1656	0	1800	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,898	21		3,919	131		152	0
eMedia Advantage (Overdrive)	614	11		625	75		86	0
Movies								
Preloaded Roku Titles	855	20		875	98		118	
ADULT TOTALS	5,367	52		5,419	304	0	356	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	269	0		269	13		13	
eMedia Advantage (Overdrive)	13	7		20	2		2	
Movies								
Preloaded Roku Titles	128	3		131	9		12	
KIDS TOTALS	410	10		420	24	0	27	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	223	0		223	13		13	0
eMedia Advantage (Overdrive)	36	1		37	4		5	0
TEEN TOTALS	259	1		260	17	0	18	0
AUDIOVISUAL TOTAL	370,945	207		371,152	2001	0	2201	0
COLLECTION TOTALS	621,875	513		622,388	4503	0	5,009	357

Chamber Report
March 2018

Darien Women in Business met on 2/16/18. Gail notified us that this group is separate from the chamber. We confirmed our mission statement: businesswomen collaborating and sharing their wisdom, resources and experiences to enhance business growth.

The group discussed activities such as the After Hours at First American Bank, a bunco game night and a fashion show coming in May. Both the latter will have proceeds go to the Paint the Town Pink Cancer Fund. April has requested that board members attend events as often as we can. We also decided we should nail down the procedure for Paint the Town Pink requests and administration.

At the 2/27/18 coffee connection at Republic Bank, the 11 participants briefly described our businesses then listened to a presentation by Carol Yundt of Juice Plus on some aspects of health and wellness. I met a few new people including Barry Kenis of Town Square Publications, which puts out the Community Map. The library participates in this. I chatted briefly with Matt Forner of the Forner Agency and Barry regarding how they use the library space for their small businesses.

Gail called a board meeting on short notice and I could not attend, but did participate in email communication about a question under consideration by the board. Going forward, meetings will take place at 3:30 on the second Thursday of the month.

Shirley Pride Jensen
Assistant Head of Adult Services and
Business Liaison

E-News March 14, 2018

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Current RAILS News

Nominate Yourself for a Position on the RAILS Board!

RAILS invites nominations for five volunteer positions on the RAILS Board:

- Two at-large seats -- to be filled by individuals representing RAILS libraries of any type (academic, public, school, or special)
- Three public library trustee seats (to be filled by board members from RAILS public libraries)

Terms for all positions begin July 1, 2018 and end June 30, 2021. This is your opportunity to play an active role in shaping the future of RAILS! Our board typically meets 11 times per year. Board members can attend meetings in person or at one of several [videoconference locations](#) located throughout the RAILS area. All travel costs are reimbursed.

Review the [RAILS Board Member Job Description](#), then fill out the [application form](#) on our website by March 30, 2018. If you have any questions, please [contact Mary Witt](#), RAILS Communications Director.

RAILS Member Update April 11

Registration is open for the next RAILS member update on [Wednesday, April 11](#), from 10 a.m.-noon. All staff from all types of libraries are invited to attend at an available videoconference location or via one-way streaming ([RAILS Live](#)).

You'll hear the latest news on RAILS efforts to update our [strategic plan](#), our new system [membership standards](#), and [Find More Illinois](#), our overlay project. Attendees will also have the opportunity to share what is happening at their libraries. [Register today!](#)

Catch Two This Week! Strategic Plan Listening Tour

During our efforts to revise our [strategic plan](#), Executive Director Deirdre Brennan has been asking members about "what keeps you awake at night" in your professional life and to share feedback on the issues you currently face at your library.

As part of this process, we want to make sure we hear from school, academic, and special libraries. Please plan on attending one of the sessions. Participate

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- Special Libraries: Burr Ridge, Thursday, March 15, 10 a.m.-noon
- School Libraries: Burr Ridge, Friday, March 16, 1-3 p.m.
- Academic Libraries: Burr Ridge, Thursday, April 5, 1-3 p.m. Lunch served noon-1 p.m.

Short Delivery Satisfaction Survey

RAILS would like you to complete a survey on delivery satisfaction so we can provide our member libraries with the highest quality, most efficient delivery service possible. It includes both RAILS delivery and delivery from CTL Global, Inc. Remember, only one person per library - the person most familiar with delivery - should complete the survey by March 28.

Continuing Education (CE)

Program on Addressing Sexual Harassment April 26

Amanda Civitello and Katie McLain, Waukegan Public Library, will discuss strategies for addressing sexual harassment in the library during this program on Thursday, April 26, 9:30 a.m.-12:30 p.m. Learn techniques to professionally but firmly address behaviors and ways you can support your co-workers. Attend in person at Vernon Area Public Library District or via videoconference at the RAILS Burr Ridge, Coal Valley or East Peoria service centers. Log into L2 for more information/registration.

Notary Public Workshops

If you are a new notary public or would like a refresher course, three identical workshops will be held in April and May. Participants will learn how to properly execute their notary responsibilities and review policies, procedures, and guidelines. Space is limited. See L2 to register to attend at one of the following locations:

- Wednesday, April 18, 1-3 p.m., Rock Island Public Library (Main Library)
- Tuesday, April 24, 10 a.m.-noon, Macomb Public Library District
- Monday, May 14, 1-3 p.m., Peru Public Library

Budget and Levy Secrets Program April 10

Adam Simon, Ancel Glink, will share best practices for planning and presenting annual budgets and tax levy ordinances for municipal and district public libraries in this program on Tuesday, April 10, 9:30-11:00 a.m. Participate in-person at RAILS Burr Ridge or watch online via RAILS Live. Light refreshments will be served at RAILS Burr Ridge. Log into L2 for more information/registration.

Other RAILS CE Opportunities

Workshops on Running Successful Board Meetings in May

- Saturday, May 5, 9:30 a.m.-12:30 p.m., Princeton Public Library
- Saturday, May 19, 9:30 a.m.-12:30 p.m., Freeport Public Library

Program on Civic Engagement April 6

Intermediate Python Workshop April 12-13

Performance Evaluation Workshop April 17

The second annual Directors University will be held June 4-8, at the Illinois State Library in Springfield. [This week-long university](#) will provide training and networking opportunities for first-time or new-to-Illinois public library directors. Applications will be accepted **through March 23**, and attendees will be notified of their selection by mid-April.

Access Additional Online Training through PCI Webinars

RAILS is offering members access to live and archived webinars through People-Connect Institute (PCI) Webinars. New topics on library services, leadership and management, skills development, and technology are added frequently. Group viewings of webinars are encouraged as each library is limited to a total of four live or archived webinars per year. More [information/request](#) access to a webinar.

ADDITIONAL CE...

To post a CE opportunity, sign into the [RAILS website](#) with the email address and password used for [L2](#). Click on your name to view posting options.

- [ChiTeen Lit Fest: April 13-14](#)
- [Community Engagement Beyond Boundaries: Open 24 Hours April 20](#)
- [ILA Marketing Forum Dynamic Marketing Techniques for Today's Libraries April 20](#)
- [New Webinar Available: Toward Tech Savvy Trustees](#)
- [17th Annual Information Literacy Summit April 20](#)
- [NASA Workshop: Picking up STEAM with Moon Rocks - Lunar and Meteorite Certification April 24](#)
- [NASA Environmental Science: Water and Soil! April 25](#)

For more continuing education opportunities, check out the [Library Learning calendar \(L2\)](#) or visit the [Events page](#) on the RAILS website.

E-Resources

BiblioBoard: It's a Party!

Please join us on Thursday, April 26, 1-3 p.m. for the [#BiblioBoardBingo and pizza party!](#) It's BYOD = Feel free to Bring Your Own Device.

- [Create](#) new ways to connect the BiblioBoard collections to your current programs and events.
- [Share](#) pizza with librarians.
- [Discover](#) how to use the BiblioBoard platform to become a BiblioBoard rock star by introducing patrons to new indie titles and resources.

This event will be held at the RAILS Burr Ridge office. Please log into [L2](#) for [more information/registration](#).

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and can be read by multiple users at the same time. [See more information](#) on all our BiblioBoard offerings.

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See the [Illinois State Library heading](#) for two new grant opportunities from the State Library.

ALA Booklist Discount for RAILS Libraries

[Booklist](#) is offering a special discount to RAILS member libraries. Booklist is an American Library Association (ALA) publication providing reviews of books and audiovisual materials.

To take advantage of the discount and for more information, log into the [RAILS website](#), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page. Questions? Contact [Amanda Musacchio](#).

Continuing Education (CE) Grant Opportunities Expanded

RAILS is pleased to announce that grant opportunities to fund continuing education events are now open to RAILS libraries, networking groups, and library consortia. To qualify, CE events must be made available to all RAILS member libraries and be of interest to a wide range of library staff. Review the grant conditions on the RAILS website and complete the [online application](#). The deadline for the next award period is **March 31**. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, with questions.

Multitype Collaborative Grants

[RAILS Multitype Collaborative Grants](#) encourage our member libraries of different types (academic, public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries. [See past recipients](#).

To learn more about the grants and to hear from grant awardees, attend the [member update](#) in person or on RAILS Live, April 11. The next application deadline is April 20. See [application form/details](#).

Illinois State Library News

Illinois History – Digital Imaging Grant Offering

The [Illinois State Library](#) is offering competitive grants for eligible libraries to digitize and provide web access to their important historical and cultural collections. The priority of the program is digitization of original source materials relevant to Illinois' history and culture. This grant supports the digitization of existing materials and creates digital collections to be viewed via the [Illinois Digital Archives](#) and [Digital Public Library of America](#).

For more information visit the State Library's [Illinois History – Digital Imaging Grant Offering](#). **Applications due April 16.**

Back to Books: Back By Popular Demand

The Illinois State Library is accepting applications to support the efforts of public and school libraries to develop their collections and engage readers of any age or ability in formal and independent reading or research. This offering allows \$1,000 to \$4,999 for the purchase of books to support the reading and research needs of children, youth and adults. School districts (public and private) and public library agencies are eligible to apply.

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application, eligibility and specific requirements visit the [State Library's website](#).

Targeting Autism Forum at the Illinois State Library

The 2018 Targeting Autism Forum will be held on May 17-18 in the atrium of the Illinois State Library, Springfield. Email [Suzanne Schriar](#) to register for this free event. Please include your name, job title, name of your library or other professional affiliation and a brief statement about your interest in the topic of autism and libraries. [View full agenda](#).

Lodging for May 16-17 will be provided at no additional charge at the [Wyndham Springfield City Centre](#). Breakfast and lunch on May 17-18 will be provided. Registrations will be accepted now through Friday, April 27.

Other Library-Related News

Advocacy Alert: Act by March 19!

Numbers are low! We need you to act now! As we stated in last week's *RAILS E-News*, we have **until March 19** to get as many Representatives as possible to sign this year's "Dear Appropriator" letters. There is \$210 million in federal library funding at risk. It's so easy. It takes two minutes. [Just do it!](#)

So far, only 84 signatures have been secured on the letter supporting funding for the Library Services and Technology Act and 49 on the Innovative Approaches to Literacy letter - that's far lower than last year when we had over 140 signatures on both letters. Don't wait!

2018 STBF Winner Announcement

Meet the finalists and learn who will become the 2018 [Soon to Be Famous Illinois Author](#) (STBF) on April 26, at 1 p.m. Join the STBF committee at [Fountaindale Public Library](#) as they announce the winner and present a \$1,000 award from BiblioBoard. This award winning project is in its fifth year! Its focus is to bring emerging authors and libraries together.

2018 ILA Award Nominations Are Open

Celebrate your colleagues by nominating them for an Illinois Library Association (ILA) award! The ILA awards program recognizes excellence in librarianship and library service in Illinois.

The deadline for submissions is Tuesday, May 15. [Visit the ILA website for more information and to submit your nomination](#).

Reaching Forward Conference May 4

The annual [Reaching Forward](#) conference will be May 4, at the Donald E. Stephens Convention Center, in Rosemont. Reaching Forward programming is designed for library staff at all levels of experience and types of service. The conference features a full day of programming, with morning coffee and a plated lunch.

Early bird registration is \$150 until Friday, April 20, after which the rate increases to \$165. [More information/registration](#).

Nominations Open for Reaching Forward Awards

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- [Oberman and Rich Reaching Forward Conference Grant](#) recognizes the contributions of a support staff member to the library community and the role of support staff in libraries.
- [Robert Doyle ILA Conference Grant for Support Staff](#) encourages ILA membership and support staff attendance at the Illinois Library Association Annual Conference.

National Library Legislative Day May 7-8

Registration is open for [National Library Legislative Day](#) in Washington, D.C. This event is open to the public and anyone who wants to support libraries is welcome to attend. This is an ideal opportunity for library staff and trustees to join together to visit their elected officials to advocate for library support. Visit the event page to [register online](#). To learn more about the event, check out the [FAQ page](#).

Call for Proposals for the 2018 CALA Midwest Annual Conference

The Chinese American Librarians' Association (CALA) call for proposals is open until April 20. Please [visit the website for more information](#) about submissions.

Center for the Future of Libraries Opens Call for 2018 Fellowship

The American Library Association's [Center for the Future of Libraries](#) invites applications for its fellowship program. The [Future of Libraries Fellowship](#) will provide an individual or group with a stipend of \$10,000 to advance new ideas and perspectives for the future of libraries through the creation of a public product. The deadline for proposals is May 15.

The fellowship is available to individuals in the library profession as well as those from other disciplines with a demonstrated interest in libraries and their futures. The fellowship does not include a residency requirement and international colleagues are encouraged to apply.

Further information, including considerations for those interested in applying, instructions for submitting an application, evaluation and selection information, and a timeline for the fellowship, are available at the [Future of Libraries Fellowship web page](#).

DPLA Seeking Curation Corps Applicants

The Digital Public Library of America (DPLA) is currently building Open Bookshelf, a collection of open access e-books that will be available to libraries via the [DPLA Exchange](#) and Open Publication Distribution System (OPDS) feed. Additional librarians are being sought to join the [Curation Corps](#), a group currently selecting public domain and Creative Commons-licensed works to add to the collection.

If you or a colleague are passionate about collection development, self-motivated, and available to work about 15 hours a month through December 2018, please consider applying. Corps members will receive an honorarium. More details can be found [here](#). **Applications are due March 23.** Questions can be sent to [Michelle Bickert](#) at DPLA.

Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

E-News March 7, 2018

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[View this message in your browser.](#)**In this Issue:**[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [E-Resources](#) |[Deals, Discounts, Grants](#) | [Illinois State Library News](#) | [Other Library-Related News](#) |[Member News](#) | [More Links](#)

Current RAILS News

Nominate Yourself for a Position on the RAILS Board!

RAILS invites nominations for five volunteer positions on the RAILS Board:

- Two at-large seats – to be filled by individuals representing RAILS libraries of any type (academic, public, school, or special)
- Three public library trustee seats (to be filled by board members from RAILS public libraries)

Terms for all positions begin July 1, 2018 and end June 30, 2021. This is your opportunity to play an active role in shaping the future of RAILS! Our board typically meets 11 times per year. Board members can attend meetings in person or at one of several [videoconference locations](#) located throughout the RAILS area. All travel costs are reimbursed.

Review the [RAILS Board Member Job Description](#), then fill out the [application form](#) on our website by March 30, 2018. If you have any questions, please [contact Mary Witt](#), RAILS Communications Director.

RAILS Member Update April 11

Registration is open for the next RAILS member update on [Wednesday, April 11](#), from 10 a.m.–noon. All staff from all types of libraries are invited to attend at an available videoconference location or via one-way streaming ([RAILS Live](#)).

You'll hear the latest news on RAILS efforts to update our [strategic plan](#), our new system [membership standards](#), and [Find More Illinois](#), our overlay project. You'll also hear about two projects that were awarded RAILS [Multitype Collaborative grants](#), including a public/school library collaboration to establish a family literacy program for Latino families and a public/school library "Barbers Love Books" program. Plus, learn how your library can take part in a multitype grant. Attendees will also have the opportunity to share what is happening at their libraries. [Register today!](#)

Strategic Plan Listening Tour: Schools, Specials, Academics

RAILS is revising our [strategic plan](#) and we want to hear from school, academic, and special libraries. As a part of this process, Executive Director Deirdre Brennan will be asking members about your challenges and

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face at your library.

Below are sessions for academic, school, and special libraries. Participate **in person or online** by registering through the L2 links below. Contact [Mary Witt](#) with questions.

- [Special Libraries: Burr Ridge, Thursday, March 15, 10 a.m.-noon](#)
- [School Libraries: Burr Ridge, Friday, March 16, 1-3 p.m.](#)
- [Academic Libraries: Burr Ridge, Thursday, April 5, 1-3 p.m.](#) Lunch served noon-1 p.m.

Continuing Education (CE)

Performance Evaluation Workshop April 17

Management Association will discuss the performance management process in this workshop on Tuesday, April 17, 9:30 a.m.–12:30 p.m. Learn about goal setting, monitoring and documenting performance, and preparing for evaluations. Attend via videoconference at the RAILS Coal Valley or East Peoria service centers, LaSalle Public Library, Sycamore Public Library, or Vernon Area Public Library District. Log into L2 for [more information/registration](#).

Notary Public Workshops

If you are a new notary public or would like a refresher course, three identical workshops will be held in April and May. Participants will learn how to properly execute their notary responsibilities and review policies, procedures, and guidelines. Space is limited. See L2 to register to attend at one of the following locations:

- [Wednesday, April 18, 1-3 p.m., Rock Island Public Library \(Main Library\)](#)
- [Tuesday, April 24, 10 a.m.–noon, Macomb Public Library District](#)
- [Monday, May 14, 1-3 p.m., Peru Public Library](#)

Budget and Levy Secrets Program April 10

Adam Simon, Ancel Glink, will share best practices for planning and presenting annual budgets and tax levy ordinances for municipal and district public libraries in this program on Tuesday, April 10, 9:30–11:00 a.m. Participate in-person at RAILS Burr Ridge or watch online via [RAILS Live](#). Log into L2 for [more information/registration](#).

Workshops on Running Successful Board Meetings in May

Nancy Sylvester, author and professional parliamentarian, will cover what you need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Two identical workshops will be held. Log into L2 to register to attend at one of the following locations:

- [Saturday, May 5, 9:30 a.m.–12:30 p.m., Princeton Public Library](#)
- [Saturday, May 19, 9:30 a.m.–12:30 p.m., Freeport Public Library](#)

Other RAILS CE Opportunities

[Workshop on Counseling for Improved Performance March 13](#)

[Program on Civic Engagement April 6](#)

[Intermediate Python Workshop April 12-13](#)

Get Professional Development Hours (PDH) with Elevate

We are pleased to announce that school librarians attending Elevate Illinois Libraries will be eligible to receive approximately 6.5 PDHs. This one-day leadership program will be held at the University of Illinois Springfield, on Saturday, April 28. Get more information on [Elevate Illinois Libraries](#) or [submit your application](#). The application deadline is March 12.



Apply for Directors University by March 23

The second annual Directors University will be held June 4-8, at the Illinois State Library in Springfield, Illinois. [This week-long university](#) will provide training and networking opportunities for first-time or new-to-Illinois public library directors. Applications will be accepted through March 23, and attendees will be notified of their selection by mid-April.

ADDITIONAL CE...

To post a CE opportunity, sign into the [RAILS website](#) with the email address and password used for [L2](#). Click on your name to view posting options.

- [LACONI Middle Managers Section, To Infinity and Beyond: Career Advancement March 9](#)
- [LWT Staff Development Day March 9](#)
- [Library Technology Conference March 14-15, Minnesota](#)
- [17th Annual Information Literacy Summit April 20](#)

For more continuing education opportunities, check out the [Library Learning calendar](#) (L2) or visit the [Events page](#) on the RAILS website.

E-Resources

BiblioBoard: Celebrate the Irish!

Your patrons who love to celebrate St. Patrick's Day may not get their green beer poured by BiblioBoard, but the platform has a great reading list to help them get their Irish on! Interested in history, origins and theories of gothic fiction, have them check out [The Emergence of Irish Gothic Fiction](#). Perhaps a modern Irish drama [After the Rising](#) is more their speed, or they'd like to explore fantasy in [Irish Fairy Tales](#) from 1917. There is no wrong way to celebrate our neighbors from the British Isles, but one can't go astray with the [William Butler Yeats anthology](#). Explore more by searching on the [BiblioBoard](#) platform.



Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and

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Deals, Discounts, Grants

See the [Illinois State Library](#) heading for two new grant opportunities from the State Library.

ALA Booklist Discount for RAILS Libraries

[Booklist](#) is offering a special discount to RAILS member libraries. Booklist is an ALA publication providing reviews of books and audiovisual materials.

To take advantage of the discount and for more information, log into the [RAILS website](#), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page. Questions? Contact [Amanda Musacchio](#).

Continuing Education (CE) Grant Opportunities Expanded

RAILS is pleased to announce that grant opportunities to fund continuing education events are now open to RAILS libraries, networking groups, and library consortia. To qualify, CE events must be made available to all RAILS member libraries and be of interest to a wide range of library staff. Review the grant conditions on the RAILS website and complete the [online application](#). The deadline for the next award period is March 31. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, with questions.

Multitype Collaborative Grants

[RAILS Multitype Collaborative Grants](#) encourage our member libraries of different types (academic, public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries. [See past recipients](#).

To learn more about the grants and to hear from grant awardees, attend the member update in person or on RAILS Live, April 11. The next application deadline is April 20. See [application form/details](#).

Readers' Choice Grant

The Illinois School Library Media Association/Library Book Selection Service Endowment Fund announces its 2018-2019 Readers' Choice Grant. Private and public schools along with public libraries registered to participate in any of the 2018-2019 Readers' Choice programs (Monarch, Bluestem, Rebecca Caudill, or Lincoln Award) are eligible to apply for this competitive grant. You must register by 11:59 p.m., April 29. Grant recipients will be awarded one set of the 2018-2019 campaign books for the award program indicated on their application.

The grant application form, guidelines, checklist, rubric, and FAQ's are available at the [Endowment Fund website](#). The application form becomes active March 15, 2018. If you have questions about the grant, contact [Jean Baile](#) or [Becky Robinson](#).

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digitize and provide web access to their important historical and cultural collections. The priority of the program is digitization of original source materials relevant to Illinois' history and culture. This grant supports the digitization of existing materials and creates digital collections to be viewed via the [Illinois Digital Archives](#) and [Digital Public Library of America](#).

For more information visit the State Library's [Illinois History - Digital Imaging Grant Offering](#). **Applications due April 16.**

Back to Books: Back By Popular Demand

The Illinois State Library is accepting applications to support the efforts of public and school libraries to develop their collections and engage readers of any age or ability in formal and independent reading or research. This offering allows \$1,000 to \$4,999 for the purchase of books to support the reading and research needs of children, youth and adults. School Districts (public and private) and public library agencies are eligible to apply.

Applications must be submitted via email to ISL_grants@ilsos.net **no later than 11:59 p.m., Friday, March 30.** For more information about the application, eligibility and specific requirements visit the [State Library's website](#).

New Webinar Available: Toward Tech Savvy Trustees

A new 55-minute webinar, Toward Tech Savvy Trustees, has been added to the Illinois State Library's web page for [library trustees](#). This is a pre-recorded webinar offered through WebJunction. Presented by Bonnie McKewon of Iowa State Library Northwest Regional the program reviews topics that trustees can incorporate into their board meetings and committee work to advance the library technologically.

- [Toward Tech Savvy Trustees](#), recorded Jan. 26, 2017. A WebJunction account/login is required to access this webinar recording.

Several other on-demand webinars are available on the [trustee webpage](#). Links to online trustee manuals and training courses, as well as state and federal links to legislative information, are available. Contact [Pat Boze](#) at 217.782.1891 with any questions about the webinars.

Other Library-Related News

Advocacy Alert for #FundLibraries: Action Needed by March 19

This year's "Dear Appropriator" letters have started to circulate in the House, asking Representatives to preserve at least \$210 million in federal library funding. One letter asks members of the House Appropriations Committee to fully fund the [Library Services and Technology Act \(LSTA\)](#) and the second does the same for the [Innovative Approaches to Literacy \(IAL\)](#) program.

The more members of Congress who sign these letters, the better the chance that the Appropriators will preserve the funding for the LSTA and IAL programs. These programs represent the bulk of the federal funding that is provided for libraries. Any cut to LSTA in the FY2019 budget will likely lead to a cut in library funding at the state level. Additionally, IAL is the only dedicated federal funding provided for school libraries.

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constituents ask them! Use the [ALA Action Center](#) to send your representative an email and ask them to contact Rep. Raul Grijalva's (D-AZ) office to sign on to the LSTA letter and Rep. Eddie Bernice Johnson (D-TX) to sign on to the IAL letter.

Don't delay! The deadline for the letters is March 19.

DPLA Seeking Curation Corps Applicants

The Digital Public Library of America ([DPLA](#)) is currently building Open Bookshelf, a collection of open access e-books that will be available to libraries via the [DPLA Exchange](#) and Open Publication Distribution System (OPDS) feed. Additional librarians are being sought to join the [Curation Corps](#), a group currently selecting public domain and Creative Commons-licensed works to add to the collection.

If you or a colleague are passionate about collection development, self-motivated, and available to work about 15 hours a month through December 2018, please consider applying. Corps members will receive an honorarium. More details can be found [here](#). **Applications are due March 23.** Questions can be sent to [Michelle Bickert](#) at DPLA.

Dynamic Marketing Techniques for Today's Libraries

Join the ILA Marketing Forum for a mini conference at Fountaindale Public Library on Friday, April 20, 9:30 a.m.-3:00 p.m.

The featured speaker, Kathy

Lussier, LibraryAware, will present about fresh merchandising strategies. She

will share how libraries of all sizes and

budgets have applied merchandising principles successfully in creative and fresh ways. [Please register.](#)



Last Chance to Add Your Voice to Aisle Survey

The Association of Illinois School Library Educators (AISLE), formerly Illinois School Library Media Association (ISLMA), is exploring the launch of local chapters across the state. These chapters will provide local networking, advocacy, support, and professional learning opportunities. The information you provide on [this survey](#) will help guide the task force in the development of AISLE chapters. **Deadline is March 9.**

Computers in Libraries Conference Discount

A discount is being offered for ILLINET members to attend the Computers in Libraries conference organized by Information Today, Inc. This event will be held at the Hyatt Regency Crystal City, Arlington, VA, April 17-19. To receive the discount, [please register online](#), **no later than March 16.** For additional information, contact [Jill Heffernan](#) at the Illinois State Library or call 217.557.7259.

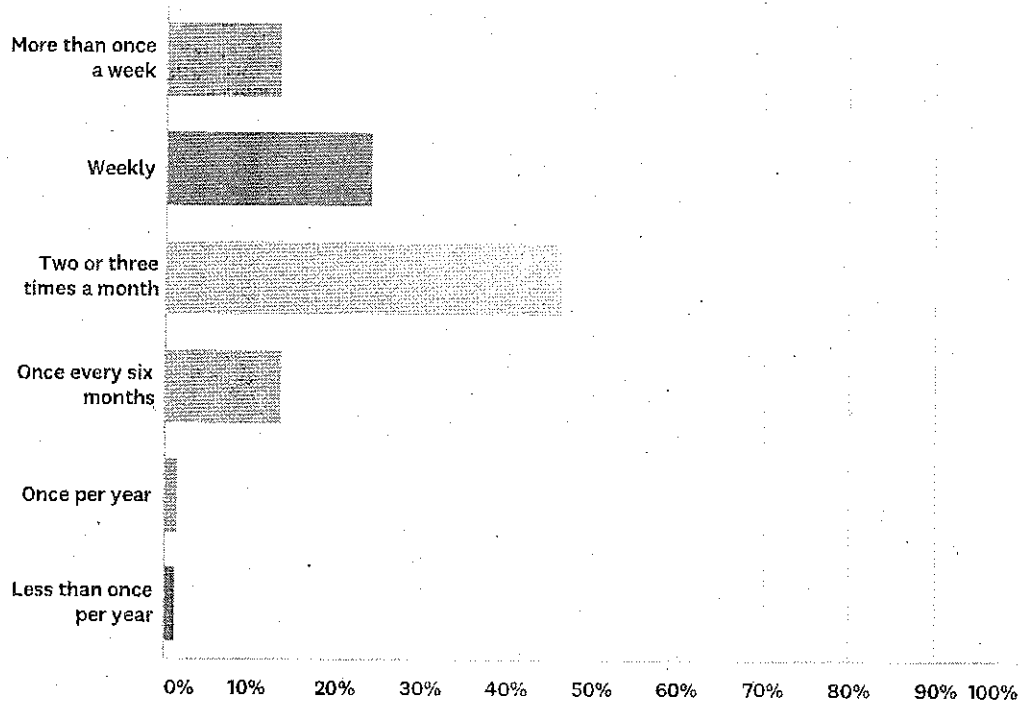
Member News

Library News, Director Updates, Member Question, Fast Facts Surveys

RAILS Library Director News

Q1 On average, how often do you or others in your household use the library?

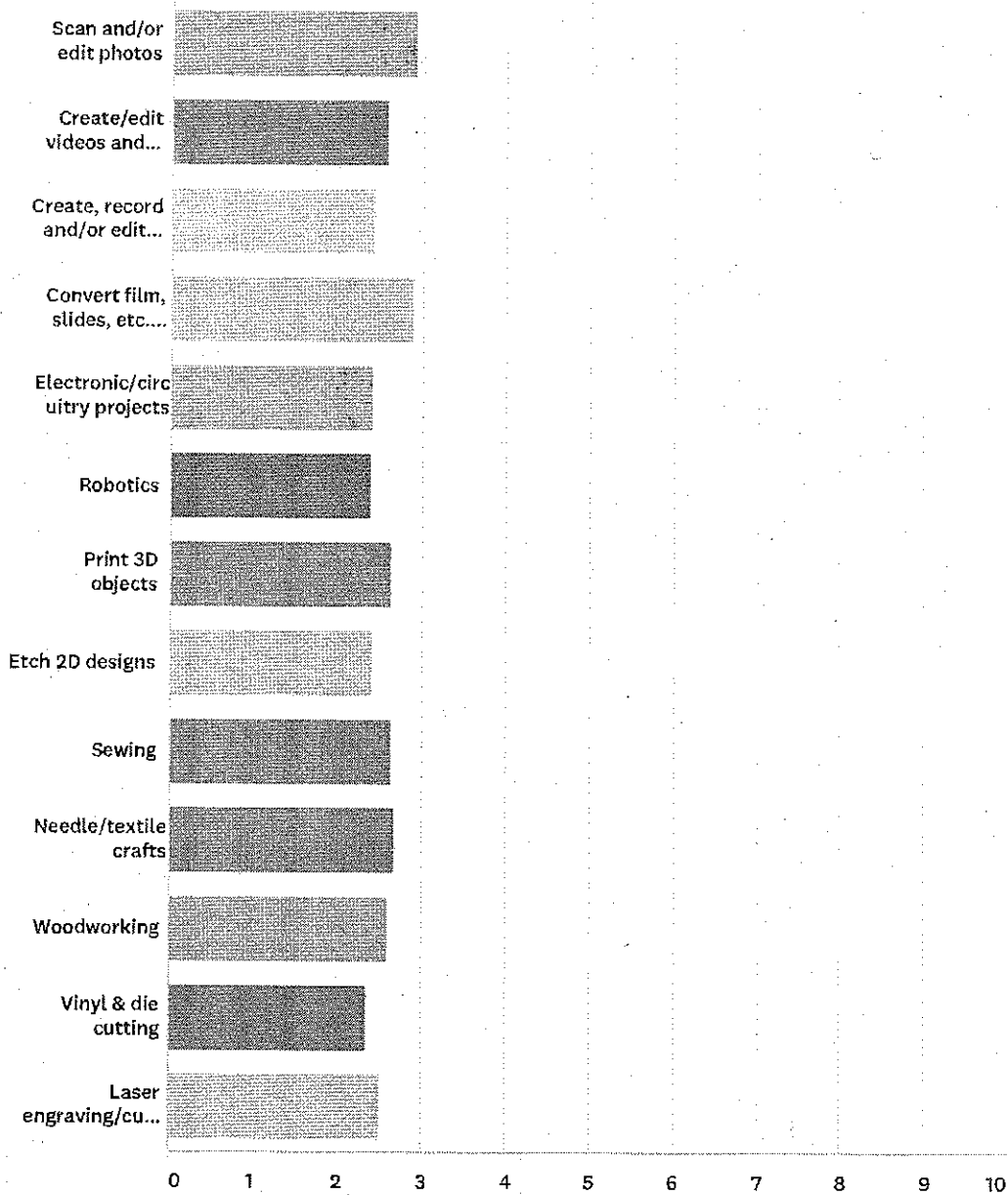
Answered: 2,047 Skipped: 6



ANSWER CHOICES	RESPONSES	
More than once a week	13.29%	272
Weekly	23.99%	491
Two or three times a month	46.31%	948
Once every six months	13.58%	278
Once per year	1.56%	32
Less than once per year	1.27%	26
TOTAL		2,047

Q2 Maker programs have been very popular at IPPL. These programs provide learning by doing and creative activities. Many libraries have a dedicated "maker space" for DIY and collaborative learning in the areas of technology, science, crafts, and textiles. The library provides tools and resources which residents may not have at home. This supports the library's focus on inspiring discovery and creativity and fostering life-long learning. How likely are you or someone in your household to use such a space for the following activities?

Answered: 1,841 Skipped: 212



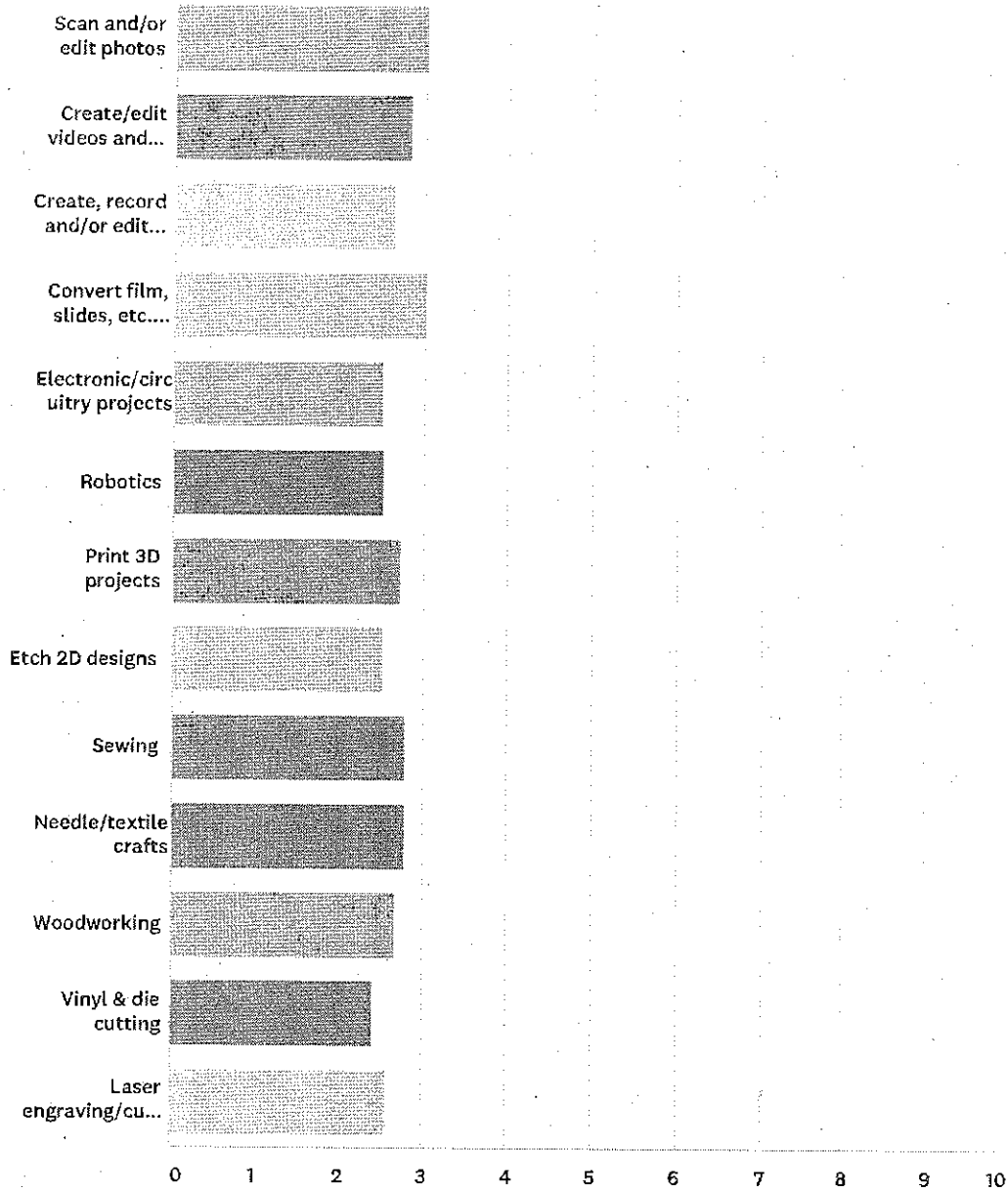
Learning and Making

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	VERY LIKELY	LIKELY	POSSIBLY	NOT AT ALL	NOT SURE/NEED TO KNOW MORE	TOTAL	WEIGHTED AVERAGE
Scan and/or edit photos	10.95% 200	14.02% 256	35.16% 642	34.50% 630	5.37% 98	1,826	2.91
Create/edit videos and movies	6.24% 113	7.96% 144	30.66% 555	47.96% 868	7.18% 130	1,810	2.58
Create, record and/or edit music or podcasts	4.07% 74	6.81% 124	23.24% 423	59.95% 1,091	5.93% 108	1,820	2.43
Convert film, slides, etc. to digital formats	11.50% 210	13.96% 255	32.48% 593	36.47% 666	5.59% 102	1,826	2.89
Electronic/circuitry projects	4.78% 87	7.30% 133	20.92% 381	57.44% 1,046	9.56% 174	1,821	2.40
Robotics	4.77% 86	7.21% 130	18.07% 326	61.92% 1,117	8.04% 145	1,804	2.39
Print 3D objects	6.39% 116	10.68% 194	29.07% 528	47.41% 861	6.44% 117	1,816	2.63
Etch 2D designs	4.10% 74	7.14% 129	22.98% 415	56.15% 1,014	9.63% 174	1,806	2.40
Sewing	6.88% 124	9.93% 179	27.07% 488	51.30% 925	4.83% 87	1,803	2.63
Needle/textile crafts	6.60% 120	11.28% 205	29.26% 532	48.07% 874	4.79% 87	1,818	2.67
Woodworking	5.96% 108	9.49% 172	27.04% 490	52.21% 946	5.30% 96	1,812	2.59
Vinyl & die cutting	3.88% 70	6.09% 110	18.60% 336	64.17% 1,159	7.25% 131	1,806	2.35
Laser engraving/cutting	4.98% 90	9.24% 167	24.56% 444	54.04% 977	7.19% 130	1,808	2.51

Q3 How likely are you or someone in your household to attend a class to learn about each of these?

Answered: 1,822 Skipped: 231



	VERY LIKELY	LIKELY	POSSIBLY	NOT AT ALL	NOT SURE/NEED TO KNOW MORE	TOTAL	WEIGHTED AVERAGE
Scan and/or edit photos	12.80% 231	16.74% 302	33.54% 605	33.70% 608	3.22% 58	1,804	3.02
Create/edit videos and movies	9.01% 162	14.52% 261	29.92% 538	42.77% 769	3.78% 68	1,798	2.82
Create, record and/or edit music or podcasts	6.14% 110	10.83% 194	26.84% 481	52.29% 937	3.91% 70	1,792	2.63

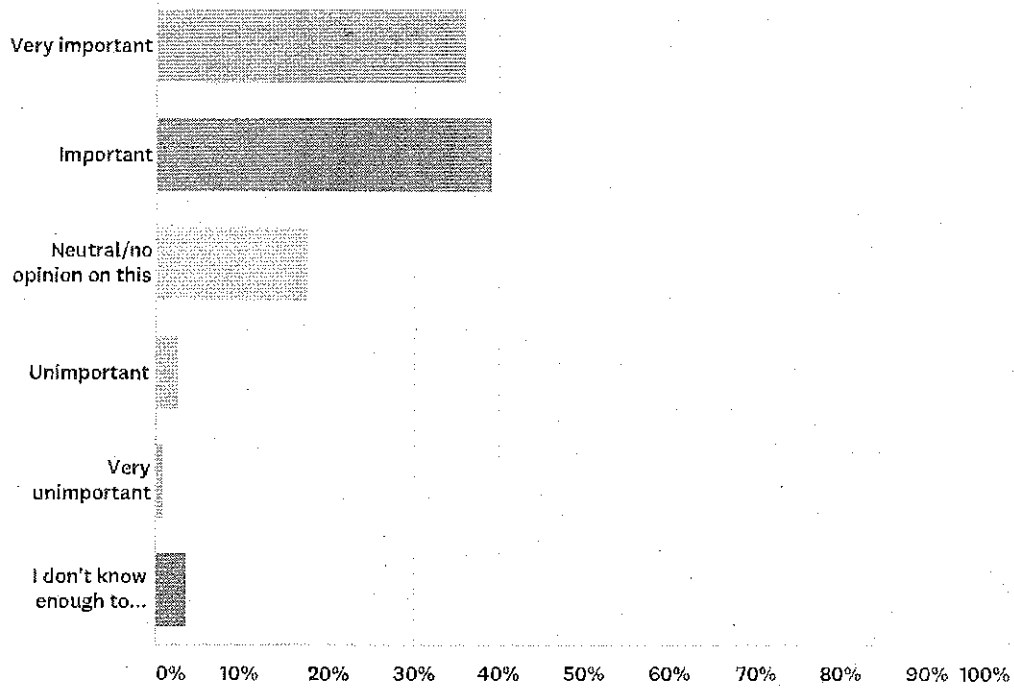
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Convert film, slides, etc. to digital formats	12.93% 234	16.57% 300	32.54% 589	34.25% 620	3.70% 67	1,810	3.01
Electronic/circuitry projects	5.73% 103	7.68% 138	22.93% 412	57.32% 1,030	6.34% 114	1,797	2.49
Robotics	6.60% 118	8.33% 149	20.53% 367	58.56% 1,047	5.98% 107	1,788	2.51
Print 3D projects	7.87% 141	12.11% 217	28.29% 507	46.21% 828	5.52% 99	1,792	2.71
Etch 2D designs	4.99% 89	9.53% 170	23.49% 419	55.21% 985	6.78% 121	1,784	2.51
Sewing	9.12% 163	12.98% 232	27.35% 489	47.43% 848	3.13% 56	1,788	2.78
Needle/textile crafts	8.71% 156	13.06% 234	28.74% 515	46.04% 825	3.46% 62	1,792	2.78
Woodworking	7.64% 137	11.54% 207	26.14% 469	50.39% 904	4.29% 77	1,794	2.68
Vinyl & die cutting	4.32% 77	7.74% 138	19.08% 340	62.74% 1,118	6.12% 109	1,782	2.41
Laser engraving/cutting	5.97% 107	9.21% 165	26.30% 471	52.60% 942	5.92% 106	1,791	2.57

Q4 How important do you think it is for the library to provide the community the types of making and learning opportunities listed above?

Answered: 1,833 Skipped: 220



ANSWER CHOICES	RESPONSES	
Very important	35.95%	659
Important	39.17%	718
Neutral/no opinion on this	17.68%	324
Unimportant	2.73%	50
Very unimportant	0.93%	17
I don't know enough to answer this question	3.55%	65
TOTAL		1,833

Q5 Are there other types of DIY or creative activities or classes the library should provide?

Answered: 823 Skipped: 1,230

#	RESPONSES	DATE
1	Meals kids can make? something with out adult supervision or very little adult help	9/13/2017 6:53 AM
2	I just don't know. Retiree somewhat out of this, focused elsewhere.	9/12/2017 1:49 PM
3	Resume building	9/12/2017 12:18 PM
4	gardening	9/12/2017 8:32 AM
5	medicare savings	9/11/2017 12:52 PM
6	Converting VHS to DVD	9/11/2017 12:49 PM
7	no	9/11/2017 12:25 PM
8	Finance and computer "friendly" help classes	9/11/2017 11:55 AM
9	photography class	9/10/2017 5:00 PM
10	Don't know	9/10/2017 2:05 PM
11	Not that I can think of	9/10/2017 12:51 PM
12	no	9/10/2017 8:05 AM
13	adding words to music video, sewing and craft	9/10/2017 4:29 AM
14	No	9/9/2017 1:51 PM
15	I'm always interested in learning more about my computer	9/9/2017 1:09 PM
16	no suggestions	9/9/2017 12:23 PM
17	Senior help tools with resources in the community	9/9/2017 10:33 AM
18	Can't think of any	9/9/2017 9:44 AM
19	meditation	9/9/2017 8:17 AM
20	I like the 3D printer. Not sure of the need for all the other stuff.	9/9/2017 12:28 AM
21	Not that I can think of at the moment	9/8/2017 6:49 PM
22	More toddlers activities in the afternoon for working parents to attend .	9/7/2017 9:19 PM
23	Not sure. Would have to think about it a while.,	9/7/2017 8:03 PM
24	Do not know of any.	9/7/2017 6:51 PM
25	Computer maintenance	9/7/2017 5:30 PM
26	genealogy	9/7/2017 10:41 AM
27	Do it yourself spreadsheets for taxes?	9/7/2017 8:05 AM
28	?	9/6/2017 11:30 PM
29	computer learning aides	9/6/2017 11:23 PM
30	Anything to do with the Trades	9/6/2017 10:25 PM
31	I can't think of anything right now, but I really appreciate the classes that you guys have been offering last few years	9/6/2017 10:11 PM
32	no	9/6/2017 9:48 PM

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33	I would love to be able to use an electronic machine called "ScanNCut2". I have seen it used elsewhere, and thought it was amazing.	9/6/2017 9:43 PM
34	Manage Microsoft and popular application	9/6/2017 9:29 PM
35	do not know	9/6/2017 9:12 PM
36	We would be more likely to take advantage of these opportunities if provided for children.	9/6/2017 9:03 PM
37	can't think of any right now	9/6/2017 8:38 PM
38	Photoshop	9/6/2017 8:30 PM
39	useful	9/6/2017 6:59 PM
40	How to Youtube video posting	9/6/2017 6:33 PM
41	Programing C# or P.I.c.	9/6/2017 5:36 PM
42	I can't think of anything else	9/6/2017 4:27 PM
43	no	9/6/2017 4:20 PM
44	None that I can think of.	9/6/2017 3:21 PM
45	What is offered is great.	9/6/2017 2:35 PM
46	Tax info	9/6/2017 2:17 PM
47	Art projects, modern technology	9/6/2017 1:46 PM
48	when I was a child our library offered Cooking-it was fun!	9/6/2017 1:24 PM
49	cannot think of any	9/6/2017 12:11 PM
50	Unsure	9/6/2017 12:01 PM
51	maybe	9/6/2017 11:19 AM
52	Not sure	9/6/2017 11:00 AM
53	Home Organizing - how to decide on what items to keep and which to discard	9/6/2017 10:22 AM
54	Canvas painting or creating yard art (metal)	9/6/2017 10:18 AM
55	theatre/drama?	9/6/2017 10:04 AM
56	Photography	9/6/2017 9:48 AM
57	How to arrange flowers ??	9/6/2017 8:49 AM
58	Maybe	9/6/2017 8:42 AM
59	No	9/6/2017 8:30 AM
60	Not to my knowledge.	9/6/2017 8:29 AM
61	PowerPoint	9/6/2017 8:07 AM
62	no	9/6/2017 8:06 AM
63	Cell phone clases	9/6/2017 7:52 AM
64	Gift packing, framing	9/6/2017 7:38 AM
65	Jewelry	9/6/2017 7:25 AM
66	Knitting, crocheting, foreign language, excel basics class or Microsoft class	9/6/2017 6:41 AM
67	No	9/6/2017 4:38 AM
68	Would like more computer program 'instruction sessions' or classes that provide tips and techniques for using newer social media tools. Also, would like the library to consider offering some of the 'Civics classes' that are available via the Citfzen Advocacy Center in Elmhurst.	9/6/2017 2:13 AM
69	none	9/6/2017 1:16 AM
70	No	9/6/2017 12:55 AM
71	jewelry making	9/6/2017 12:42 AM

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72	No	9/5/2017 11:55 PM
73	No	9/5/2017 11:47 PM
74	interest stuff(like slime)	9/5/2017 11:18 PM
75	Art classes for adults	9/5/2017 11:08 PM
76	Can't think of any at the moment	9/5/2017 11:02 PM
77	Party favors for kids Birthday parties	9/5/2017 10:37 PM
78	Have no idea	9/5/2017 9:54 PM
79	?	9/5/2017 9:26 PM
80	Knitting, beading crochet	9/5/2017 9:16 PM
81	I think you have covered it well from the list above	9/5/2017 8:49 PM
82	Video game design	9/5/2017 8:47 PM
83	Printmaking, lettering, collage	9/5/2017 8:32 PM
84	Physics, math, chemistry	9/5/2017 8:20 PM
85	various art projects and book writing hints etc	9/5/2017 8:14 PM
86	?	9/5/2017 8:10 PM
87	NO	9/5/2017 7:58 PM
88	Scrapebooking	9/5/2017 7:44 PM
89	Painting, embroidery, culinary, pottery	9/5/2017 7:31 PM
90	No idea	9/5/2017 7:19 PM
91	simple home repairs	9/5/2017 7:19 PM
92	Spreadsheets(excel and pivot tables)	9/5/2017 7:16 PM
93	Your doing Great. Keep up the Good work	9/5/2017 7:11 PM
94	Current trends	9/5/2017 6:57 PM
95	their could be more	9/5/2017 6:57 PM
96	unsure	9/5/2017 6:45 PM
97	How to Budget	9/5/2017 6:27 PM
98	house flipping class	9/5/2017 6:06 PM
99	I think any programs the library provides is good for the community and a bonus	9/5/2017 5:34 PM
100	Creative writing clubs/workshops	9/5/2017 5:25 PM
101	nothing comes to mind	9/5/2017 5:22 PM
102	Not able to attend classes	9/5/2017 5:21 PM
103	no	9/5/2017 5:11 PM
104	No	9/5/2017 5:02 PM
105	Home Decorating & Remodeling	9/5/2017 4:56 PM
106	Crochet classes and more computer classes	9/5/2017 4:51 PM
107	calligraphy	9/5/2017 4:48 PM
108	Scrap booking	9/5/2017 4:48 PM
109	Not sure	9/5/2017 4:43 PM
110	Ceramics , pottery, painting	9/5/2017 4:39 PM

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111	Scrap booking, paper crafts... those are the first that come to mind. These could also be combined with laser cutter tutorials. Maybe expose people to more diversity of classes by incorporating classes where each of the previous categories overlap. For example the laser cutter or 3D printer could be used to create a template for a sewing project.	9/5/2017 4:31 PM
112	Not sure	9/5/2017 4:26 PM
113	Not that I can think of	9/5/2017 4:23 PM
114	Great Ideas - my children are aged NB - 6, would use more as they get older	9/5/2017 3:24 PM
115	no	9/5/2017 3:23 PM
116	Can't think of any right now.	9/5/2017 3:16 PM
117	plumbing, simple car information	9/5/2017 3:15 PM
118	Bridge lessons or interior design class	9/5/2017 3:14 PM
119	loved the gardening and seed programs. foraging and plant and animal id w books would be useful though i know forest preserve has some of these. ewe also are interested in low tech making such as baskets and weaving etc as well as homeschool and kids programs	9/5/2017 3:08 PM
120	painting	9/5/2017 3:08 PM
121	For middle schoolers - how to write better (complete sentences and proper punctuation) Researching skills, summarizing, etc	9/5/2017 2:56 PM
122	Paper crafts- Scrapbooking- and I could teach them!!	9/5/2017 2:50 PM
123	Not that I can say	9/5/2017 2:42 PM
124	no	9/5/2017 2:38 PM
125	None at this time	9/5/2017 2:34 PM
126	no opinion	9/5/2017 2:25 PM
127	None	9/5/2017 2:20 PM
128	Clay figure making	9/5/2017 2:17 PM
129	Something with sports	9/5/2017 2:14 PM
130	Na	9/5/2017 2:14 PM
131	English	9/5/2017 2:14 PM
132	don'y know of any	9/5/2017 1:57 PM
133	Windows 10 for beginners w/ a competent instructor!	9/5/2017 1:36 PM
134	art for arts sake; chess lessons;	9/5/2017 1:32 PM
135	horticulture, legal courses (wills, real estate)	9/5/2017 1:31 PM
136	no	9/5/2017 1:27 PM
137	Computer based projects	9/5/2017 1:25 PM
138	Creative writing classes for elementary school kids	9/5/2017 1:23 PM
139	baking/cake decorating	9/5/2017 1:21 PM
140	programming	9/5/2017 1:21 PM
141	Seasonal craft with bigger class size	9/5/2017 1:20 PM
142	you do enough, thank you!	9/5/2017 1:17 PM
143	Nothing comes to mind.	9/5/2017 1:15 PM
144	healthy cooking	9/5/2017 1:14 PM
145	None	9/5/2017 1:14 PM
146	Making holiday decorations	9/5/2017 1:05 PM
147	Quilling	9/5/2017 1:02 PM

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148	Some books in different language	9/5/2017 12:51 PM
149	As technology continues to advance the library should keep up with what are the most sol after.	9/5/2017 12:47 PM
150	Needlecrafts	9/5/2017 12:44 PM
151	info for older people - insurance, \$ issues, what is available in the community - what resources you have as you age.	9/5/2017 12:43 PM
152	None come too mind...like tho see audio science books expanded.	9/5/2017 12:40 PM
153	painting	9/5/2017 12:37 PM
154	No	9/5/2017 12:32 PM
155	No	9/5/2017 12:27 PM
156	Computer classes	9/5/2017 12:26 PM
157	Other crafts: beads, jewelry, etc. Exercise, art, cooking, home arts, DIY, etc.	9/5/2017 12:22 PM
158	Knitting or croqueting	9/5/2017 12:20 PM
159	Don't have any idea	9/5/2017 12:15 PM
160	Not at this time.	9/5/2017 11:59 AM
161	N/a	9/5/2017 11:40 AM
162	I prefer the engineering / mechanical ones! :)	9/5/2017 11:38 AM
163	?	9/5/2017 11:36 AM
164	I would like to learn to knit & also coding/computer	9/5/2017 11:35 AM
165	No	9/5/2017 11:33 AM
166	Beginning Photography	9/5/2017 11:33 AM
167	HOUSEHOLD EFFICIENCY/ORGANIZATION/BUDGETING	9/5/2017 11:32 AM
168	Crafts	9/5/2017 11:30 AM
169	No	9/5/2017 11:25 AM
170	Painting furniture or cabinetry.	9/5/2017 11:25 AM
171	yes, An informed society is a productive society	9/5/2017 11:24 AM
172	jewelry creation	9/5/2017 11:19 AM
173	Crafts	9/5/2017 11:19 AM
174	Computer classes	9/5/2017 11:16 AM
175	Children's classes in the above category. I would love to introduce my kids to woodworking, construction type classes.	9/5/2017 11:11 AM
176	Budget/financing, college application assistance.	9/5/2017 11:11 AM
177	How to use procreate and/or similar apps	9/5/2017 11:08 AM
178	no	9/5/2017 11:04 AM
179	I don't know, and I'm not really concerned about those things.	9/5/2017 11:01 AM
180	Not sure	9/5/2017 11:01 AM
181	Decorating interior and exterior.	9/5/2017 10:59 AM
182	Photography	9/5/2017 10:58 AM
183	Possibly a career class- where each week you explore a career and a related craft for kids; Sign language class; Learning strategy games like chess; Cooking; Tie die crafts for kids; Emergency preparedness;	9/5/2017 10:58 AM
184	Decorating and how to	9/5/2017 10:55 AM
185	No	9/5/2017 10:55 AM

186	Gardening/composting	9/5/2017 10:51 AM
187	classes for the elderly on staying young	9/5/2017 10:51 AM
188	no	9/5/2017 10:50 AM
189	Health	9/5/2017 10:50 AM
190	Support for healthy living	9/5/2017 10:50 AM
191	ACT & SAT college prep classes	9/5/2017 10:49 AM
192	Not at this time	9/5/2017 10:49 AM
193	MAYBE COOKING IF POSSIBLE	9/5/2017 10:47 AM
194	no idea	9/5/2017 10:43 AM
195	No	9/5/2017 10:43 AM
196	Arts and Crafts	9/5/2017 10:42 AM
197	the iphone, computer etc classes are very popular; day time for senior good also	9/5/2017 10:39 AM
198	No	9/5/2017 10:38 AM
199	project for the family to learn and complete together	9/5/2017 10:37 AM
200	I think you have it covered.	9/5/2017 10:37 AM
201	Tutoring help with homework	9/5/2017 10:35 AM
202	Knitting, crocheting, cross stitch, needle point, etc.	9/5/2017 10:35 AM
203	None	9/5/2017 10:32 AM
204	Cake decorating	9/5/2017 10:31 AM
205	Home education would be wonderful for us who are just moving out or going to college and cpr classes!	9/5/2017 10:30 AM
206	Plenty of ideas of DIY projects on Pinterest if the library is in need or want of ideas	9/5/2017 10:30 AM
207	More toddler activities (not classes but get together, free style activities). Music and art related activities more often.	9/5/2017 10:29 AM
208	unsure	9/5/2017 10:27 AM
209	home improvement?, forts/treehouse techniques for kids	9/5/2017 10:27 AM
210	i would be interested in photography	9/5/2017 10:26 AM
211	Continue with these type of projects	9/5/2017 10:25 AM
212	Maybe English as a second language	9/5/2017 10:24 AM
213	Computer skills	9/5/2017 10:24 AM
214	cooking	9/5/2017 10:23 AM
215	Art classes for adults	9/5/2017 10:22 AM
216	Not sure	9/5/2017 10:21 AM
217	Different language storytime classes for toddlers, origami projects/classes, hand shadow projects, puppet making, knitting	9/5/2017 10:21 AM
218	No	9/5/2017 10:20 AM
219	Painting furniture	9/5/2017 10:19 AM
220	coding	9/5/2017 10:18 AM
221	None at this time	9/5/2017 10:17 AM
222	Na	9/5/2017 10:17 AM
223	None that I can think of.	9/5/2017 10:17 AM
224	N/a	9/5/2017 10:17 AM

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225	no	9/5/2017 10:17 AM
226	Converting video film to cds	9/5/2017 10:16 AM
227	Auto. House work.	9/5/2017 10:15 AM
228	Editing Videos	9/5/2017 10:15 AM
229	cooking for kids and adults	9/5/2017 10:15 AM
230	No	9/5/2017 10:14 AM
231	Egineering	9/5/2017 10:14 AM
232	not that I know	9/5/2017 10:14 AM
233	iPhone iPad usage.	9/5/2017 10:14 AM
234	Stuff for kids 5 and up	9/5/2017 10:13 AM
235	Computer science	9/5/2017 10:13 AM
236	N/A	9/5/2017 10:12 AM
237	how to store and archive photos on computer, what to do with photos	9/5/2017 10:12 AM
238	Age appropriate for each of those would be great :)	9/5/2017 10:12 AM
239	Unsure at this time.	9/5/2017 10:12 AM
240	Wood staining	9/5/2017 10:11 AM
241	no	9/5/2017 10:09 AM
242	no	9/5/2017 10:09 AM
243	Basic simple home repairs	9/5/2017 10:09 AM
244	Cooking and scrapbooking	9/5/2017 10:08 AM
245	No	9/5/2017 10:08 AM
246	Woodworks, Lego, science experiment, geography	9/5/2017 10:08 AM
247	Cake decorating!	9/5/2017 10:07 AM
248	life skills type things like doin taxes or improving credit	9/5/2017 9:03 AM
249	Knitting	9/5/2017 8:51 AM
250	drawing lessons	9/5/2017 8:27 AM
251	None that I can think of.	9/4/2017 4:05 PM
252	Knitting and crochet	9/4/2017 12:11 PM
253	Hand lettering/calligraphy	9/4/2017 12:07 PM
254	writing	9/4/2017 11:16 AM
255	Perhaps a project for decorating the outside of you house. Painting pots, birdhouses etc?	9/4/2017 7:49 AM
256	no	9/4/2017 12:02 AM
257	The Digital classes should also be held at times which working adults could still participate/sign up.	9/3/2017 10:45 PM
258	No	9/3/2017 10:23 PM
259	cooking, singing, musical instruments	9/3/2017 10:05 PM
260	star gazing? bird watching/identifying?	9/2/2017 8:53 PM
261	not sure at this time	9/2/2017 4:42 PM
262	gardening, cooking, construction	9/2/2017 1:55 PM
263	calligraphy	9/2/2017 11:45 AM
264	No	9/2/2017 10:30 AM

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265	Help with new technology	9/1/2017 11:36 PM
266	childrens activities and learning opportunities	9/1/2017 11:09 PM
267	I think the library has something for everyone.	9/1/2017 9:21 PM
268	Beekeeping	9/1/2017 7:46 PM
269	?	9/1/2017 6:42 PM
270	IPL provides an excellent array of services for all ages	9/1/2017 6:30 PM
271	not sure	9/1/2017 6:10 PM
272	Not really	9/1/2017 5:29 PM
273	Yes, how to create a blog.	9/1/2017 2:41 PM
274	Drawing and Painting for adults. Evening/Weekend.	9/1/2017 1:41 PM
275	no	9/1/2017 12:55 PM
276	Painting	9/1/2017 12:50 PM
277	you pretty well cover anything I would be interested in	9/1/2017 11:28 AM
278	Orgami-paper folding	9/1/2017 10:32 AM
279	How to buy stocks and different types of stock	9/1/2017 6:55 AM
280	Home repairs	9/1/2017 12:18 AM
281	foreign language classes for adults	8/31/2017 11:41 PM
282	I need to be more familiar with this concept before I could respond.	8/31/2017 11:33 PM
283	Think you covered them very well. I would like to see more types of conversion	8/31/2017 10:02 PM
284	Learning languages	8/31/2017 8:36 PM
285	basic crafts, flower arranging, home repairs	8/31/2017 7:17 PM
286	Not that I am aware of	8/31/2017 6:54 PM
287	I don't think so	8/31/2017 4:18 PM
288	Don't know.	8/31/2017 3:21 PM
289	Make sure adults have options to take these classes not just kids and teens.	8/31/2017 2:58 PM
290	Can't think of any. IPPL is always anticipating this communities needs before we even realize what we need! Keep up the great work!	8/31/2017 2:57 PM
291	Cooking	8/31/2017 1:13 PM
292	Preserving old books (maybe how-to binding repairs)	8/31/2017 1:06 PM
293	advanced phone classes	8/31/2017 12:57 PM
294	I'll probably have more creative answers if I ever retire.	8/31/2017 12:42 PM
295	STEM programs for prek!	8/31/2017 12:04 PM
296	Intros to auto mechanics, carpentry, metal working etc. that teens could be exposed to as possible career choices since these types of classes are no longer offered in schools.	8/31/2017 11:34 AM
297	Financial Planning	8/31/2017 11:13 AM
298	Quilt making	8/31/2017 11:05 AM
299	Quilting...there are a few stores in the area but this would be a great creative idea for the area.	8/31/2017 9:28 AM
300	no	8/31/2017 7:49 AM
301	Estate planning (lawyer/mentor), science-math tutoring by practicing engineers/scientists, public speaking,	8/31/2017 7:05 AM
302	Flowers related	8/31/2017 6:31 AM
303	Can't think of any.	8/30/2017 11:44 PM

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304	basic science, astronomy, basic astrophysics	8/30/2017 11:20 PM
305	Basic knitting or crocheting	8/30/2017 9:34 PM
306	Bookbinding	8/30/2017 9:08 PM
307	Senior classes	8/30/2017 9:01 PM
308	Book publishing/ebook creation	8/30/2017 8:45 PM
309	Can't think of anything now.	8/30/2017 8:29 PM
310	computers & software problem solving	8/30/2017 7:58 PM
311	no opinion	8/30/2017 7:44 PM
312	No	8/30/2017 7:31 PM
313	No	8/30/2017 6:26 PM
314	Help with managing new devices and upgrading current technology.	8/30/2017 6:17 PM
315	Computer classes	8/30/2017 5:52 PM
316	Possibly group music lessons/classes	8/30/2017 5:22 PM
317	Foreign language	8/30/2017 4:54 PM
318	how to be a good reader	8/30/2017 4:28 PM
319	Everything is provided already	8/30/2017 2:49 PM
320	Painting	8/30/2017 2:37 PM
321	No	8/30/2017 2:35 PM
322	basic electrical, basic plumbing, basic woodwork	8/30/2017 2:04 PM
323	Developing excel budgets from start to finish	8/30/2017 1:55 PM
324	Resumes, job interview, computer basics	8/30/2017 1:36 PM
325	Room designing	8/30/2017 1:26 PM
326	seasonal crafts; writing workshops	8/30/2017 12:53 PM
327	Healthy living for all ages	8/30/2017 12:48 PM
328	Coding	8/30/2017 12:38 PM
329	No	8/30/2017 12:19 PM
330	not sure	8/30/2017 12:08 PM
331	jewelry making, beading	8/30/2017 11:27 AM
332	Chess teach bridge teach basic computer teach kinte	8/30/2017 11:24 AM
333	Financial aid classes	8/30/2017 11:16 AM
334	Laser cutting, designing stickers on computer and printing them out is also fun for young kids	8/30/2017 11:00 AM
335	Not sure	8/30/2017 10:45 AM
336	Not off the top of my head	8/30/2017 10:43 AM
337	Don't know	8/30/2017 10:03 AM
338	Gardening	8/30/2017 10:03 AM
339	Coding, Arduino, Home Repair/DIY	8/30/2017 9:40 AM
340	Because I am age 70, I think my needs for the library are satisfied by what you already offer. However, I really hope you focus on people younger than me, families and individuals and children who face needs that I do not. I have only support for programming for the needs of the younger than me people as my needs are already met. I love that you are considering all of these ideas.	8/30/2017 9:11 AM
341	the library is my source of the DIY projects than I need	8/30/2017 8:52 AM
342	Cooking	8/30/2017 8:47 AM

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343	no	8/30/2017 8:46 AM
344	I think you have it all covered	8/30/2017 8:05 AM
345	Not sure	8/30/2017 7:58 AM
346	computer programs seminars	8/30/2017 7:38 AM
347	Not informed enough	8/30/2017 7:33 AM
348	Don't know	8/30/2017 7:28 AM
349	Basic Home Repair (Plumbing, Carpentry, etc.)	8/30/2017 7:18 AM
350	N/A	8/30/2017 7:17 AM
351	Cooking classes.	8/30/2017 7:14 AM
352	Design apps	8/30/2017 7:10 AM
353	senior fitness	8/30/2017 6:45 AM
354	finances	8/30/2017 6:18 AM
355	Brain games	8/30/2017 6:07 AM
356	no	8/30/2017 5:47 AM
357	Don't know	8/30/2017 5:12 AM
358	NO	8/30/2017 4:42 AM
359	Coding	8/30/2017 2:48 AM
360	Cooking	8/30/2017 1:45 AM
361	Gardening, Home repair, Computer skills	8/30/2017 12:40 AM
362	None that I can think of	8/30/2017 12:02 AM
363	not sure	8/29/2017 11:39 PM
364	Creative thinking, English, Math classes for kids	8/29/2017 10:55 PM
365	Different crafts for kids and families	8/29/2017 10:51 PM
366	Crochet knitting	8/29/2017 10:49 PM
367	hands on art. drawing, painting, sculpting.	8/29/2017 10:38 PM
368	N/A	8/29/2017 10:30 PM
369	more language programs (english, spanish,,,,)	8/29/2017 10:29 PM
370	Computer coding & more classes for hands on activities for adults & kids, like sewing, woodwork, graphic design etc	8/29/2017 10:25 PM
371	wrightling and getting published	8/29/2017 10:22 PM
372	Not sure at this time but anything that encourages children to get involved is an asset.	8/29/2017 10:21 PM
373	T-shirt decorating, Tie dye, Macrame work	8/29/2017 10:18 PM
374	Quilting	8/29/2017 10:15 PM
375	Can't think of anything else	8/29/2017 10:09 PM
376	Inserting photos into an access program	8/29/2017 10:05 PM
377	Project management	8/29/2017 10:01 PM
378	Laying floor /bathroom tile	8/29/2017 10:01 PM
379	Unsure	8/29/2017 9:54 PM
380	Financial education	8/29/2017 9:54 PM
381	How to write computer code.	8/29/2017 9:54 PM
382	how to use a graphing claculator	8/29/2017 9:40 PM

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383	create your own body care products with natural ingredients and essential oils or without them	8/29/2017 9:37 PM
384	Not sure	8/29/2017 9:21 PM
385	tutoring	8/29/2017 9:20 PM
386	Painting, Calligraphy	8/29/2017 9:13 PM
387	Home decorating/improvement	8/29/2017 9:07 PM
388	computer/laptop/smart phone lessons	8/29/2017 9:04 PM
389	Painting or color pencil art	8/29/2017 8:58 PM
390	bracelet making, pillow making	8/29/2017 8:57 PM
391	Simple appliance repair	8/29/2017 8:57 PM
392	Library & staff = wonderful! Thanks for the opportunity to take this survey.	8/29/2017 8:39 PM
393	Yes	8/29/2017 8:37 PM
394	None noted.	8/29/2017 8:36 PM
395	cake decorating	8/29/2017 8:35 PM
396	Weekend activities for 12-15 year olds of divorced parents who spend weekends with one of their parents and have no friends at the parents location and there are seldom activities and classes available on the weekends. A lost in the shuffle group of kids!	8/29/2017 8:33 PM
397	Floral arranging	8/29/2017 8:32 PM
398	Making dvd's from pictures or slides is what I've wanted to always do.	8/29/2017 8:24 PM
399	Canning would be very interesting	8/29/2017 8:22 PM
400	Don't know	8/29/2017 8:21 PM
401	About writing books for children.	8/29/2017 8:15 PM
402	Knitting/Crocheting	8/29/2017 8:14 PM
403	ceramics	8/29/2017 8:08 PM
404	You guys do SO MANY I honestly can't think of any to add!	8/29/2017 8:07 PM
405	Digital scrapbooking	8/29/2017 8:07 PM
406	More cooking classes	8/29/2017 8:02 PM
407	How to use Facebook and implement security on it	8/29/2017 7:57 PM
408	How to record music, use mixers, etc.	8/29/2017 7:51 PM
409	No. It's a library not a community college.	8/29/2017 7:50 PM
410	Anything related to finances and balancing budgets	8/29/2017 7:49 PM
411	Music playing, rock, blues, traditional, coutry, etc.	8/29/2017 7:46 PM
412	I don't know.	8/29/2017 7:37 PM
413	Not sure	8/29/2017 7:33 PM
414	not sure	8/29/2017 7:31 PM
415	Study habits, organization class	8/29/2017 7:27 PM
416	No	8/29/2017 7:27 PM
417	Computer skills, Smart phone use,Apple skills	8/29/2017 7:24 PM
418	Knitting, crocheting, drawing, painting, crafts, seminars about fruits/vegetables/teas/etc., home skills,...	8/29/2017 7:24 PM
419	No	8/29/2017 7:22 PM
420	Cannot think of any right now.	8/29/2017 7:16 PM
421	Don't know	8/29/2017 7:12 PM

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422	photography	8/29/2017 7:12 PM
423	Not that I can think of	8/29/2017 7:07 PM
424	How about a talent show that showcases patron talents?	8/29/2017 7:02 PM
425	no	8/29/2017 6:55 PM
426	Algebra refreshers for adults	8/29/2017 6:49 PM
427	graphic design	8/29/2017 6:49 PM
428	More electronic kids books that show and read the books out loud would be fantastic	8/29/2017 6:49 PM
429	Creative things to do with photography/photographs	8/29/2017 6:47 PM
430	Stop motion animation is fun for kids. Can do this easily with materials you already have.	8/29/2017 6:47 PM
431	meditation or stress relief exercises	8/29/2017 6:42 PM
432	I haven't had the time but I would like to convert old home movies on vhs to dvd.	8/29/2017 6:40 PM
433	No	8/29/2017 6:38 PM
434	Your variety pretty well covers it	8/29/2017 6:36 PM
435	Archeology	8/29/2017 6:33 PM
436	None that I can think of at this time.	8/29/2017 6:31 PM
437	Nope	8/29/2017 6:29 PM
438	Knitting/crocheting	8/29/2017 6:28 PM
439	Digital photography	8/29/2017 6:26 PM
440	Sewing	8/29/2017 6:11 PM
441	You do a great job, I love coming to the library!	8/29/2017 6:11 PM
442	Anything to do with technology	8/29/2017 6:10 PM
443	Broadcasting	8/29/2017 6:09 PM
444	Learning behavior	8/29/2017 6:06 PM
445	Watercolor or oil painting	8/29/2017 6:05 PM
446	None at this time	8/29/2017 6:05 PM
447	Effective uses of Apple products such as iPhone, iPad, iMac and Apple Watch!	8/29/2017 6:02 PM
448	I don't know	8/29/2017 6:00 PM
449	No opinio n	8/29/2017 6:00 PM
450	Never gave it any thought	8/29/2017 6:00 PM
451	N/A	8/29/2017 5:49 PM
452	How to use social media.	8/29/2017 5:49 PM
453	No	8/29/2017 5:43 PM
454	not that I can think of	8/29/2017 5:39 PM
455	stop motion videos	8/29/2017 5:38 PM
456	Scrap booking	8/29/2017 5:36 PM
457	I wish they would bring the Big Read back!!!!	8/29/2017 5:33 PM
458	Probably	8/29/2017 5:31 PM
459	Gardening both flowers and vegetables	8/29/2017 5:31 PM
460	free tutoring by local high school students	8/29/2017 5:26 PM
461	I can't think of anything else right now	8/29/2017 5:26 PM
462	Painting	8/29/2017 5:26 PM

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463	Don't know of any at this time.	8/29/2017 5:24 PM
464	no	8/29/2017 5:23 PM
465	How to write a screenplay	8/29/2017 5:23 PM
466	Tie-dying t-shirts...I've never done this and think it would be cool...but I'm 50+ y/o!	8/29/2017 5:22 PM
467	more crafting opportunities	8/29/2017 5:21 PM
468	This list already contains more than I was aware off	8/29/2017 5:20 PM
469	Possibly	8/29/2017 5:19 PM
470	Computer literacy, particularly in's and out's of Facebook, Twitter, Instagram and other social media.	8/29/2017 5:16 PM
471	First they should be provided in evening and during the day to accommodate people. They seem to be aimed at the young and the old. How about those of us in the middle that are tech savvy but not too old to want to see or convert old photos to digital. You're missing a large segment of folks in the middle.	8/29/2017 5:15 PM
472	The painting class was great.	8/29/2017 5:13 PM
473	Music composition	8/29/2017 5:09 PM
474	Can't think of any	8/29/2017 5:06 PM
475	nothing comes to mind as of now	8/29/2017 5:05 PM
476	Not sure	8/29/2017 5:05 PM
477	Bujo	8/29/2017 5:00 PM
478	Don't know	8/29/2017 4:58 PM
479	not that i can think of	8/29/2017 4:57 PM
480	Would be interested on having a adult coloring book class and cooking class	8/29/2017 4:56 PM
481	no	8/29/2017 4:55 PM
482	n/a	8/29/2017 4:52 PM
483	I think cooking would be a challenging class to have in a library setting, but anything focused on healthy eating would be great!	8/29/2017 4:51 PM
484	Possibly knitting classes	8/29/2017 4:51 PM
485	Make and take art, robotics for adults, coding for adults	8/29/2017 4:38 PM
486	no I love the library.	8/29/2017 4:37 PM
487	Don't know	8/29/2017 4:37 PM
488	Gardening and landscaping	8/29/2017 4:35 PM
489	None come to mind at the moment.	8/29/2017 4:35 PM
490	None	8/29/2017 4:28 PM
491	Learn to code	8/29/2017 4:26 PM
492	digital scrapbooking	8/29/2017 4:26 PM
493	Like what you already provide -- quick and easy one offs	8/29/2017 4:26 PM
494	No	8/29/2017 4:25 PM
495	Guitar lessons	8/29/2017 4:23 PM
496	No	8/29/2017 4:22 PM
497	learning a foreign language	8/29/2017 4:21 PM
498	working with florals; home decor	8/29/2017 4:16 PM
499	model trains	8/29/2017 4:16 PM

500	How to put together a meal plan	8/29/2017 4:16 PM
501	More iPhone. And computer classes	8/29/2017 4:08 PM
502	Computer skills/social networking skills	8/29/2017 4:08 PM
503	No	8/29/2017 4:06 PM
504	Computer	8/29/2017 4:05 PM
505	Unsure at this time	8/29/2017 4:00 PM
506	Cards, Mah Jongg.	8/29/2017 3:58 PM
507	N/A	8/29/2017 3:57 PM
508	Yes	8/29/2017 3:56 PM
509	CPR & or AED use	8/29/2017 3:55 PM
510	Ancestry research	8/29/2017 3:53 PM
511	Selling items on esty or other websites	8/29/2017 3:52 PM
512	Act help	8/29/2017 3:52 PM
513	Painting, holiday decor/gifts, card making, scrapbooking, coloring, fairy garden, mindfulness meditation,	8/29/2017 3:47 PM
514	travel planning	8/29/2017 3:45 PM
515	Electronic media	8/29/2017 3:44 PM
516	??	8/29/2017 3:42 PM
517	how to travel with low budget	8/29/2017 3:42 PM
518	Do not know	8/29/2017 3:41 PM
519	No	8/29/2017 3:41 PM
520	no	8/29/2017 3:41 PM
521	Ceramics	8/29/2017 3:38 PM
522	Genealogy; creating journals	8/29/2017 3:34 PM
523	Planting!	8/29/2017 3:24 PM
524	Cooking	8/29/2017 3:22 PM
525	Not really	8/29/2017 3:21 PM
526	Jewelry making	8/29/2017 3:19 PM
527	Not dure	8/29/2017 3:18 PM
528	I believe there should be more for mid age groups	8/29/2017 3:13 PM
529	Gardening	8/29/2017 3:13 PM
530	music	8/29/2017 3:12 PM
531	Not familiar	8/29/2017 3:09 PM
532	CAD	8/29/2017 3:05 PM
533	drawing and writing	8/29/2017 3:01 PM
534	Home improvement / common repairs / design	8/29/2017 3:00 PM
535	Windows classes	8/29/2017 2:57 PM
536	Unknown	8/29/2017 2:56 PM
537	Furniture Reapholster	8/29/2017 2:50 PM
538	Gardening or bird watching	8/29/2017 2:47 PM
539	computers or seniors	8/29/2017 2:45 PM

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540	ipads and computer skills for seniors	8/29/2017 2:45 PM
541	more focused on academics and information than creative	8/29/2017 2:45 PM
542	Yes	8/29/2017 2:45 PM
543	None that I know of.	8/29/2017 2:44 PM
544	...	8/29/2017 2:43 PM
545	No	8/29/2017 2:42 PM
546	Not sure	8/29/2017 2:41 PM
547	Can't think of any	8/29/2017 2:41 PM
548	knitting	8/29/2017 2:40 PM
549	Am retired so above my interest	8/29/2017 2:40 PM
550	Photography? Using a digital camera	8/29/2017 2:40 PM
551	No	8/29/2017 2:39 PM
552	Genealogy	8/29/2017 2:39 PM
553	I'm deaf so I can't hear classes and activities.	8/29/2017 2:39 PM
554	Interactive literary activities - plays, sketches, acting and writing incubators	8/29/2017 2:39 PM
555	More children's programs especially in the summer	8/29/2017 2:38 PM
556	auto mechanic	8/29/2017 2:37 PM
557	No	8/29/2017 2:32 PM
558	photography class	8/29/2017 2:26 PM
559	Anything for kids would be better, as specially in the winter they be benefit from those. Paper crafting..	8/29/2017 2:26 PM
560	how to protect personal data	8/29/2017 2:22 PM
561	No	8/29/2017 2:21 PM
562	Home gardening - growing food, herbs	8/29/2017 2:20 PM
563	No opinion.	8/29/2017 2:18 PM
564	Sketching	8/29/2017 2:17 PM
565	How to use computer databases (Access, etc.)	8/29/2017 2:14 PM
566	No	8/29/2017 2:13 PM
567	Can't think of anything	8/29/2017 2:13 PM
568	Cultural awareness activities	8/29/2017 2:11 PM
569	Gardening	8/29/2017 2:11 PM
570	I don't know	8/29/2017 2:09 PM
571	Diy repairs	8/29/2017 2:08 PM
572	Learn to navigate I-pad	8/29/2017 2:08 PM
573	I have enjoyed the computer software classes	8/29/2017 2:06 PM
574	Not right now	8/29/2017 2:05 PM
575	Computer programming, website coding, computer coding	8/29/2017 2:01 PM
576	no	8/29/2017 2:01 PM
577	not sure	8/29/2017 2:00 PM
578	No	8/29/2017 1:57 PM
579	Writing Workshops for kids	8/29/2017 1:54 PM

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580	I would love to see a few dramatic arts opportunities as well as continue/grow the computer/coding/engineering opportunities for kids.	8/29/2017 1:54 PM
581	art - painting, sketching	8/29/2017 1:53 PM
582	Scrapbooking nights after library closed, making genealogy books out of family pictures, classes for beginning knitting, crocheting, needlepoint, embroidery, etc., classes on organizing and storage solutions for different rooms of home, "color me beautiful" type classes for fashion and makeup, decorating tips, flower arranging, classes on different dietary needs and recipes and helpful tips.	8/29/2017 1:53 PM
583	Painting	8/29/2017 1:51 PM
584	no	8/29/2017 1:50 PM
585	computer education	8/29/2017 1:49 PM
586	It would be nice if the library could get super advanced tech classes. I feel a lot of it is for beginners.	8/29/2017 1:47 PM
587	Not sure	8/29/2017 1:47 PM
588	using software to create cards, brochures, posters, etc.	8/29/2017 1:46 PM
589	No	8/29/2017 1:45 PM
590	n/a	8/29/2017 1:39 PM
591	How About basic stuff to do in the house	8/29/2017 1:38 PM
592	Plumbing	8/29/2017 1:38 PM
593	Garden designing; home rehab/decorating	8/29/2017 1:37 PM
594	no	8/29/2017 1:36 PM
595	Can't think of anything specific.	8/29/2017 1:34 PM
596	No	8/29/2017 1:32 PM
597	Gardening, food preservation	8/29/2017 1:31 PM
598	None	8/29/2017 1:28 PM
599	no	8/29/2017 1:27 PM
600	Health and nutrition, painting, up cycling	8/29/2017 1:27 PM
601	n/a	8/29/2017 1:26 PM
602	Maybe some basic skills classes such as how to change a tire, beginning first aid, cooking/making simple dishes, etc.	8/29/2017 1:26 PM
603	Very satisfied with what becomes available	8/29/2017 1:25 PM
604	no	8/29/2017 1:22 PM
605	no	8/29/2017 1:22 PM
606	Short story, ESL	8/29/2017 1:22 PM
607	Not sure.	8/29/2017 1:18 PM
608	Not at this time	8/29/2017 1:17 PM
609	I enjoy the classes on Samsung smart phone. After time change, must be in the afternoon/	8/29/2017 1:16 PM
610	Not that I can think of	8/29/2017 1:15 PM
611	It would be nice if they had a class for young boys and girls to learn about how to fix things around the home	8/29/2017 1:14 PM
612	NA	8/29/2017 1:13 PM
613	Wire wrapped jewelry, knitting, crocheting, using craft for social change! (look it up) example: kimwerker.com	8/29/2017 1:12 PM
614	None that I can think of at this time.	8/29/2017 1:11 PM
615	More computer classes	8/29/2017 1:10 PM

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616	Garden planning, flower arranging, decorating	8/29/2017 1:09 PM
617	I think library give computer classess twice a weel	8/29/2017 1:08 PM
618	DSLR photography workshops and photo editing	8/29/2017 1:07 PM
619	Gardening, household hacks	8/29/2017 1:07 PM
620	Plant l'd, birding, gardening	8/29/2017 1:06 PM
621	Have to think about it	8/29/2017 1:04 PM
622	Maybe easy cooking for 1-2, beer/wine making, watercolor/other painting classes, Pinterest-type crafts	8/29/2017 1:04 PM
623	Kids projects	8/29/2017 1:03 PM
624	Painting, sculpting	8/29/2017 1:03 PM
625	Children nature programs using books/videos; CPR emergency type classes.	8/29/2017 1:01 PM
626	Computer classes	8/29/2017 1:00 PM
627	Cooking, decor, art projects	8/29/2017 12:59 PM
628	You folks do a excellent programs.	8/29/2017 12:58 PM
629	No	8/29/2017 12:56 PM
630	yes	8/29/2017 12:55 PM
631	No	8/29/2017 12:54 PM
632	Cooking	8/29/2017 12:51 PM
633	Automotive maintenance	8/29/2017 12:49 PM
634	I would be interested in a mosaic art class.	8/29/2017 12:49 PM
635	Not sure	8/29/2017 12:47 PM
636	No	8/29/2017 12:45 PM
637	Spanish for beginners	8/29/2017 12:44 PM
638	auto basics	8/29/2017 12:44 PM
639	Not sure	8/29/2017 12:43 PM
640	The classes you came up with are great ideas!	8/29/2017 12:41 PM
641	NO	8/29/2017 12:39 PM
642	Personal Financial Literacy	8/29/2017 12:39 PM
643	Coordinate furniture & arrangement	8/29/2017 12:37 PM
644	Not sure	8/29/2017 12:36 PM
645	gardening like indoor seed projects,	8/29/2017 12:36 PM
646	It would be great to have some of these activities on weekends and late evenings so working parents could participate as well. Thanks	8/29/2017 12:35 PM
647	No	8/29/2017 12:34 PM
648	Furniture refurbishing	8/29/2017 12:32 PM
649	VHS conversion to dvd	8/29/2017 12:30 PM
650	No	8/29/2017 12:29 PM
651	Not active in this myself but for younger ones - yes	8/29/2017 12:29 PM
652	No opinion	8/29/2017 12:27 PM
653	Unsure	8/29/2017 12:26 PM
654	Can't think of any	8/29/2017 12:26 PM

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655	Calligraphy and book and paper arts	8/29/2017 12:26 PM
656	Group meets of people who are single & take interest in different topics	8/29/2017 12:24 PM
657	Can't think of anything right now	8/29/2017 12:23 PM
658	I can't think of anything now.	8/29/2017 12:21 PM
659	A book writing seminar would be nice	8/29/2017 12:21 PM
660	Yes	8/29/2017 12:20 PM
661	Creative writing	8/29/2017 12:18 PM
662	not sure utube is available	8/29/2017 12:18 PM
663	Coding, photography	8/29/2017 12:18 PM
664	High tech classes	8/29/2017 12:17 PM
665	maybe papercrafting (decoupage or origami, etc.) but I can't think of any others	8/29/2017 12:16 PM
666	Can't think of anything	8/29/2017 12:16 PM
667	am satisfied with the library for our need already	8/29/2017 12:15 PM
668	Sewing and wood working	8/29/2017 12:15 PM
669	Beekeeping	8/29/2017 12:15 PM
670	Excel and data base and the above classes during the day on week days	8/29/2017 12:15 PM
671	No	8/29/2017 12:14 PM
672	Computer/Programming	8/29/2017 12:14 PM
673	Crochet	8/29/2017 12:13 PM
674	Scrapbooking	8/29/2017 12:11 PM
675	I have no thoughts on the subject.	8/29/2017 12:11 PM
676	more computer ipad/iphone for the older adults	8/29/2017 12:10 PM
677	None	8/29/2017 12:10 PM
678	drawing /water color painting	8/29/2017 12:09 PM
679	You provide a great variety	8/29/2017 12:09 PM
680	Not sure. None come to mind.	8/29/2017 12:08 PM
681	Yes	8/29/2017 12:06 PM
682	art, poetry	8/29/2017 12:05 PM
683	no	8/29/2017 12:04 PM
684	Not sure	8/29/2017 12:04 PM
685	Upholstery	8/29/2017 12:04 PM
686	Digital photography	8/29/2017 12:03 PM
687	I think maybe some classes concerning diet and nutrition would be helpful for people :)	8/29/2017 12:01 PM
688	Not that I can think of	8/29/2017 12:01 PM
689	Coding, networking	8/29/2017 12:00 PM
690	Mosaics, drawing or painting.	8/29/2017 12:00 PM
691	Crochet and knit	8/29/2017 11:59 AM
692	No	8/29/2017 11:59 AM
693	painting arts	8/29/2017 11:59 AM
694	Glass decorating	8/29/2017 11:58 AM
695	Painting	8/29/2017 11:57 AM

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696	Framing	8/29/2017 11:57 AM
697	Writing workshops, open mic, poetry readings	8/29/2017 11:56 AM
698	plein air painting group- gather at library in mornings	8/29/2017 11:54 AM
699	Finding stuff in the building	8/29/2017 11:54 AM
700	Gardening	8/29/2017 11:54 AM
701	languages	8/29/2017 11:53 AM
702	No	8/29/2017 11:51 AM
703	Starting a Website/Blog	8/29/2017 11:51 AM
704	Knitting	8/29/2017 11:51 AM
705	Bloggng	8/29/2017 11:51 AM
706	none that I can think of	8/29/2017 11:51 AM
707	group music lessons	8/29/2017 11:51 AM
708	coding for adults	8/29/2017 11:51 AM
709	No	8/29/2017 11:50 AM
710	More arts and crafts	8/29/2017 11:50 AM
711	Didn't even know the library provided the above.	8/29/2017 11:50 AM
712	explore vocational related creative activities for the future	8/29/2017 11:49 AM
713	Practical Auto and Home repairs.	8/29/2017 11:49 AM
714	KNITTING	8/29/2017 11:48 AM
715	Can't think of one	8/29/2017 11:48 AM
716	Crafts	8/29/2017 11:45 AM
717	basic computer programing classes (teens, adults)	8/29/2017 11:44 AM
718	Writing workshops	8/29/2017 11:44 AM
719	Life hacks	8/29/2017 11:43 AM
720	Can't think of any at the moment	8/29/2017 11:43 AM
721	PHOTOGRAPHY LESSONS	8/29/2017 11:42 AM
722	Na	8/29/2017 11:41 AM
723	No	8/29/2017 11:41 AM
724	Preschool and elementary aged Science Projects	8/29/2017 11:40 AM
725	The library already provides for computer training which helps those who did not work in a modern tech savvy company that requires computer skills.	8/29/2017 11:39 AM
726	Learning how to knit all ages. This skill reinforces concentration and memory.	8/29/2017 11:39 AM
727	Cooking	8/29/2017 11:38 AM
728	Not at this time	8/29/2017 11:38 AM
729	I enjoyed the colored pencil artwork I attended. Painting or drawing and writing are what I gravitate toward	8/29/2017 11:38 AM
730	Not sure	8/29/2017 11:37 AM
731	Woodworking: creating custom frames for pictures and artwork	8/29/2017 11:37 AM
732	None	8/29/2017 11:36 AM
733	Relevant classes for retired adults.	8/29/2017 11:36 AM
734	None that I can think of.	8/29/2017 11:35 AM

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735	Navigating websites for everyday use. Investment basics online. Filing Taxes online. Communication classes.	8/29/2017 11:35 AM
736	Singing, dancing, storytelling, role play, cursive handwriting...etc	8/29/2017 11:35 AM
737	Not sure	8/29/2017 11:34 AM
738	yes	8/29/2017 11:33 AM
739	no	8/29/2017 11:33 AM
740	I want to convert 8mm film to DVD	8/29/2017 11:33 AM
741	quick books	8/29/2017 11:32 AM
742	something on some basic home repairs	8/29/2017 11:32 AM
743	Not sure	8/29/2017 11:32 AM
744	No	8/29/2017 11:32 AM
745	comicbook convention	8/29/2017 11:31 AM
746	Don't know.	8/29/2017 11:30 AM
747	Possibly	8/29/2017 11:30 AM
748	No, I think you cover a broad scope	8/29/2017 11:30 AM
749	crafts, flower arrangements, etc.	8/29/2017 11:28 AM
750	Cooking class.	8/29/2017 11:26 AM
751	No	8/29/2017 11:26 AM
752	learn to knit, painting	8/29/2017 11:25 AM
753	Healthy Cooking for Kids	8/29/2017 11:24 AM
754	Microsoft Suite training	8/29/2017 11:24 AM
755	Card making, arm knitting	8/29/2017 11:23 AM
756	Home repairs of all kinds	8/29/2017 11:23 AM
757	Painting	8/29/2017 11:22 AM
758	no	8/29/2017 11:22 AM
759	Art (watercolors, oils etc...)	8/29/2017 11:22 AM
760	No	8/29/2017 11:21 AM
761	no	8/29/2017 11:21 AM
762	No opinion	8/29/2017 11:21 AM
763	Undoubtedly, but nothing comes to mind.	8/29/2017 11:21 AM
764	knitting (or is that under textiles?)	8/29/2017 11:21 AM
765	Computer/coding education	8/29/2017 11:21 AM
766	Tno	8/29/2017 11:21 AM
767	Art	8/29/2017 11:20 AM
768	computer based	8/29/2017 11:20 AM
769	Not that I can think of.	8/29/2017 11:19 AM
770	no	8/29/2017 11:18 AM
771	I have no idea.	8/29/2017 11:18 AM
772	More in depth computer classes	8/29/2017 11:18 AM
773	Quilting, seasonal container gardens	8/29/2017 11:18 AM
774	not that come to mind	8/29/2017 11:17 AM

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775	Nostalgia radio and film discussion groups	8/29/2017 11:16 AM
776	Not sure	8/29/2017 11:15 AM
777	Cooking , group outings for young adults , dancing	8/29/2017 11:15 AM
778	Crafts for adults	8/29/2017 11:15 AM
779	ESL for adults I really need ir.	8/29/2017 11:14 AM
780	Scrapbooking (both digital and paper)	8/29/2017 11:13 AM
781	Academic topics	8/29/2017 11:13 AM
782	Cooking, gardening, coding, writing	8/29/2017 11:12 AM
783	not sure	8/29/2017 11:11 AM
784	no	8/29/2017 11:10 AM
785	classes about nutrition	8/29/2017 11:10 AM
786	Welding	8/29/2017 11:10 AM
787	Not that i can think of	8/29/2017 11:09 AM
788	No	8/29/2017 11:09 AM
789	No. The library does an amazing job	8/29/2017 11:09 AM
790	Plumbing 101, Bike Maintenance	8/29/2017 11:08 AM
791	I like the presentations or talks on historical topics/events.	8/29/2017 11:08 AM
792	not sure	8/29/2017 11:07 AM
793	Computer programming (Python, etc.)	8/29/2017 11:07 AM
794	computer classes	8/29/2017 11:06 AM
795	Digital camera operating, taking better photographs, Digital SLR learn how to operate the badics	8/29/2017 11:06 AM
796	CPR , home alone , cooking, money management.	8/29/2017 11:06 AM
797	No	8/29/2017 11:05 AM
798	No	8/29/2017 11:04 AM
799	COOKING or teens	8/29/2017 11:04 AM
800	Painting, sculpture and ceramics	8/29/2017 11:03 AM
801	More art based courses. Photography, painting, graphic design.	8/29/2017 11:02 AM
802	Computer classes	8/29/2017 11:02 AM
803	Painting/Drawing	8/29/2017 11:01 AM
804	Organization	8/29/2017 10:56 AM
805	Probably	8/29/2017 10:50 AM
806	Instrumental music, painting, sculpture	8/29/2017 10:50 AM
807	no	8/29/2017 10:46 AM
808	card-making for various holidays, volunteer events to create cards and gifts for children's hospitals and local nursing homes.	8/29/2017 10:46 AM
809	Teach about Adobe products, such as InDesign; how to create a website; how to find hosts for websites; do i need a domain name?	8/29/2017 10:45 AM
810	cooking, appetizers for the holidays	8/29/2017 10:43 AM
811	Coding	8/29/2017 10:40 AM
812	College Reading	8/29/2017 10:31 AM
813	Upolestry, sign language	8/29/2017 10:30 AM

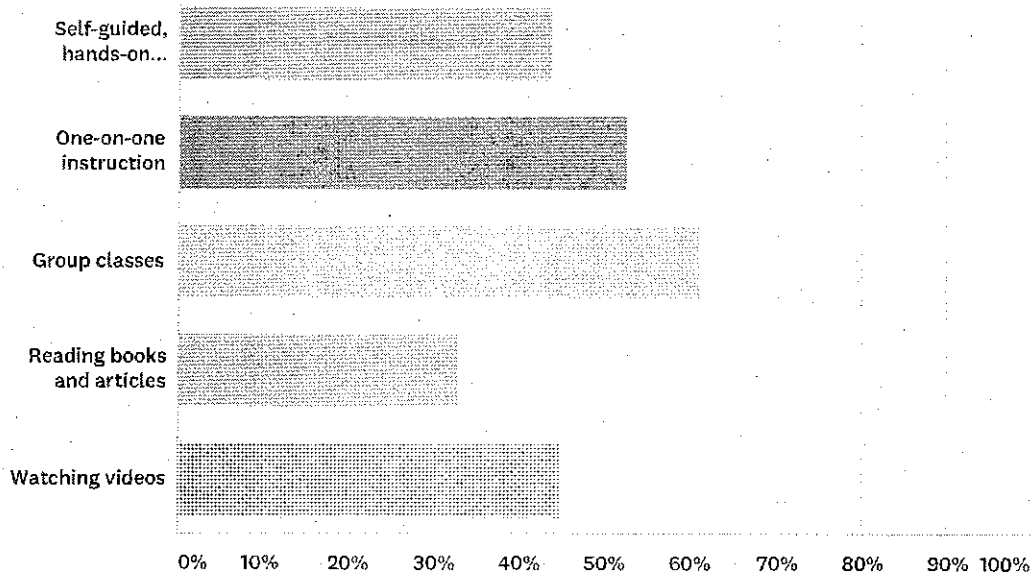
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814	gardening	8/29/2017 10:30 AM
815	language learning	8/29/2017 10:21 AM
816	No	8/29/2017 10:20 AM
817	Cooking	8/29/2017 10:20 AM
818	Music	8/29/2017 10:20 AM
819	Not that I can think of.	8/29/2017 10:19 AM
820	Life skills (taxes, cooking, budgeting)	8/29/2017 10:19 AM
821	I've seen them advertised before, but gardening classes are nice. I haven't had a chance to participate but now that I have my own home with a yard, I'd LOVE to develop a "green thumb".	8/29/2017 10:19 AM
822	Woodworking sounds awesome. We'd be all over that	8/29/2017 10:18 AM
823	more gardening and possibly cooking	8/29/2017 10:18 AM

Q6 When using new technology/equipment, learning a new skill, or expanding your expertise, which of these methods do you prefer? Please select all that apply.

Answered: 1,801 Skipped: 252



ANSWER CHOICES	RESPONSES	
Self-guided, hands-on learning (tinker and figure it out on my own)	43.70%	787
One-on-one instruction	52.47%	945
Group classes	61.19%	1,102
Reading books and articles	32.93%	593
Watching videos	44.86%	808
Total Respondents: 1,801		

#	OTHER (PLEASE SPECIFY)	DATE
1	Asking others for their experience on the topic	9/7/2017 10:05 PM
2	School	9/6/2017 10:12 PM
3	No longer have a car. Daughter bings me for bks only.	9/6/2017 3:19 PM
4	NA	9/6/2017 9:49 AM
5	Depends on where I am in the learning process and how difficult the subject is.	9/6/2017 8:09 AM
6	Upto 5 people..for better interaction.	9/6/2017 7:39 AM
7	Group classes only work if you are able to separate skill level	9/6/2017 6:15 AM
8	small classes with hands on experience	9/5/2017 7:20 PM
9	videos o ryoutube tutorial style or mystery science style	9/5/2017 3:09 PM
10	88 years old too old for these things - just use lib for books	9/5/2017 2:02 PM
11	Schools and outside classes not s library	9/5/2017 12:52 PM

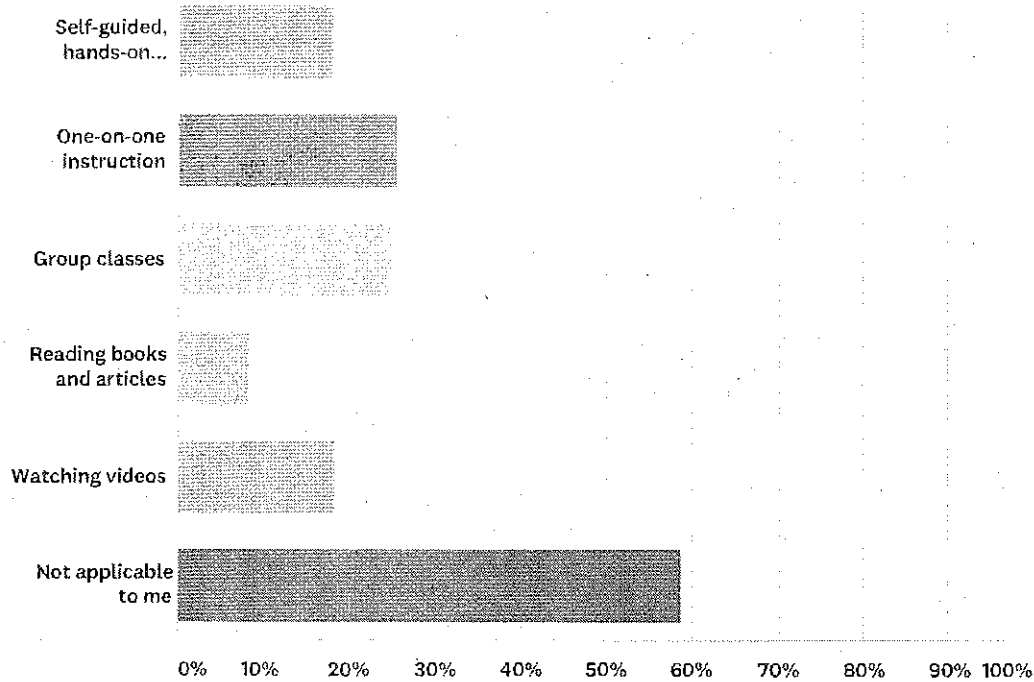
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12	having someone to go to as needed	9/5/2017 12:44 PM
13	All of these are part of the learning process	9/5/2017 11:26 AM
14	I'd use all these...depends on what es it easiest for me or what's available. Nowadays I google things on YouTube	9/5/2017 10:31 AM
15	I usually use a combination of learning techniques.	8/31/2017 8:44 AM
16	too old to do any of this	8/30/2017 9:49 AM
17	Youtube	8/30/2017 12:41 AM
18	Small groups & hands-on learning is good too	8/29/2017 10:28 PM
19	Learn from experience	8/29/2017 10:03 PM
20	Combination of reading an outline and then watching a video tutorial of how to actually do it.	8/29/2017 9:57 PM
21	Google	8/29/2017 9:12 PM
22	n/a	8/29/2017 8:18 PM
23	All of the above in one classroom setting	8/29/2017 8:15 PM
24	Group is fine if the class is small or there are enough knowledgeable people to give some one on one help if needed	8/29/2017 5:51 PM
25	Small group	8/29/2017 5:06 PM
26	Any or all of the above based on time and ability to committ.	8/29/2017 4:59 PM
27	n/a	8/29/2017 2:43 PM
28	Again, because I'm deaf	8/29/2017 2:40 PM
29	reading the instructions, such as a sheet that comes with a needlecraft package; or a clothing pattern - step 1, step 2, etc.	8/29/2017 1:56 PM
30	YouTube	8/29/2017 1:03 PM
31	Great stuff at the DArien Library each day	8/29/2017 1:00 PM
32	Class has to be offered during the day	8/29/2017 12:45 PM
33	google it	8/29/2017 12:42 PM
34	we are hungry for knowledge, teach it any way you want!	8/29/2017 12:11 PM
35	For self-help projects is my preferred learning style	8/29/2017 12:01 PM
36	I am open to all type of learning.	8/29/2017 11:58 AM
37	group class with hands on and possibly watching tutorial videas with group	8/29/2017 11:55 AM
38	All the above	8/29/2017 11:52 AM
39	Any of the above depending on the complexity of the subject.	8/29/2017 11:42 AM
40	Bad question form; learning a NEW skill is completely different method vs EXPANDING your expertise. One assume you know nothing of the skill because it is new the other assume you know something because you are expanding on what you know. So if I know nothing of a skill I want one on one if I have a basis and am expanding I want another type of instruction or maybe none at all.	8/29/2017 11:29 AM
41	combination of video instruction and printed manual work best for me to learn new things.	8/29/2017 11:18 AM
42	All the above	8/29/2017 11:11 AM
43	videos!!	8/29/2017 10:34 AM

Q7 For parents/guardians of school-aged children: When using a new technology/equipment, learning a new skill, or expanding expertise, which methods does your child(ren) prefer? Please select all that apply.

Answered: 1,679 Skipped: 374



ANSWER CHOICES	RESPONSES	
Self-guided, hands-on learning (tinker and figure it out on their own)	18.11%	304
One-on-one instruction	25.43%	427
Group classes	24.96%	419
Reading books and articles	8.40%	141
Watching videos	18.40%	309
Not applicable to me	58.73%	986
Total Respondents: 1,679		

#	OTHER (PLEASE SPECIFY)	DATE
1	Kids attended group classes when yonger (under 5). Not now.	9/10/2017 9:06 PM
2	N/A	9/6/2017 8:38 PM
3	Small classes	9/6/2017 7:39 AM
4	n/a	9/5/2017 9:27 PM
5	I do not have children	9/5/2017 5:07 PM
6	Not applicable	9/5/2017 1:16 PM
7	pre school child	9/5/2017 1:15 PM

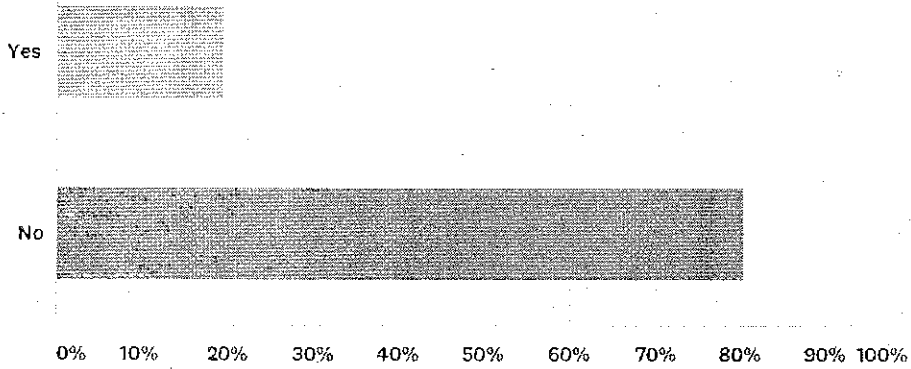
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8	Same as b4	9/5/2017 12:52 PM
9	I have no children.	9/5/2017 11:02 AM
10	NA	9/4/2017 7:50 AM
11	N/A	9/1/2017 11:29 AM
12	N/A No children	8/31/2017 8:44 AM
13	Not applicable with me.	8/30/2017 8:30 PM
14	Or small groups with hands-on leaning	8/29/2017 10:28 PM
15	Learn from experience	8/29/2017 10:03 PM
16	n/a	8/29/2017 5:20 PM
17	no kids	8/29/2017 3:43 PM
18	NA	8/29/2017 1:26 PM
19	NA	8/29/2017 1:17 PM
20	DNA	8/29/2017 1:08 PM
21	allof the above helps all folks	8/29/2017 1:00 PM
22	All the above	8/29/2017 11:52 AM
23	No children.	8/29/2017 11:34 AM
24	There were classes in the summer, but not enough. It is hard to attend classes during the school year when kids get beyond the primary grades. They want to learn and are willing to come in the summer, but the opportunities are limited by the library.	8/29/2017 11:12 AM

Q8 Lynda.com offers thousands of online video tutorials on many topics including technology and creative skills. Are you aware you can access Lynda.com for free through the library's website?

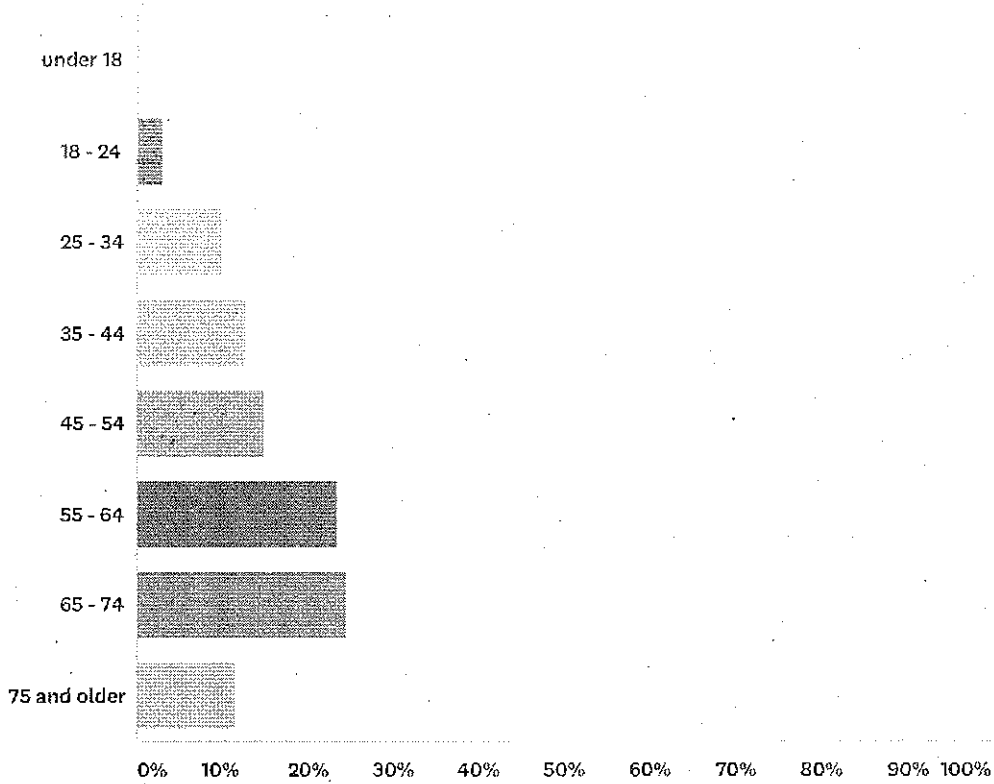
Answered: 1,816 Skipped: 237



ANSWER CHOICES	RESPONSES	
Yes	19.44%	353
No	80.56%	1,463
TOTAL		1,816

Q9 Please tell us your age group.

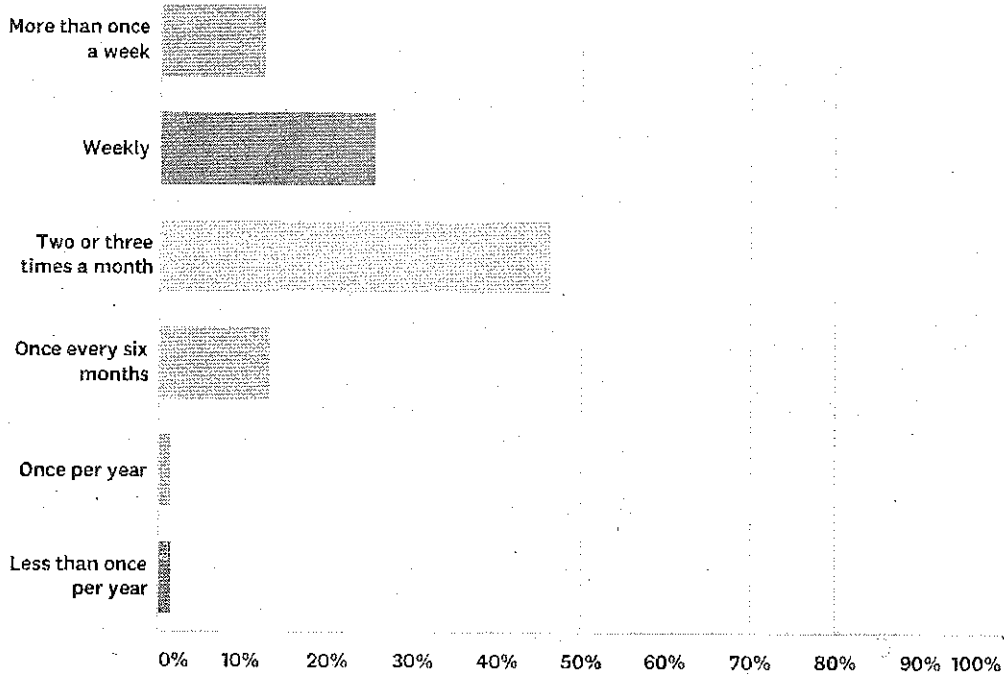
Answered: 1,801 Skipped: 252



ANSWER CHOICES	RESPONSES	
under 18	0.17%	3
18 - 24	2.94%	53
25 - 34	9.88%	178
35 - 44	12.77%	230
45 - 54	14.94%	269
55 - 64	23.43%	422
65 - 74	24.38%	439
75 and older	11.49%	207
TOTAL		1,801

Q1 On average, how often do you, or others in your household, use the library?

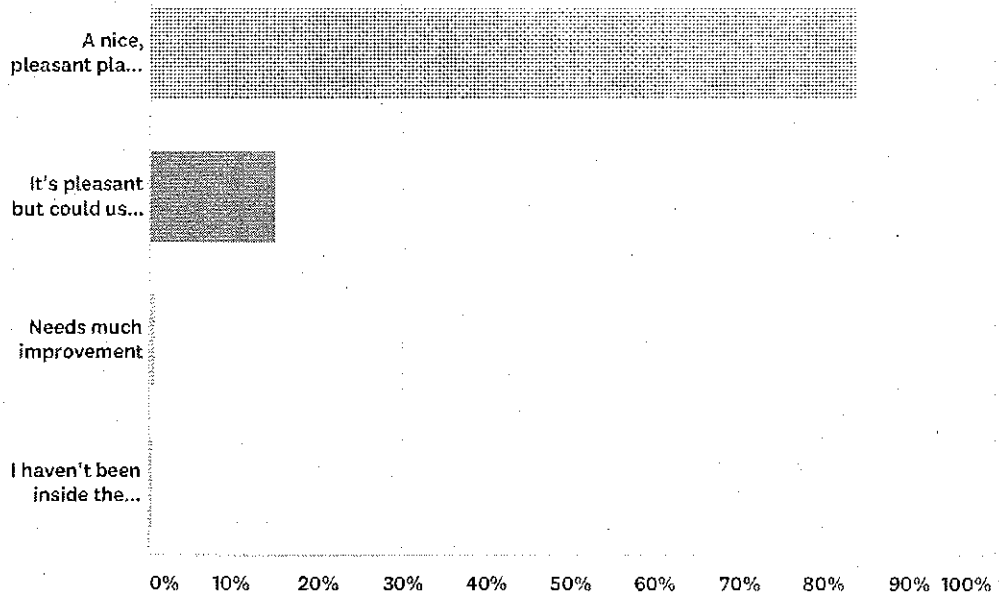
Answered: 1,529 Skipped: 10



ANSWER CHOICES	RESPONSES	
More than once a week	12.43%	190
Weekly	25.31%	387
Two or three times a month	46.17%	706
Once every six months	13.21%	202
Once per year	1.50%	23
Less than once per year	1.37%	21
TOTAL		1,529

Q2 If you were to describe the physical condition of the library, would you say it is...

Answered: 1,533 Skipped: 6



ANSWER CHOICES	PERCENTAGE	RESPONSES
A nice, pleasant place to be	83.95%	1,287
It's pleasant but could use some improvements	14.94%	229
Needs much improvement	0.65%	10
I haven't been inside the library	0.46%	7
TOTAL		1,533

Q3 Are there improvements we can make to the library building and property?

Answered: 928 Skipped: 611

#	RESPONSES	DATE
1	automatic doors, close parking places for running in to pick up or return books (5 minute limit, leave on hazard lights)	10/25/2017 6:25 PM
2	I think the library building and property is always well maintained and kept clean	10/24/2017 3:18 PM
3	yes	10/23/2017 8:52 AM
4	There are always improvements but not sure what!	10/22/2017 7:16 PM
5	Nothing comes to mind.	10/22/2017 4:31 PM
6	No, it is absolutely gorgeous!	10/21/2017 3:43 PM
7	It seems really great, comfortable and well equipped to me. I love the library.	10/21/2017 2:06 PM
8	No, it's perfectly nice to me.	10/18/2017 3:05 PM
9	No	10/18/2017 8:52 AM
10	None.	10/17/2017 7:36 AM
11	Only thing I can think of is maybe eliminate the holiday decorations in outside planters at entrance	10/16/2017 8:27 PM
12	No	10/16/2017 9:04 AM
13	I think Indian Prairie Library is the best around here!	10/16/2017 8:54 AM
14	Not at this time.	10/15/2017 10:49 AM
15	Separate play areas for Babies/Toddlers and Bigger Kids (K-3/4)	10/15/2017 1:01 AM
16	Don't know	10/14/2017 3:41 PM
17	Extend the drop off sleeve at the drive up so can actually drop the book off without unbuckling seat belt and opening car door to open the the drop off sleeve	10/14/2017 2:04 PM
18	The kids section could use some updating.	10/14/2017 6:35 AM
19	no	10/13/2017 2:24 PM
20	Everything looks well.	10/13/2017 1:49 PM
21	More local art on the walls! Rotating exhibits like you have on the second floor. A lot of local artist co-ops would be happy to have the opportunity to show member works on the walls.	10/13/2017 8:30 AM
22	None that I can think of	10/12/2017 8:52 PM
23	No	10/12/2017 7:51 PM
24	The quiet study room is missed.	10/12/2017 5:24 PM
25	more individual desks	10/12/2017 3:44 PM
26	I usually go in, find my book, and check out. The library building and property seem fine to me.	10/12/2017 2:55 PM
27	None that I can think of.	10/12/2017 12:36 PM
28	no	10/12/2017 6:58 AM
29	nope love it	10/11/2017 11:11 PM
30	When printing, is it possible to have the option to tell the printer to print front and back?	10/11/2017 10:32 PM
31	Parking,	10/11/2017 10:07 PM
32	I can never find a directory of the place to go for something I am looking for. The signage is good but I usually have to ask someone to point me in the right direction.	10/11/2017 9:54 PM

Use of the Library's Building

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33	There could be a few more computers for patron use. It's a pretty popular place in Darien.	10/11/2017 7:35 PM
34	no	10/11/2017 7:23 PM
35	I think that it is nice the way it is.	10/11/2017 7:05 PM
36	No	10/11/2017 6:18 PM
37	Can't think of any	10/11/2017 6:04 PM
38	New chairs	10/11/2017 5:31 PM
39	no	10/11/2017 5:18 PM
40	No.	10/11/2017 4:58 PM
41	increase its size	10/11/2017 4:12 PM
42	No!	10/11/2017 3:45 PM
43	Nothing at this time.	10/11/2017 3:28 PM
44	I would suggest an addition to the library building to ease the 'over-crowded' feeling of the main floor and do something to improve the children's play area on the second floor - it feels very out-of-date for today's technology and interactive play environments.	10/11/2017 3:06 PM
45	No	10/11/2017 1:44 PM
46	Freshen paint and carpet areas. More seating areas for private study.	10/11/2017 12:47 PM
47	No	10/11/2017 12:29 PM
48	like it just the way it is.	10/11/2017 10:57 AM
49	As an artist who would like to exhibit my work at the library, I think there should be a poster or some indicator on the first floor of who is currently exhibiting on the second floor and create a space on the first floor for at least a sample of that artist's work.	10/11/2017 10:49 AM
50	no	10/11/2017 10:48 AM
51	can not think of any	10/11/2017 9:51 AM
52	Automatic front doors. I use the handicapped door which is off to the right and slow and to go out, the button was a secret (hard to find) on many visits. I use the mailbox and it is difficult to reach because of the curb for a handicapped person.	10/11/2017 8:42 AM
53	None at this time.	10/11/2017 8:34 AM
54	More back friendly chairs in the meeting room.	10/11/2017 7:40 AM
55	Not that I can see.	10/11/2017 7:31 AM
56	Looks good	10/11/2017 7:21 AM
57	no	10/11/2017 7:01 AM
58	I'm satisfied	10/11/2017 6:28 AM
59	No	10/11/2017 6:20 AM
60	No. Very functional, comfortable, clean and grounds are well maintained.	10/11/2017 5:32 AM
61	nothing	10/11/2017 5:25 AM
62	Book drop area - no matter what, I always have to get out of my car to deposit my items.	10/11/2017 5:25 AM
63	More helping staff	10/11/2017 4:51 AM
64	Wish the business section was more convenient to access	10/11/2017 4:46 AM
65	No improvement necessary, as far as I can tell.	10/11/2017 2:54 AM
66	None	10/11/2017 1:29 AM
67	Maybe some nicer sitting areas and outdoor sitting areas	10/11/2017 12:04 AM
68	It is one of the nicest & well run libraries that I have been a member of over the years.	10/10/2017 11:03 PM
69	More coffee choices.	10/10/2017 10:41 PM

Use of the Library's Building

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70	I think the property looks good.	10/10/2017 9:56 PM
71	can't think of any off hand	10/10/2017 9:55 PM
72	I recently moved to RVC from the Midwest where our library renovated to create more "spaces" throughout to separate the readers from the tutoring sessions, etc. It seemed more spacious and welcoming. Also, I find the parking insufficient during the late afternoon. I would reconfigure the traffic to enter the lot where the exit is currently and exit near the traffic light so that it is safer to make left turns on North Village.	10/10/2017 9:54 PM
73	I love the library. I wouldn't change a thing.	10/10/2017 9:41 PM
74	More study cubicles in quiet areas	10/10/2017 9:41 PM
75	no	10/10/2017 9:37 PM
76	None at this time	10/10/2017 9:21 PM
77	No	10/10/2017 9:05 PM
78	Up date it.	10/10/2017 8:42 PM
79	None needed.	10/10/2017 8:37 PM
80	Bathrooms	10/10/2017 8:20 PM
81	More couches	10/10/2017 8:19 PM
82	No	10/10/2017 8:09 PM
83	I don't really have any suggestions. I love the library! There seems to always be enough tables and computers/laptops available.	10/10/2017 8:08 PM
84	More private computer area, more computers.	10/10/2017 7:41 PM
85	I think the sitting area shouldn't be so close to the bathrooms. Maybe you could flip and have books in that area and patron seating where the books are.	10/10/2017 7:39 PM
86	No	10/10/2017 7:35 PM
87	No	10/10/2017 7:29 PM
88	None that I can think of.	10/10/2017 7:28 PM
89	No	10/10/2017 7:11 PM
90	There should be increased tutorial programs to use the modern technological gadgets/computers for senior citizens like me.	10/10/2017 7:04 PM
91	more designed sitting areas.	10/10/2017 6:50 PM
92	It's perfect	10/10/2017 6:25 PM
93	Yes	10/10/2017 6:17 PM
94	I don't need improvements for what I use the library.	10/10/2017 5:49 PM
95	Maybe more quiet area . It is very often noisy with the children, the tutoring and several conversations between patrons.	10/10/2017 5:46 PM
96	More small meeting rooms.	10/10/2017 5:33 PM
97	Maybe making the drive-through book drop of easier to open. The handles are a little too far away for people with short arms. Oh, and a larger awning so we don't get as wet when it's raining or snowing.	10/10/2017 5:28 PM
98	It meets my needs	10/10/2017 5:25 PM
99	no	10/10/2017 5:24 PM
100	No	10/10/2017 5:21 PM
101	I could not know, I have no issues	10/10/2017 5:18 PM
102	no	10/10/2017 5:14 PM
103	Yes, you could make sure that library guests pay attention to "No left turn" into the small parking lot. Or if you can't enforce it, then remove it altogether.	10/10/2017 5:14 PM

Use of the Library's Building

(7)

104	Water fountains on ground floor dispense warm water instead of cold. Water fountains on upper floor are much better.	10/10/2017 5:14 PM
105	no	10/10/2017 5:05 PM
106	A videotape room to check or see videos, a card room for don social activities	10/10/2017 5:04 PM
107	I think it looks great!	10/10/2017 5:00 PM
108	More parking. I am at the library every day. Many days I have to park across the street because the library lot is full.	10/10/2017 4:58 PM
109	The bathrooms, esp upstairs. The children's kangaroo seat has been broken for years, rendering it useless. Also, the soap, sink and drier are not well positioned for little people to use well. Esp littles who want the independence of using the bathroom alone.	10/10/2017 4:54 PM
110	no	10/10/2017 4:43 PM
111	some additional private rooms or carels	10/10/2017 4:37 PM
112	No, its fine	10/10/2017 4:31 PM
113	Maintenance	10/10/2017 4:17 PM
114	Yes, it would be nice if there were more closed off rooms that can be reserved for groups that want to do quiet studying or teaching	10/10/2017 4:12 PM
115	No	10/10/2017 4:09 PM
116	don't know	10/10/2017 4:05 PM
117	No	10/10/2017 4:00 PM
118	none that I can see	10/10/2017 4:00 PM
119	No	10/10/2017 3:56 PM
120	NO	10/10/2017 3:49 PM
121	ITS YOUR DECISION	10/10/2017 3:42 PM
122	Nice coffee shop	10/10/2017 3:35 PM
123	I think everything is fine. Indian Prairie is a very good library.	10/10/2017 3:18 PM
124	I feel you utilize the space you have very efficiently	10/10/2017 3:12 PM
125	None	10/10/2017 2:49 PM
126	Additional reading areas.	10/10/2017 2:48 PM
127	None that I can think of	10/10/2017 2:48 PM
128	Maybe some more places to sit outside?	10/10/2017 2:42 PM
129	Silent areas for reading	10/10/2017 2:37 PM
130	not sure	10/10/2017 2:28 PM
131	no	10/10/2017 2:23 PM
132	No all good	10/10/2017 2:18 PM
133	No. I love the library just the way it is!	10/10/2017 2:14 PM
134	Not that I am aware of.	10/10/2017 2:09 PM
135	Yes	10/10/2017 1:59 PM
136	no	10/10/2017 1:50 PM
137	Not that I can think of, but I've only been here a year.	10/10/2017 1:46 PM
138	No	10/10/2017 1:40 PM
139	No	10/10/2017 1:37 PM
140	Yes, re arrange shelves so that it is easier to find books based on subject/s. Also reading spaces could be made more pleasant.	10/10/2017 1:37 PM

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141	Don't touch what is already functioning perfectly.	10/10/2017 1:26 PM
142	Not that I can ser	10/10/2017 1:22 PM
143	expand parking	10/10/2017 1:18 PM
144	things seem to be okay	10/10/2017 1:17 PM
145	not that I have noticed	10/10/2017 1:11 PM
146	everything looks great	10/10/2017 1:10 PM
147	None come to mind	10/10/2017 1:06 PM
148	Pobably, but not necessary.	10/10/2017 1:03 PM
149	I think it's fine	10/10/2017 12:34 PM
150	department location map for the 2 floors so you know where to find what you are looking for	10/10/2017 12:34 PM
151	None	10/10/2017 12:31 PM
152	first floor feels dated	10/10/2017 12:28 PM
153	Parking can be a problem. I'm not sure if there is, but there should be signage to direct people to alternative parking if lot is full. But ideally, the parking lot should be expanded	10/10/2017 12:28 PM
154	I would suggest a sign for the library at the corner of Clarendon Hills Road and Plainfield. One can easily miss the library... Also cutting branches that block the other signs that you do have. Otherwise the grounds are very nice.	10/10/2017 12:27 PM
155	There have been many times this summer that it seemed very hot. Maybe update air conditioning unit.	10/10/2017 12:22 PM
156	None	10/10/2017 12:20 PM
157	Not really	10/10/2017 12:11 PM
158	Larger quiet area	10/10/2017 12:09 PM
159	nothing	10/10/2017 12:07 PM
160	No.	10/10/2017 12:01 PM
161	None that I can think of.	10/10/2017 11:49 AM
162	The dvd section setup could be improved	10/10/2017 11:47 AM
163	It's always hot in there	10/10/2017 11:43 AM
164	It's quite lovely.	10/10/2017 11:40 AM
165	The wing backed chairs could be replaced. With hundreds of people a day using them they appear worn out. I noted they did make new arm covers, however, which helps.	10/10/2017 11:38 AM
166	More comfortable chairs when seated for a long time such as watching a movie!	10/10/2017 11:38 AM
167	I have no control complaints.	10/10/2017 11:34 AM
168	More work spaces.	10/10/2017 11:23 AM
169	I think Library Staff is doing a good job	10/10/2017 11:21 AM
170	More parking spaces needed	10/10/2017 11:20 AM
171	Quiet space for writing	10/10/2017 11:20 AM
172	No. Love everything about it	10/10/2017 11:13 AM
173	more outdoor seating space to enjoy a book, audio selection, etc.	10/10/2017 11:13 AM
174	maybe more auto check out computers? very nice library	10/10/2017 11:09 AM
175	I'm easy to please, its always clean and tidy, even the restrooms. Even the vending area is tidy. Great job!	10/10/2017 11:05 AM
176	Nothing that I can think of	10/10/2017 11:01 AM
177	It's awesome!	10/10/2017 11:01 AM

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178	None important to me.	10/10/2017 11:01 AM
179	none	10/10/2017 10:58 AM
180	No	10/10/2017 10:57 AM
181	I do not stay when I visit the library - just look for books and check out.	10/10/2017 10:56 AM
182	Location of bathroom too close to computers	10/10/2017 10:53 AM
183	It's perfect	10/10/2017 10:46 AM
184	Pretty good as is	10/10/2017 10:39 AM
185	No suggestions.	10/10/2017 10:38 AM
186	No	10/10/2017 10:36 AM
187	I think we have a gorgeous library!	10/10/2017 10:36 AM
188	No	10/10/2017 10:36 AM
189	I'm only in the adult reading sections so I don't think so. I come by about once every other month.	10/10/2017 10:36 AM
190	No	10/10/2017 10:33 AM
191	No	10/10/2017 10:33 AM
192	The inside seems a bit dated.	10/10/2017 10:26 AM
193	It's fine the way it is. I don't see a need for improvements at this time.	10/10/2017 10:21 AM
194	I like the space, finds that it accomodates many different needs	10/10/2017 10:21 AM
195	None	10/10/2017 10:16 AM
196	I can't think of anything....wonderful place	10/10/2017 10:12 AM
197	no	10/10/2017 10:11 AM
198	No	10/10/2017 10:10 AM
199	We have a very nice library, could you more staff to help out with questions when needed.	10/10/2017 10:09 AM
200	More separation between quiet work areas and those areas where people are talking in normal conversational tones. More soft seating to accommodate different working styles.	10/10/2017 10:09 AM
201	Interior improvements; paint (less yellow)	10/10/2017 10:07 AM
202	Good as is	10/10/2017 10:06 AM
203	Make it bigger!	10/10/2017 10:06 AM
204	Not sure	10/10/2017 10:05 AM
205	Yes	10/10/2017 10:04 AM
206	none i can think of	10/10/2017 10:03 AM
207	Improved outdoor drop-off boxes. Too difficult to reach from car.	10/10/2017 10:03 AM
208	It is fine for my purpose.	10/10/2017 10:02 AM
209	I feel the library and property are very well maintained.	10/10/2017 10:02 AM
210	I like it the way it is...the librarians could be nicer though	10/10/2017 10:01 AM
211	No	10/10/2017 10:00 AM
212	Good for now	10/10/2017 10:00 AM
213	The library is a little dingy.	10/10/2017 9:58 AM
214	Reset automatic doors timing. They close too fast.	10/10/2017 9:57 AM
215	None	10/10/2017 9:56 AM
216	A small cafe would be nice.	10/10/2017 9:56 AM
217	more seating and more accessible areas for people with wheelchairs.	10/10/2017 9:55 AM
218	Regular maintenance is needed. For example, fresh paint and a good deal cleaning.	10/10/2017 9:54 AM

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219	Additional private study rooms.	10/10/2017 9:53 AM
220	I feel very comfortable visiting the Library.	10/10/2017 9:52 AM
221	invite book authors	10/10/2017 9:52 AM
222	Signage in stacks should be bigger!	10/10/2017 9:52 AM
223	More Handicapped parking. Seem like always full.	10/10/2017 9:49 AM
224	None that I can think of.	10/10/2017 9:48 AM
225	The reading areas need to be more cozy...some areas need a little sprucing up, maybe new chairs.	10/10/2017 8:35 AM
226	no	10/9/2017 11:11 PM
227	No	10/9/2017 5:59 PM
228	Make computer usage less available. I have seen horrible people viewing horrible things	10/9/2017 4:59 PM
229	no	10/9/2017 9:17 AM
230	No, it's great the way it is.	10/9/2017 7:40 AM
231	no	10/8/2017 10:39 PM
232	More comfy chairs in places to read.	10/8/2017 10:31 PM
233	I can't think of any right now.	10/8/2017 10:16 PM
234	Drive through book drop could use some reengineering to make it more useful.	10/8/2017 9:17 PM
235	no, love the new passport service	10/8/2017 8:42 PM
236	no	10/8/2017 6:19 PM
237	I think the building and property look good the way they are	10/8/2017 6:00 PM
238	don't think so seems fine to me	10/8/2017 4:17 PM
239	No	10/8/2017 3:37 PM
240	Too noisy. People talk on cell phones; more easy chairs needed	10/8/2017 11:11 AM
241	I would like to have some sort of drive through window to pick up books on hold or maybe a close short term parking place to run in quick for a pick up.	10/8/2017 8:19 AM
242	Not that I can think of.	10/7/2017 8:54 PM
243	I'm very satisfied with the physical facility.	10/7/2017 7:43 PM
244	Love all of the improvements including the gardens, recycling bins around the library and the compost bins! great job - hope to only see that continue.	10/7/2017 6:45 PM
245	I'm sure there probably are, but I can't think of any specifically now.	10/7/2017 4:32 PM
246	I can't think of any.	10/7/2017 4:27 PM
247	N/A	10/7/2017 4:25 PM
248	expand computer area	10/7/2017 11:42 AM
249	Yes, you need to repaint the lines on the pedestrian crossing and keep the signs up that tell people to drive slowly.	10/7/2017 11:25 AM
250	not that I know of	10/7/2017 11:03 AM
251	The computer area can be neater.	10/6/2017 8:17 PM
252	No it is great!	10/6/2017 8:10 PM
253	no	10/6/2017 7:46 PM
254	one more rest room would be OK	10/6/2017 7:28 PM
255	No	10/6/2017 5:49 PM
256	none that I can see	10/6/2017 5:00 PM
257	I am satisfied	10/6/2017 4:45 PM

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258	Maybe seasonal flowers outside the front door	10/6/2017 4:15 PM
259	I am comfortable at the library, I think is in very good condition.	10/6/2017 4:05 PM
260	None I can think of.	10/6/2017 3:24 PM
261	None	10/6/2017 2:56 PM
262	Not sure	10/6/2017 1:45 PM
263	Not sure	10/6/2017 7:22 AM
264	No. It is very nice.	10/6/2017 7:16 AM
265	No	10/6/2017 6:50 AM
266	I love my library	10/6/2017 4:32 AM
267	No	10/6/2017 4:00 AM
268	Perhaps more outlets and improved temperature regulation?	10/5/2017 11:48 PM
269	Just wish it was safer to exit the parking lot. I've almost been hit on Clarendon Hills Road.	10/5/2017 11:30 PM
270	Repave the parking lot	10/5/2017 9:35 PM
271	NONE	10/5/2017 8:51 PM
272	I think its a very nice library and helpful when asked.	10/5/2017 6:52 PM
273	It is an amazing library, I can't think of anything it needs.	10/5/2017 6:48 PM
274	No	10/5/2017 6:03 PM
275	Nice furniture, some need cleaning or updating	10/5/2017 4:54 PM
276	no	10/5/2017 4:33 PM
277	IT is already great!	10/5/2017 4:33 PM
278	I can't think of anything just now. I've always gotten what I wanted and with good service. Thank you	10/5/2017 4:07 PM
279	No, nicely landscaped outside. Lots of space inside and selection of books etc is excellent.	10/5/2017 3:36 PM
280	After the last renovation, the building and property are easy to maneuver.	10/5/2017 2:36 PM
281	not really we like it!	10/5/2017 2:04 PM
282	I'm not aware of any	10/5/2017 12:35 PM
283	Looks great!	10/5/2017 12:13 PM
284	It looks fine to me.	10/5/2017 10:36 AM
285	signage at the main desk. Most of the time I have a question and asked to go to the help desk. Which some people may not know and stand in line at the desk in the front entrance.	10/5/2017 10:16 AM
286	I cant think of any off hand	10/5/2017 9:42 AM
287	Sometimes it seems crowded, and it's not easy to find a place to sit. At those times an entire table for 6 is taken up by one person. Also, there seem to be not enough computers. However, I absolutely LOVE our library! It's not pretentious, there is little wasted space as elsewhere, and the people working there are wonderful and helpful. Thank you!!	10/5/2017 9:34 AM
288	the facilities are in good condition and enjoyable for me and my family. no improvements needed.	10/5/2017 9:29 AM
289	The movie section could be improved. Maybe even just turning the movies sideways so that all the titles can be seen? Otherwise you have to go through a stack at a time.	10/5/2017 9:24 AM
290	I don't see any improvement needed.	10/5/2017 8:32 AM
291	I think it looks good the way it is.	10/5/2017 8:13 AM
292	No.	10/5/2017 6:53 AM
293	No. I think IPL is just fine the way it is!	10/5/2017 6:33 AM
294	Sure, but I don't have suggestions since I only use it for checking out books and videos	10/5/2017 6:17 AM

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295	nope	10/5/2017 6:02 AM
296	None that come to mind.	10/5/2017 12:51 AM
297	Yes, more comfortable seating. dimmable lighting, faster Wi-Fi, more power outlets. Essentially, turn it into a giant Starbucks.	10/4/2017 10:52 PM
298	No	10/4/2017 10:27 PM
299	None	10/4/2017 10:20 PM
300	Computers location	10/4/2017 10:17 PM
301	I happen to like it just the way it is!	10/4/2017 9:50 PM
302	Toddler section needs to be bigger.	10/4/2017 9:26 PM
303	The drive thru drop boxes can use an alteration to allow easier accessibility from sedans.	10/4/2017 9:26 PM
304	The only thing I can really think of is to expand the children's play area a little bit...but that's really just an "ideal world" request.	10/4/2017 7:43 PM
305	Maybe	10/4/2017 7:42 PM
306	None...it's sufficient	10/4/2017 7:35 PM
307	No	10/4/2017 7:34 PM
308	No, I like it the way it is.	10/4/2017 7:05 PM
309	No, who would pay for it. more taxes	10/4/2017 6:45 PM
310	None I can think of	10/4/2017 5:18 PM
311	no	10/4/2017 5:07 PM
312	I like it as it is	10/4/2017 5:04 PM
313	A warmer feeling to the building	10/4/2017 3:23 PM
314	Clean or replace worn upholstered chairs.	10/4/2017 3:19 PM
315	Cafe area improvements, perhaps with a hot coffee vending machine and some fresh sandwiches available for purchase. Something similar to the "Starbucks" area inside of many Barnes and Noble bookstores. The overall atmosphere inside of Barnes and Noble bookstores feels much more comfortable and cozy than the library currently is, so sometimes I opt to go to the B&N bookstore with my own reading materials and laptop just to hangout or study simply because of the nice atmosphere and access to hot food/coffee.	10/4/2017 3:00 PM
316	no	10/4/2017 2:38 PM
317	No, it looks good to me.	10/4/2017 2:30 PM
318	More programs for adults	10/4/2017 2:30 PM
319	None I can think of	10/4/2017 2:24 PM
320	None seen	10/4/2017 2:19 PM
321	I hit the wrong item.....the library needs no improvement I love it the way it is.	10/4/2017 2:08 PM
322	I think it's great!	10/4/2017 2:00 PM
323	Not particularly. I tend to come in, drop off, pick up, and leave.	10/4/2017 1:49 PM
324	'Tis OK	10/4/2017 1:30 PM
325	Maintenance upkeep	10/4/2017 1:27 PM
326	I believe it is already clean, but if there had to be improvements-I guess continue working on that	10/4/2017 1:18 PM
327	nothing comes to mind.	10/4/2017 12:46 PM
328	None	10/4/2017 12:38 PM
329	Better flowers at the door. Nothing plastic.	10/4/2017 12:22 PM
330	no it good already	10/4/2017 12:02 PM

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331	I really dislike the computers in the toddler/children's area. I bring my children to the library for reading, activities, etc but end up trying to keep them off the computers. Would be great if they were relocated.	10/4/2017 11:54 AM
332	No, over the years I've seen the library perform reconstruction, and it's great.	10/4/2017 11:49 AM
333	No	10/4/2017 11:31 AM
334	No, I'm fine	10/4/2017 11:23 AM
335	I suppose so, but what?	10/4/2017 11:15 AM
336	Nothing stands out now	10/4/2017 11:04 AM
337	Relocate the internet computers away from bathrooms, and the "Recently Returned" shelves to a more quiet area.	10/4/2017 10:46 AM
338	Add geothermal heating to the library. This can save the library a lot of money. Utilizes heat from the Earth's ground. Also clean air ducts daily.	10/4/2017 10:30 AM
339	no	10/4/2017 10:25 AM
340	I can't think of any.	10/4/2017 10:22 AM
341	none	10/4/2017 10:18 AM
342	Perhaps find an enclosed room for the library computer area.	10/4/2017 10:04 AM
343	YES	10/4/2017 10:03 AM
344	No	10/4/2017 9:56 AM
345	Quiet zones	10/4/2017 9:49 AM
346	No.	10/4/2017 9:47 AM
347	none	10/4/2017 9:41 AM
348	It is fine now.	10/4/2017 9:33 AM
349	yes	10/4/2017 9:27 AM
350	I haven't noticed any issues that need improvement.	10/4/2017 9:01 AM
351	No it is nice	10/4/2017 8:56 AM
352	No, I think that the library is well-maintained and current.	10/4/2017 8:46 AM
353	Not that I can think of.	10/4/2017 8:29 AM
354	None at this time	10/4/2017 8:18 AM
355	expanded cafe space,not sure what else	10/4/2017 8:09 AM
356	No, Our library is awesome!!	10/4/2017 8:07 AM
357	None that I can think of	10/4/2017 8:07 AM
358	none that I can think of.	10/4/2017 8:04 AM
359	Quiet space available and an enclosed teen space.	10/4/2017 8:04 AM
360	No	10/4/2017 8:03 AM
361	A noise baffle over the information desk would be useful	10/4/2017 7:57 AM
362	I lost some items in the depository box.	10/4/2017 7:54 AM
363	not really	10/4/2017 7:52 AM
364	Possibly more private meeting rooms similar to Downers Grove and Elmhurst Libraries. Having tutors use the first floor tables can be disruptive to regular library visitors.	10/4/2017 7:52 AM
365	none	10/4/2017 7:41 AM
366	Make children's area more inviting with more activities for the little ones	10/4/2017 7:13 AM
367	the outside property and landscaping is beautiful and needs no major improvements. the inside of the library could use some update lighting and a few more computer stations and maybe some additional quiet/comfortable seating areas for adults.	10/4/2017 7:10 AM

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368	Current condition is fine.	10/4/2017 5:55 AM
369	A real, manned cafe would be nice, but hardly necessary	10/4/2017 5:47 AM
370	seems okay as it is	10/4/2017 5:44 AM
371	Yes	10/4/2017 4:55 AM
372	No this library is perfect.	10/4/2017 4:25 AM
373	None	10/4/2017 4:07 AM
374	None	10/4/2017 1:15 AM
375	Not that I can think of at the moment.	10/4/2017 1:15 AM
376	I'm satisfied with the building and property.	10/4/2017 1:06 AM
377	No	10/4/2017 12:59 AM
378	I can't think of any.	10/4/2017 12:52 AM
379	Update it please	10/4/2017 12:05 AM
380	No	10/3/2017 11:18 PM
381	The children's area could be improved.	10/3/2017 11:18 PM
382	more comfy seating	10/3/2017 11:07 PM
383	Add a modern touch	10/3/2017 10:58 PM
384	No	10/3/2017 10:48 PM
385	None I can think of.	10/3/2017 10:45 PM
386	Nothing major comes to mind, maybe some really comfortable reading nooks with big squishy chairs.	10/3/2017 10:38 PM
387	IDK. Don't go there other than to get books, or audibles.	10/3/2017 10:28 PM
388	maybe have a little more available table space for research work,	10/3/2017 10:24 PM
389	Like handicap spot right up front	10/3/2017 10:14 PM
390	Looks good to me!	10/3/2017 10:10 PM
391	More inviting child - older than 5- sitting areas to look at books	10/3/2017 10:07 PM
392	nope	10/3/2017 10:06 PM
393	No ideas sorry	10/3/2017 9:49 PM
394	The place is nice and adequate enough	10/3/2017 9:49 PM
395	Didn't you just remodel? I think it looks great.	10/3/2017 9:46 PM
396	Bigger bathroom upstairs by the kids area. Some nice couches by the kids area for reading.	10/3/2017 9:45 PM
397	the space is very well used as it is.	10/3/2017 9:42 PM
398	I love this library the building and the stuff is awesome	10/3/2017 9:38 PM
399	The library proper, its services and, all staff are fantastic! The only minor suggested improvement would be outside: to diminish/pull back two curbs. First, the east exit spot at the southeast small parking lot (just across from the main entrance). In order to make a right turn from that lot you have to pull out really far, blocking the traffic going west. Second, widen the car lane at the west end of the parking lot (adjacent to Fire Dept.). It is a very sharp corner and barely has room for two cars. Otherwise, IPPL is first rate!	10/3/2017 9:35 PM
400	Some of the upholstered furniture needs recovered or replaced.	10/3/2017 9:32 PM
401	None that come to mind.	10/3/2017 9:32 PM
402	expanding coffee shop.. more comfortable seating/bigger space, like a lounge // increase number of single work desk cubicles//	10/3/2017 9:24 PM
403	Nope	10/3/2017 9:22 PM
404	na	10/3/2017 9:15 PM

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405	The study area. More comfy chairs.	10/3/2017 9:09 PM
406	more available classes, drop off activities for kids	10/3/2017 9:08 PM
407	Repave the parking lot.	10/3/2017 8:55 PM
408	More comfortable seating- lounge type seating Coffee area/ drink snack different from vending area	10/3/2017 8:55 PM
409	I wish there were more study options	10/3/2017 8:43 PM
410	The elevator seems a little outdated, but it works good, not sure if there are other places that are outdated.	10/3/2017 8:39 PM
411	No	10/3/2017 8:38 PM
412	I can't think of anything at this time.	10/3/2017 8:38 PM
413	I find the library to be the nicest I've been in. I love the different areas, the featured exhibits that you display. Top notch.	10/3/2017 8:37 PM
414	No obvious ones that come to mind.	10/3/2017 8:23 PM
415	The library doesn't need improvements for now.	10/3/2017 8:15 PM
416	More parking	10/3/2017 8:11 PM
417	None	10/3/2017 8:05 PM
418	None that I can think of.	10/3/2017 8:04 PM
419	more seating	10/3/2017 8:00 PM
420	No, it's great	10/3/2017 7:53 PM
421	Not at this time	10/3/2017 7:41 PM
422	No	10/3/2017 7:40 PM
423	I cannot think of any	10/3/2017 7:34 PM
424	no you always make great updates!	10/3/2017 7:24 PM
425	No	10/3/2017 7:24 PM
426	Not that I know of	10/3/2017 7:21 PM
427	None that I have seen.	10/3/2017 7:21 PM
428	Bathroom on first floor could use an update and some odor control.	10/3/2017 7:21 PM
429	No	10/3/2017 7:19 PM
430	Not that I can think of	10/3/2017 7:18 PM
431	Try to speed up the check-out line.,Have a different desk for people asking for different things,,,,,,,,,,,,,,,,,,,,, Like a counter desk that handles book check outs,,,,,,,,,,,,,	10/3/2017 7:02 PM
432	not that I can think of - maybe the addition of a coffee shop	10/3/2017 6:59 PM
433	New carpet	10/3/2017 6:59 PM
434	No, it's very nice already	10/3/2017 6:57 PM
435	I can't think of any at the moment. I've lived in Clarendon Hills since May so I haven't had a chance to observe more and to use more services.	10/3/2017 6:52 PM
436	No	10/3/2017 6:49 PM
437	none	10/3/2017 6:43 PM
438	Not from my use of the library	10/3/2017 6:42 PM
439	Adjust drive through book return so that a driver can reach the book drop slot without opening car door (unbuckling seat belt in the process) or getting out of car to reach it!	10/3/2017 6:39 PM
440	No	10/3/2017 6:36 PM
441	Seems fine to me	10/3/2017 6:36 PM

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442	It's very nice already. I think that no improvement is needed.	10/3/2017 6:36 PM
443	The building always seems to be improving. I feel you are very progressive in your programs and facilities.	10/3/2017 6:33 PM
444	FORCE ALL PEOPLE WHO ARE HERE TO VISIT WITH FRIENDS OR TUTOR STUDENTS TO A SINGLE AREA OF THE BUILDING FOR THIS USE. VISITING AND TUTORING IS TALKING AND USUALLY DON IN THE CENTER OF THE BUILDING RATHER THAN A AREA AWAY FROM THE READING AND COMPUTER AREAS	10/3/2017 6:29 PM
445	The children's free space does not allow for as much free/creative play as other libraries. Additional meeting rooms would be great so Shake, Shimmy, and Dance could be offered more frequently.	10/3/2017 6:20 PM
446	I'm pleased with the library building. The outdoor drop bins are difficult to use from my car.	10/3/2017 6:08 PM
447	Bo	10/3/2017 6:03 PM
448	The librarians are superior and so are the surroundings! Keep pushing for excellencel	10/3/2017 5:59 PM
449	Parking seems a bit difficult at times. Overall, the facility is great. I miss the	10/3/2017 5:44 PM
450	I can't think of anything off the top of my head.	10/3/2017 5:41 PM
451	no	10/3/2017 5:40 PM
452	No	10/3/2017 5:40 PM
453	Nitpicking here: Better signage at the entrance pointing to where different subject are?	10/3/2017 5:40 PM
454	Provide more comfortable seating areas.	10/3/2017 5:39 PM
455	Can't think of any.	10/3/2017 5:39 PM
456	I enjoy it all	10/3/2017 5:36 PM
457	More space to walk around the tables	10/3/2017 5:36 PM
458	I think some warmer colors on the walls...especially in the meeting rooms would be more welcoming. The landscaping is great.	10/3/2017 5:36 PM
459	I can foresee that the library will be running out of space. That includes the parking area.	10/3/2017 5:35 PM
460	none that I can think of	10/3/2017 5:31 PM
461	not that I can think of	10/3/2017 5:31 PM
462	Just keep the maintenance up	10/3/2017 5:30 PM
463	It looks nice to me	10/3/2017 5:27 PM
464	Parking is challenging at peak times.	10/3/2017 5:26 PM
465	The parking could use some work. Clearer signs would be helpful for the one way areas. The building is great.	10/3/2017 5:18 PM
466	No, it is fine.	10/3/2017 5:16 PM
467	Comfortable seating. Small couches.	10/3/2017 5:13 PM
468	I can't think of any	10/3/2017 5:13 PM
469	BETTER SIDE WALKS AND OR CROSS WALKS GOING FROM BUILDING TO PARKING AREAS.	10/3/2017 5:08 PM
470	I am satisfied	10/3/2017 5:06 PM
471	Healthier snacks in cafe	10/3/2017 5:01 PM
472	Do we yet allow coffee or other beverages in select places for people who like to "read and "sip?" It's why I frequent Barnes & Noble. Thank you.	10/3/2017 5:01 PM
473	More private small desks. It's hard to find one open most of the time when you want to do computer work. And definitely more "no talking" areas.	10/3/2017 4:56 PM
474	It's beautiful as it is .	10/3/2017 4:54 PM
475	parking. shelving	10/3/2017 4:51 PM

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476	No	10/3/2017 4:50 PM
477	No	10/3/2017 4:46 PM
478	Update and refresh the paint, carpet	10/3/2017 4:43 PM
479	Physical plant is well kept and spotless. I cannot speak highly enough about the positive attitude and help provided by the personnel.	10/3/2017 4:42 PM
480	Beautiful library. love the memorial pavers in the front	10/3/2017 4:40 PM
481	Not at all	10/3/2017 4:35 PM
482	non	10/3/2017 4:32 PM
483	Not that I can think of	10/3/2017 4:31 PM
484	No	10/3/2017 4:31 PM
485	I really like the Herb Garden project with getting young adults involved. I can't help but thing the land at parking lot south end if excavated would make a great garden project of size.	10/3/2017 4:27 PM
486	More handicapped parking.	10/3/2017 4:25 PM
487	parking lot area is too tight and hard to turn. The flow of pedestrians can be integrated into the driving flow. It feels stressful to drive in the parking lot area with so many cars and pedestrians as well as the book-dropping pass-by near.	10/3/2017 4:24 PM
488	Nope	10/3/2017 4:22 PM
489	I'm an in and out user of books in the stacks. So the building works for me just dandy!	10/3/2017 4:17 PM
490	no very nice	10/3/2017 4:16 PM
491	It's fine for me as it is.	10/3/2017 4:16 PM
492	Bathrooms too far from front door; drive through drop off, have to almost get out of car or at least remove seat belt to put items in, temperature varies between areas	10/3/2017 4:16 PM
493	I don't think so.	10/3/2017 4:15 PM
494	Nothing comes to mind.	10/3/2017 4:15 PM
495	Nothing at this time.	10/3/2017 4:14 PM
496	Layout of material and workspaces. Use of space near entry could be better utilized or made more comfortable . Maybe enclosing the "cafe" area.	10/3/2017 4:13 PM
497	I don't think so	10/3/2017 4:08 PM
498	No	10/3/2017 4:06 PM
499	The upholstered chairs are dirty. It seems a bit cluttered around check out desk and reserved areas.	10/3/2017 4:03 PM
500	I hope there will be more category books, like history, geography, psychology, etc.	10/3/2017 4:02 PM
501	Sound absorbent matierals to reduce noise levels in quiet areas.	10/3/2017 4:01 PM
502	Yes, my suggestion would be to move away the canteen area else where as it is disturbing and distracting.	10/3/2017 3:56 PM
503	I have asked for over ten years to make extensions for books and disks to be dropped off without getting out of your car check the US post office call me 630 212 6897	10/3/2017 3:55 PM
504	Nope, everything is satisfactory.	10/3/2017 3:53 PM
505	More quiet areas	10/3/2017 3:50 PM
506	I can't think of anything right now. Wish we had a bigger building and more parking spaces.	10/3/2017 3:43 PM
507	Nothing that we noticed.	10/3/2017 3:42 PM
508	It would be nice to have a little coffeehouse where you can buy drinks/snacks.	10/3/2017 3:42 PM
509	Not really.	10/3/2017 3:35 PM
510	Sound proofing to the study rooms, however if people are following library edict it wouldn't be necessary. Otherwise I can't think of other improvements.	10/3/2017 3:33 PM

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511	of course there are always improvements that can be made but I think that we have a great library and I am very satisfied with it. nothing needs to be done from what I can tell. We mainly use the children's area	10/3/2017 3:31 PM
512	No	10/3/2017 3:30 PM
513	You've already done a lot of upgrades over the last few years ... it's really looking great.	10/3/2017 3:28 PM
514	OUT SIDE DROP NEEDS OT TO BE EXTENED	10/3/2017 3:28 PM
515	I am comfortable with the setup.	10/3/2017 3:26 PM
516	I'm totally content with everything	10/3/2017 3:24 PM
517	I don't know of any	10/3/2017 3:23 PM
518	remove the computers to a confined are away from the main library area.	10/3/2017 3:22 PM
519	No	10/3/2017 3:17 PM
520	No	10/3/2017 3:17 PM
521	No	10/3/2017 3:14 PM
522	i like it the way it is.	10/3/2017 3:12 PM
523	The route to the men's restroom was not well thought out by the architect. The drive through book drop-off could be improved.	10/3/2017 3:12 PM
524	Looks great to me.....	10/3/2017 3:11 PM
525	No	10/3/2017 3:11 PM
526	Can you do something about the bottleneck that occurs when people are waiting in front to pick up or drop off? And a stronger warning about the crosswalks?	10/3/2017 3:11 PM
527	The library is a lovely facility!	10/3/2017 3:10 PM
528	Not that I can think of! It's lovely	10/3/2017 3:09 PM
529	An enclosed secure outdoor seating area away from the front entrance.	10/3/2017 3:09 PM
530	Not that I can think of. I'm always impressed by the flowers and small decorations you put out. We love the family corner and all the puzzles.	10/3/2017 3:08 PM
531	Make use of Windows and natural lights more. Place desks and study areas near Windows and books in the center of the building	10/3/2017 3:07 PM
532	Not sure	10/3/2017 3:07 PM
533	finding parking is sometimes an issue.	10/3/2017 3:05 PM
534	More stalls in the children's bathrooms	10/3/2017 3:05 PM
535	I'm happy with the way things are.	10/3/2017 3:03 PM
536	Rotate how the movies are displayed so all the titles can be seen at a glance.	10/3/2017 3:03 PM
537	SENIOR ROOM	10/3/2017 3:02 PM
538	Would appreciate comfortable sitting area where drinks are allowed.	10/3/2017 3:01 PM
539	Everything is perfect	10/3/2017 2:56 PM
540	lights outside - by walkways. Coffee machine -great idea - but coffee needs to be better quality. you can give a choice of cheap & better.	10/3/2017 2:55 PM
541	Can't think of anything	10/3/2017 2:54 PM
542	Doing a great job.	10/3/2017 2:53 PM
543	I have no suggestions.	10/3/2017 2:52 PM
544	No	10/3/2017 2:50 PM
545	No	10/3/2017 2:49 PM
546	Not reacky	10/3/2017 2:48 PM
547	I love the library!	10/3/2017 2:48 PM

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548	The self serve checkouts are a little awkward now that they have been moved. If it's busy and there is a line at both, the lines aren't obvious.	10/3/2017 2:47 PM
549	None that I am aware of.	10/3/2017 2:45 PM
550	Great library	10/3/2017 2:44 PM
551	It has a welcome feel and looks great. Staff is friendly and helpful too.	10/3/2017 2:41 PM
552	nothing I can think of	10/3/2017 2:40 PM
553	Make the conference rooms a little more modernized. Perhaps make the seating areas a little more modern as well.	10/3/2017 2:40 PM
554	The childrens books area is boring and no comfy places	10/3/2017 2:39 PM
555	things look fine to me	10/3/2017 2:38 PM
556	More parking space	10/3/2017 2:36 PM
557	No	10/3/2017 2:34 PM
558	I think it is a very nice library. The selection of books is amazing. I do not see the need for any improvements at this time.	10/3/2017 2:33 PM
559	More study space	10/3/2017 2:29 PM
560	no nothing everything that my family and I need is right there and whenever we need assistance that is right there as well.	10/3/2017 2:28 PM
561	No	10/3/2017 2:27 PM
562	None I can think of	10/3/2017 2:27 PM
563	Colleen and me John could see it is a great and my wife Colleen reads a lot and enjoy all. Plus the nice items like movies and so are good.	10/3/2017 2:27 PM
564	no	10/3/2017 2:26 PM
565	None that come to mind, the building seems pretty up-to-date	10/3/2017 2:24 PM
566	Larger kids' play area, a bin to place toys if they end up in a child's mouth (so they can be sanitized later), more tables for the Learn and Leave area, more toys for babies/toddlers in the kids play area. (ideas from the Westmont library) But we do love ippl!	10/3/2017 2:22 PM
567	Expand the cafe are.	10/3/2017 2:21 PM
568	The only thing I could think of is, BIGGER!	10/3/2017 2:20 PM
569	no	10/3/2017 2:19 PM
570	More computers for surfing.	10/3/2017 2:19 PM
571	a sign on the first floor indicating or describing what is on display this month on the 2nd floor walls would be nice. few adults go up there regularly and the displays are usually very interesting for adults	10/3/2017 2:16 PM
572	I mainly use elibrary so rarely go to physical building.	10/3/2017 2:16 PM
573	more outside seating	10/3/2017 2:08 PM
574	more lounge area	10/3/2017 2:07 PM
575	My daughter almost always reacts to harsh cleaning chemicals on carpets and tables of children department. Most of them are toxic, disrupts immune system and causes cancer, asthma, allergies. It is as dangerous for children and adults. I really wish you would consider using more green environmentally friendly cleaners. Gardening projects also can be done with a raised bed not on concrete, but on the lawn somewhere on the sunny side.	10/3/2017 2:04 PM
576	Create a coffeehouse/study area in the existing vending machine area. There is room to expand and it is quiet enough to study with coffee and snacks. This is a concept seen at many high schools and college campuses too.	10/3/2017 2:03 PM
577	Not that I can think of	10/3/2017 2:02 PM
578	NO	10/3/2017 1:58 PM

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579	Add additional external water sources outside to which hoses can be connected for outdoor programs. There is only one along the southeast corner of the building near the pergola.	10/3/2017 1:58 PM
580	None	10/3/2017 1:54 PM
581	Not that I can think of	10/3/2017 1:54 PM
582	nope - love the place, very peaceful	10/3/2017 1:54 PM
583	Re-design the exterior book return so it's easier to open the door without getting out of my car.	10/3/2017 1:54 PM
584	No	10/3/2017 1:53 PM
585	?	10/3/2017 1:52 PM
586	No	10/3/2017 1:52 PM
587	Yes. Don't like the sign slow down in the midway of traffic. Should primary children be on the second floor? Sign on Plainfield is not on corner where it should be when coming down Plainfield from the east. Can't see sign until you turn. It should be higher up off the ground. Books should not be on bottom shelf shelves should open up.	10/3/2017 1:51 PM
588	Lots of chipped paint. Shelving should be painted. Lighting should be upgraded. Just regular maintenance.	10/3/2017 1:51 PM
589	no	10/3/2017 1:50 PM
590	I can't think of any	10/3/2017 1:48 PM
591	Perhaps adding another meeting room, or enlarging the one already there.	10/3/2017 1:47 PM
592	The outside book/cd/movie return needs to be extended so you can reach it from your car without having to get out to drop your items in the appropriate slot.	10/3/2017 1:47 PM
593	no	10/3/2017 1:45 PM
594	none	10/3/2017 1:45 PM
595	None at this time	10/3/2017 1:43 PM
596	I think it's fine.	10/3/2017 1:42 PM
597	So far, so good . . .	10/3/2017 1:42 PM
598	Well, if you are making improvements... The outside adult book return is at an odd height and I have to open my car door to deposit the book. I would relocate the depository lower.	10/3/2017 1:42 PM
599	Not that o notice	10/3/2017 1:38 PM
600	More natural light reading space.	10/3/2017 1:36 PM
601	I think it answers all of my needs	10/3/2017 1:36 PM
602	Can't think of any.	10/3/2017 1:36 PM
603	This isn't necessarily to do with the property, but it would be nice to have the options of key chain library cards.	10/3/2017 1:36 PM
604	Adult sections seem a bit cluttered.	10/3/2017 1:35 PM
605	No suggestions at this time.	10/3/2017 1:33 PM
606	I like it currently I love the bricks for donations	10/3/2017 1:33 PM
607	Bring back old coffe machine.	10/3/2017 1:33 PM
608	No.	10/3/2017 1:31 PM
609	cleaner, more tidy	10/3/2017 1:27 PM
610	The little coffee nook, is sort of low class with the bad coffee service. I am not a lover of starbucks, but something fresh I would think would draw more people in there than vending machines.	10/3/2017 1:27 PM
611	Not sure	10/3/2017 1:21 PM
612	more decorations	10/3/2017 1:18 PM
613	I don't visit enough to make a good recommendation	10/3/2017 1:18 PM
614	Not that I can think of.	10/3/2017 1:17 PM

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615	Maybe some more comfy chairs.	10/3/2017 1:15 PM
616	very gud facilities,puting sculpture	10/3/2017 1:14 PM
617	None that I am aware of.	10/3/2017 1:13 PM
618	Perhaps make it more friendly for handicap people. And perhaps easier to read signs for people who may get confused more than average.	10/3/2017 1:13 PM
619	My favorite place	10/3/2017 1:12 PM
620	Gets noisy on weekends	10/3/2017 1:12 PM
621	No	10/3/2017 1:09 PM
622	It serves us perfectly.	10/3/2017 1:08 PM
623	Those that work there and use it most often should make the suggestions.	10/3/2017 1:08 PM
624	some of landscaping could be improved and more consistent	10/3/2017 1:07 PM
625	Soundproofing from lobby	10/3/2017 1:06 PM
626	I really haven't noticed anything while visiting.	10/3/2017 1:04 PM
627	I don't think so - honestly one of the best public libraries I've seen!	10/3/2017 1:03 PM
628	More Christian books.	10/3/2017 12:59 PM
629	No, the renovations fixed most issues	10/3/2017 12:59 PM
630	I like the library.	10/3/2017 12:58 PM
631	Shelving so that you can look at the spines of your dvds and music rather than having to flip through each individual selection.	10/3/2017 12:58 PM
632	I think that the seating area on both floors was a great idea. Nothing at this moment comes to mind.	10/3/2017 12:57 PM
633	no	10/3/2017 12:56 PM
634	I'm a little intimidated by the library itself. Just making me feel comfortable is all you need to do.	10/3/2017 12:55 PM
635	the quiet areas are not always respected as quiet. The quiet area is also right next to group study rooms which can be disturbing. I wish there was a community fridge in the cafeteria section, even just a small one for guests to store food for lunch.	10/3/2017 12:55 PM
636	No	10/3/2017 12:55 PM
637	Not sure at this time.	10/3/2017 12:54 PM
638	It is difficult to use the outside book drop without getting out of my car.	10/3/2017 12:54 PM
639	No, I think the library has a clean, friendly atmosphere with quiet places to read or work. The outside area is always well kept with flowers and plants during spring and summer, which is pleasant to walk up to upon entering.	10/3/2017 12:53 PM
640	More areas conducive to peaceful reading.	10/3/2017 12:53 PM
641	Not that I see!	10/3/2017 12:50 PM
642	Can't think of any at the moment	10/3/2017 12:48 PM
643	I like the library just as it is.	10/3/2017 12:46 PM
644	no	10/3/2017 12:42 PM
645	I enjoy it.	10/3/2017 12:41 PM
646	It is great! We love the kids area.	10/3/2017 12:41 PM
647	No	10/3/2017 12:41 PM
648	It's fine for my needs	10/3/2017 12:41 PM
649	None to think of	10/3/2017 12:39 PM
650	I think it is perfectly fine.	10/3/2017 12:39 PM
651	more walls	10/3/2017 12:38 PM

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652	I like the toddler area for my grandkids and would hate to lose it. Otherwise the library is fine for me.	10/3/2017 12:38 PM
653	I do not think so	10/3/2017 12:37 PM
654	no	10/3/2017 12:34 PM
655	Update areas.	10/3/2017 12:34 PM
656	No	10/3/2017 12:34 PM
657	Put up inspirational sayings on the walls and artwork on the walls. Add more color to the walls.	10/3/2017 12:34 PM
658	None that I can think of.	10/3/2017 12:34 PM
659	People working there on a daily basis would know what improvements to the building that must be done	10/3/2017 12:32 PM
660	I think you could expand services and programs with adding on to library with more study rooms and a possible sound proofed rehearsal space. I saw a sign mentioning that on a door, and the staff member I talked to had no idea what I was talking about. I live in a condo, so I'd love a reservable space to play without bothering anyone.	10/3/2017 12:31 PM
661	I think it is nicely kept	10/3/2017 12:29 PM
662	Larger children's play area	10/3/2017 12:29 PM
663	I think it's a great library,always find what we're looking for	10/3/2017 12:28 PM
664	Paint if needed	10/3/2017 12:27 PM
665	No	10/3/2017 12:25 PM
666	No	10/3/2017 12:25 PM
667	Everything is great.	10/3/2017 12:25 PM
668	It always looks like there could be more computers for patrons to use	10/3/2017 12:24 PM
669	Renew	10/3/2017 12:24 PM
670	None that I can think of	10/3/2017 12:24 PM
671	Brighter lighting in the parking areas.	10/3/2017 12:24 PM
672	none in mind.	10/3/2017 12:24 PM
673	Just lovely the way it is!	10/3/2017 12:24 PM
674	I moved out of state.	10/3/2017 12:23 PM
675	No	10/3/2017 12:22 PM
676	not at this time, great facility and layout	10/3/2017 12:22 PM
677	Yes, a dedicated room to use the media equipment such as Canon Rebel and green screen.	10/3/2017 12:22 PM
678	no	10/3/2017 12:21 PM
679	I like it as is.	10/3/2017 12:20 PM
680	More windows.	10/3/2017 12:19 PM
681	(1) Consider adding to the outside seating area with some shade and a place that can be a meeting spot for groups , ie girls scout troop meeting spot outside. (2) Consider widening the aisles enough to allow strollers (they are wider these days) to easily go through.	10/3/2017 12:19 PM
682	Can't think of any.	10/3/2017 12:16 PM
683	It presently meets my needs	10/3/2017 12:16 PM
684	With the exception of a few employees, everybody is very friendly and helpful. Thank you for being a part of our town, we love our library.	10/3/2017 12:16 PM
685	More kids toys	10/3/2017 12:14 PM
686	more private spaces	10/3/2017 12:13 PM
687	Don't think so. It's very nice as it is.	10/3/2017 12:13 PM

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688	I don't recognize a need for any at this time.	10/3/2017 12:13 PM
689	1.The "quite room" is never quite. Either walls need to be soundproofed or the room should be moved. 2. This is wishful thinking but a coffee shop in the library would be nice	10/3/2017 12:12 PM
690	Just seems like it has some wear and needs a little fixing up	10/3/2017 12:09 PM
691	Make the computer center more secluded like it was before	10/3/2017 12:08 PM
692	I recently visited the bollingbrook library, its much bigger with lot of space, many sitting areas,more computers on each floor that patrons can use.	10/3/2017 12:08 PM
693	I really love the NaperLounge at the Naperville Public Library in downtown Naperville. They created a free to use co-working space with several weekly workshops/roundtables and discussion sessions for entrepreneurs who work online and use the library as their "office" space. Maybe adding that to the Indian Prairie library bring many of the local online entrepreneurs /telecommuters back from cafes and coffee shops and give them a nice and cozy spot to work and support each other at their public library--a better collection of snack/coffee could also help with that ;) Thanks for all you're doing :-)	10/3/2017 12:07 PM
694	Maybe larger bathrooms	10/3/2017 12:06 PM
695	no	10/3/2017 12:04 PM
696	Its impossible to concentrate using adult computers. Make a dedicated room -no phone calls.	10/3/2017 12:04 PM
697	It would be great having more small meeting spaces available (10 people).	10/3/2017 12:04 PM
698	Ever since it has been remodeled and a big open space there is not the quiet atmosphere. You can hear all the talking at tables and the front lobby echoing	10/3/2017 12:04 PM
699	Not in my opinion	10/3/2017 12:03 PM
700	I cannot think of any right now.	10/3/2017 12:03 PM
701	No	10/3/2017 12:01 PM
702	No	10/3/2017 12:01 PM
703	I have trouble walking so I find it hard to go up the incline at the curb.	10/3/2017 12:01 PM
704	Honestly, I think it's really nice.	10/3/2017 11:58 AM
705	No. I am really happy with the way it is!	10/3/2017 11:58 AM
706	none that I can think of	10/3/2017 11:56 AM
707	No	10/3/2017 11:56 AM
708	Always room for improvement, but I can't think of any off hand	10/3/2017 11:56 AM
709	How about about a donut counter? Actually, just kidding. I like the layout just fine.	10/3/2017 11:55 AM
710	No	10/3/2017 11:54 AM
711	No the library is great as it is	10/3/2017 11:54 AM
712	more handicap parking	10/3/2017 11:54 AM
713	It Needs more space for the kids	10/3/2017 11:52 AM
714	It is perfect, a Starbucks would be nice! Like Wheaton library	10/3/2017 11:52 AM
715	None that I can think of.	10/3/2017 11:51 AM
716	I can't think of any.	10/3/2017 11:50 AM
717	Maybe more outdoor seating	10/3/2017 11:50 AM
718	Open 24 hrs	10/3/2017 11:50 AM
719	Classes on the latest technology (cell phone and, computer skills)	10/3/2017 11:48 AM
720	Not now.	10/3/2017 11:47 AM
721	Keep up with technology - that's important. More space for books, videos, etc. is always good, too.	10/3/2017 11:47 AM
722	No	10/3/2017 11:46 AM
723	Quiet areas	10/3/2017 11:46 AM

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724	Not that I can think of!	10/3/2017 11:45 AM
725	I'm happy.	10/3/2017 11:45 AM
726	More conference rooms	10/3/2017 11:44 AM
727	This is one of the best libraries I have ever had the privilege of attending. I can't even imagine anything that needs to be improved.	10/3/2017 11:44 AM
728	Seemed quite cluttered last time I was there.	10/3/2017 11:43 AM
729	Better coffee service	10/3/2017 11:43 AM
730	More computers	10/3/2017 11:42 AM
731	More self check out stations	10/3/2017 11:42 AM
732	like it as it is	10/3/2017 11:42 AM
733	No	10/3/2017 11:41 AM
734	Perhaps limit cell phone usage to certain, designated areas. Other people's conversations are distracting and annoying - and inconsiderate of others.	10/3/2017 11:41 AM
735	No	10/3/2017 11:40 AM
736	No	10/3/2017 11:40 AM
737	Making a separate area for quiet study.	10/3/2017 11:39 AM
738	Separate teen section to minimize noise for the rest of the children section	10/3/2017 11:39 AM
739	Possibly brighten up the interior. It also needs to be cleaned more often.	10/3/2017 11:38 AM
740	I would really have to walk through and pay more attention...as it is, nothing jumps to mind.	10/3/2017 11:38 AM
741	None	10/3/2017 11:37 AM
742	It always looks nice when I am there! I would say adding more study tables in more quiet areas would be useful. Sometimes the computer area can be loud.	10/3/2017 11:37 AM
743	There is still continued talking around the Computers, but, otherwise a great library.	10/3/2017 11:37 AM
744	Cafe area and the space when you enter the library. I liked it when we had a welcome desk.	10/3/2017 11:37 AM
745	parking	10/3/2017 11:36 AM
746	No	10/3/2017 11:35 AM
747	Additional comfortable seating for readers, and re-upholstering or cleaning of some current upholstered chairs.	10/3/2017 11:35 AM
748	nothing	10/3/2017 11:33 AM
749	None	10/3/2017 11:33 AM
750	None noted.	10/3/2017 11:32 AM
751	None	10/3/2017 11:32 AM
752	Better lighting	10/3/2017 11:32 AM
753	None that I can think of.	10/3/2017 11:32 AM
754	Parking	10/3/2017 11:31 AM
755	Yes	10/3/2017 11:31 AM
756	Can't think of any	10/3/2017 11:30 AM
757	Not that I can think of.	10/3/2017 11:30 AM
758	not that I know	10/3/2017 11:30 AM
759	Private quiet reading areas	10/3/2017 11:30 AM
760	I would remove extraneous garden or floral arrangements that are in close proximity to the front door. The vegetable garden, in particular, looked rather untidy. The planters also function, unintentionally, as a visual barrier to the entrance. I would look at the architect's rendering for the front entrance and see what she/he/they suggested for greenery (if deemed necessary).	10/3/2017 11:30 AM

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761	Possibly make better use of the space available	10/3/2017 11:29 AM
762	No	10/3/2017 11:28 AM
763	More parking	10/3/2017 11:28 AM
764	Maybe more room in youth services	10/3/2017 11:27 AM
765	enforce quiet areas	10/3/2017 11:26 AM
766	None so far.	10/3/2017 11:25 AM
767	nope - looks great!	10/3/2017 11:25 AM
768	I'm happy with the building and parking lot.	10/3/2017 11:25 AM
769	Maybe couches or chairs for reading. And a play place for younger kids.	10/3/2017 11:25 AM
770	more foreign language books	10/3/2017 11:24 AM
771	Fix the pavement as you drive to the outdoor book drop. It is very bumpy.	10/3/2017 11:24 AM
772	So far I'm impressed by the library and programs offered. The one thing that amazes me is that there are times when the parking lot is almost filled to capacity. Where does one park with overruns?	10/3/2017 11:24 AM
773	Maybe a zen garden inside?	10/3/2017 11:23 AM
774	Perhaps add more color during the summer.	10/3/2017 11:23 AM
775	not that I can think of...	10/3/2017 11:22 AM
776	No	10/3/2017 11:22 AM
777	Some furnishings seen better days	10/3/2017 11:22 AM
778	Not at this time	10/3/2017 11:22 AM
779	Sell Coffee and tea	10/3/2017 11:22 AM
780	Insufficient circulation desk staff, caused by the added self check machine you placed on that counter. Find another place for that! Having 1 person out there to assist patrons is awful.	10/3/2017 11:22 AM
781	The interior lighting could be spruced up some. It's a little dark in some places. Also, some taller seating for those of us with health problems who cannot sit in shorter chairs would be nice.	10/3/2017 11:22 AM
782	More current movies, create a small sit down cafe.	10/3/2017 11:22 AM
783	Not that I can think of	10/3/2017 11:21 AM
784	lighting, signage	10/3/2017 11:20 AM
785	I think it always looks nice. I enjoy talking to the ladies who work there.	10/3/2017 11:20 AM
786	More books on tape, (CD).	10/3/2017 11:18 AM
787	Looks ok	10/3/2017 11:18 AM
788	not really	10/3/2017 11:17 AM
789	No	10/3/2017 11:16 AM
790	NO	10/3/2017 11:16 AM
791	Yes, men's bathroom and the flooring	10/3/2017 11:16 AM
792	Not that I can think of. I think our library is great!	10/3/2017 11:15 AM
793	have the police enforce the no parking directly in front of the building.	10/3/2017 11:15 AM
794	Outside seems fine - nice, simple landscaping and flowers. Maybe additional seating?	10/3/2017 11:15 AM
795	None	10/3/2017 11:14 AM
796	I can't think of any.	10/3/2017 11:13 AM
797	Not that I can think of	10/3/2017 11:12 AM
798	I think the library is in great shape!	10/3/2017 11:11 AM
799	Doing fine	10/3/2017 11:11 AM

Use of the Library's Building

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800	Add classes to people who could land a better job	10/3/2017 11:11 AM
801	Don't know of any improvements	10/3/2017 11:11 AM
802	None	10/3/2017 11:10 AM
803	Maybe a bench outside in the shade would be nice.	10/3/2017 11:09 AM
804	No	10/3/2017 11:08 AM
805	Yes, but I have no suggestions	10/3/2017 11:07 AM
806	Always room for improvements	10/3/2017 11:07 AM
807	Not that I can think of	10/3/2017 11:07 AM
808	Yes. There should be outlets at every table and seating area for patrons to use for charging their phones & laptops.	10/3/2017 11:07 AM
809	None that I know of	10/3/2017 11:05 AM
810	The building feels a bit sterile.	10/3/2017 11:05 AM
811	1 handrail in the crosswalk between the parking lot and road to hold onto when it's icy. Or just for balance for older people.	10/3/2017 11:05 AM
812	Parking lot traffic patterns aren't good. People drive too fast down lanes. Maybe change middle lane to one way north and other two lanes to one way south? Also it isn't always clear to people that they shouldn't turn into the parking lot with the handicapped spaces even though I know you have already put a new sign up.	10/3/2017 11:04 AM
813	My wife is there more often than I am so she would know that better.	10/3/2017 11:03 AM
814	Nothing I can think of...	10/3/2017 11:03 AM
815	The drive through return is difficult to reach without opening the car door or really leaning out of the window. A small extension to the drop would be helpful.	10/3/2017 11:03 AM
816	no	10/3/2017 11:03 AM
817	None that come to mind.	10/3/2017 11:02 AM
818	None	10/3/2017 11:02 AM
819	Yes	10/3/2017 11:02 AM
820	No	10/3/2017 11:01 AM
821	No. I think it's a lovely facility. The decorations are very nice and season/holiday appropriate. Even the children's section is very nice.	10/3/2017 11:01 AM
822	Can't think of anything now.	10/3/2017 11:00 AM
823	always room for improvement	10/3/2017 11:00 AM
824	None that I can think of at the moment. I think the facilities are nice.	10/3/2017 11:00 AM
825	Tasteful interior design	10/3/2017 10:59 AM
826	Better and more comfortable space for reading.	10/3/2017 10:59 AM
827	none that I see	10/3/2017 10:58 AM
828	Uncertain	10/3/2017 10:58 AM
829	No	10/3/2017 10:58 AM
830	Better elevator service; signage to Admin Services desk & explanation of what it does vs front desk; better noise control	10/3/2017 10:58 AM
831	Appearance isn't always my first impression	10/3/2017 10:57 AM
832	no	10/3/2017 10:57 AM
833	We think that the library is clean and welcoming. The staff are always wonderful.	10/3/2017 10:57 AM
834	Drive through hold pick-up	10/3/2017 10:56 AM
835	no	10/3/2017 10:56 AM

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836	No its a nice place	10/3/2017 10:55 AM
837	I find the lighting harsh, gives me a headache if I stay too long.	10/3/2017 10:55 AM
838	Drive thru pickup/drop off like in Elmhurst	10/3/2017 10:55 AM
839	It's lovely but if I had to pick one thing it could be a little cooler.	10/3/2017 10:55 AM
840	I love that you have a vegetable garden. The book drop lane can be a bit difficult to navigate in getting the car close to the dropbox. More shade trees in the parking lot would be nice.	10/3/2017 10:55 AM
841	N/a	10/3/2017 10:54 AM
842	No.	10/3/2017 10:54 AM
843	No	10/3/2017 10:53 AM
844	Add some outdoor seating for warm months.	10/3/2017 10:53 AM
845	Perhaps a closed off study room that could be signed out for individuals or small groups.	10/3/2017 10:53 AM
846	Everything is very nice & easily accessible.	10/3/2017 10:53 AM
847	I think it is a great space. I typically attend programs so I do not go into the book area too much. Are there enough seats there to hang out?	10/3/2017 10:53 AM
848	Maybe more couches.	10/3/2017 10:53 AM
849	Not that I can think of	10/3/2017 10:53 AM
850	More conference rooms	10/3/2017 10:53 AM
851	I love this library but would love it more if there was a quiet reading area and more small study rooms. Also, my school age children are crowded out by teens and families with small children using the space that the staff direct us to use for my kids to do their homework.	10/3/2017 10:53 AM
852	like it the way it is.	10/3/2017 10:52 AM
853	I think the outside looks nice and the couple of benches provide a nice outdoor reading space.	10/3/2017 10:52 AM
854	Maybe have computers in the teens section	10/3/2017 10:52 AM
855	Update the furniture	10/3/2017 10:52 AM
856	Na	10/3/2017 10:51 AM
857	I think the building should be updated	10/3/2017 10:51 AM
858	Deep clean the carpets, particularly in Room 201.	10/3/2017 10:50 AM
859	No	10/3/2017 10:49 AM
860	More couches!	10/3/2017 10:49 AM
861	Not any that I can think of	10/3/2017 10:49 AM
862	?	10/3/2017 10:48 AM
863	Can't think of any offhand	10/3/2017 10:48 AM
864	No	10/3/2017 10:48 AM
865	No	10/3/2017 10:48 AM
866	I just wish there were spaces where it was more quiet upstairs. It is so loud after school.	10/3/2017 10:48 AM
867	Separate more private computer use. More private study room . All on first floor.	10/3/2017 10:48 AM
868	The shelving seems awkwardly organized due to the lays out; it would be better to have a langue area near the check out rather than stacks.	10/3/2017 10:48 AM
869	Not sure	10/3/2017 10:46 AM
870	Coffee shop	10/3/2017 10:46 AM
871	It might be that is quite OK	10/3/2017 10:46 AM
872	More comfy chairs. There are few	10/3/2017 10:46 AM
873	More centrally located restrooms on the first floor.	10/3/2017 10:46 AM

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874	Some wear and tear on building (paint, carpet) shows	10/3/2017 10:46 AM
875	I'm happy with everything.	10/3/2017 10:45 AM
876	None I can think off	10/3/2017 10:45 AM
877	can't think of any	10/3/2017 10:45 AM
878	A Starbucks instead of cafe with machines?	10/3/2017 10:45 AM
879	None that I can think of	10/3/2017 10:45 AM
880	Modernization updates (update paint and flooring, etc.)	10/3/2017 10:45 AM
881	Faster internet.	10/3/2017 10:44 AM
882	no	10/3/2017 10:44 AM
883	None. People are great. Always helpful	10/3/2017 10:44 AM
884	No	10/3/2017 10:43 AM
885	No	10/3/2017 10:43 AM
886	None that I can think of.	10/3/2017 10:43 AM
887	No	10/3/2017 10:43 AM
888	The chairs at the study desks are not very comfortable. Need lower back support. The desks are fine though and there is a good distribution of outlets	10/3/2017 10:43 AM
889	Seems ok to me	10/3/2017 10:43 AM
890	I DON'T KNOW	10/3/2017 10:43 AM
891	Looks just fine to me.	10/3/2017 10:42 AM
892	its nice	10/3/2017 10:42 AM
893	No	10/3/2017 10:42 AM
894	None	10/3/2017 10:41 AM
895	Book dropoff should be improved for ease of use and protection from the elements.	10/3/2017 10:41 AM
896	Separate kids sections from adults by putting them on different floors.	10/3/2017 10:41 AM
897	More artwork on the walls	10/3/2017 10:40 AM
898	Little improvement on the 1st floor	10/3/2017 10:40 AM
899	Nothing more	10/3/2017 10:40 AM
900	It is a very nice facility with wonderful and helpful personnel! Thank you!	10/3/2017 10:40 AM
901	I don't think so.	10/3/2017 10:39 AM
902	More comfortable seating Cubbies, private spaces	10/3/2017 10:39 AM
903	The drive up window for returning books is not comfortable or convenient. Also it should have a large canopy.	10/3/2017 10:39 AM
904	Looks great to me!	10/3/2017 10:38 AM
905	none	10/3/2017 10:38 AM
906	No	10/3/2017 10:38 AM
907	Beautiful building	10/3/2017 10:38 AM
908	Some of the chairs in the first floor study rooms need to be updated or checked for sturdiness and wood structure.	10/3/2017 10:38 AM
909	More parking and expanded downstairs area.	10/3/2017 10:37 AM
910	I can't think of anything.	10/3/2017 10:37 AM
911	Front entrance doors are very hard to open and seem very heavy to push or pull open.	10/3/2017 10:37 AM
912	More pronounced announcements of available services, gadgets, and educational offers. Also regularly highlight books and music in different categories	10/3/2017 10:36 AM

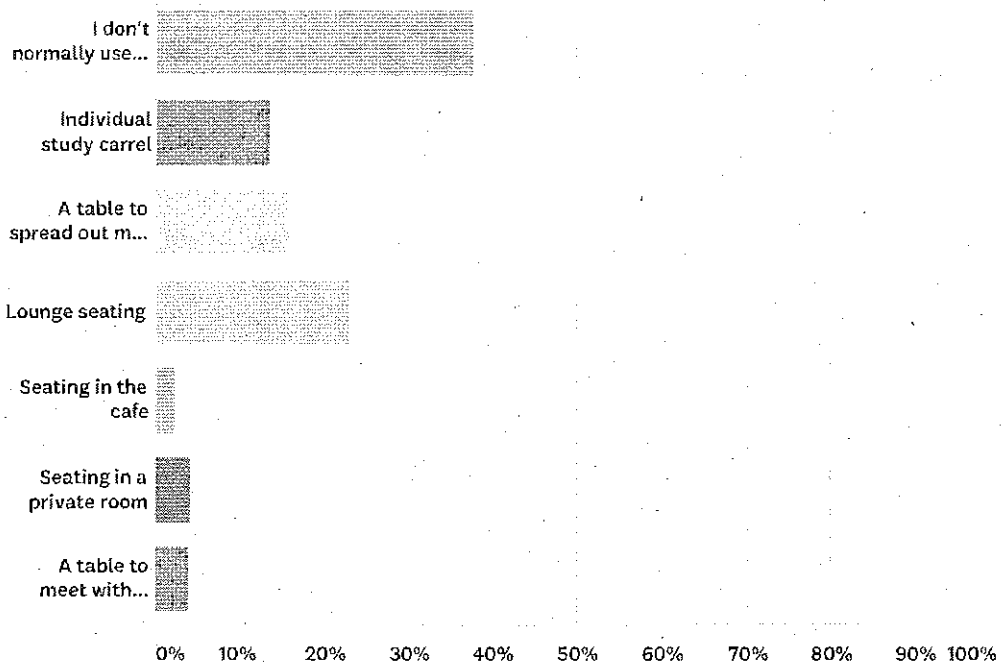
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913	None that I can see	10/3/2017 10:35 AM
914	The inside could use a little 'face lift' ;) Fresh paint, less jarring lighting.	10/3/2017 10:35 AM
915	Continue to improve on the kids area, they love the imagination area space.	10/3/2017 10:34 AM
916	Updates to the downstairs - the upstairs seems much more modern	10/3/2017 10:34 AM
917	Not really	10/3/2017 10:34 AM
918	More quiet spaces for independent study and a child free zone for college students	10/3/2017 10:33 AM
919	I have no recommended improvements at this time.	10/3/2017 10:32 AM
920	No	10/3/2017 10:31 AM
921	I'd like to see a larger technology area for the older kids; class sizes to allow more kids on events	10/3/2017 10:31 AM
922	NONE AT THIS TIME	10/3/2017 10:31 AM
923	Parking	10/3/2017 10:31 AM
924	More areas for those who talk, like those that do tutoring. Move lounge like areas to one end.	10/3/2017 10:27 AM
925	No	10/3/2017 10:25 AM
926	Not that I can think of, it's a great place to get work done since it's quiet and comfortable.	10/3/2017 10:24 AM
927	None	10/3/2017 10:24 AM
928	Sound insulate the group rooms	10/3/2017 10:24 AM

Q4 The library provides a variety of seating and tables. What type of seating/table do you, or someone in your home, prefer to use at the library?

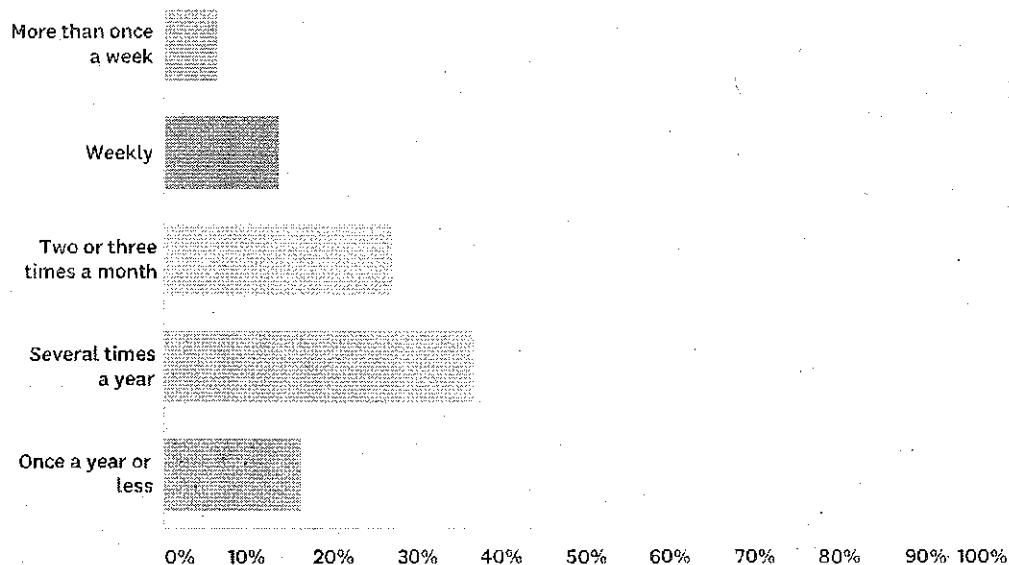
Answered: 1,465 Skipped: 74



ANSWER CHOICES	RESPONSES	
I don't normally use library seating	37.41%	548
Individual study carrel	13.31%	195
A table to spread out my work/reading materials	15.97%	234
Lounge seating	22.87%	335
Seating in the cafe	2.25%	33
Seating in a private room	4.23%	62
A table to meet with another/others	3.96%	58
TOTAL		1,465

Q5 How often do you, or someone in your home, use seating/table space at the library

Answered: 895 Skipped: 644



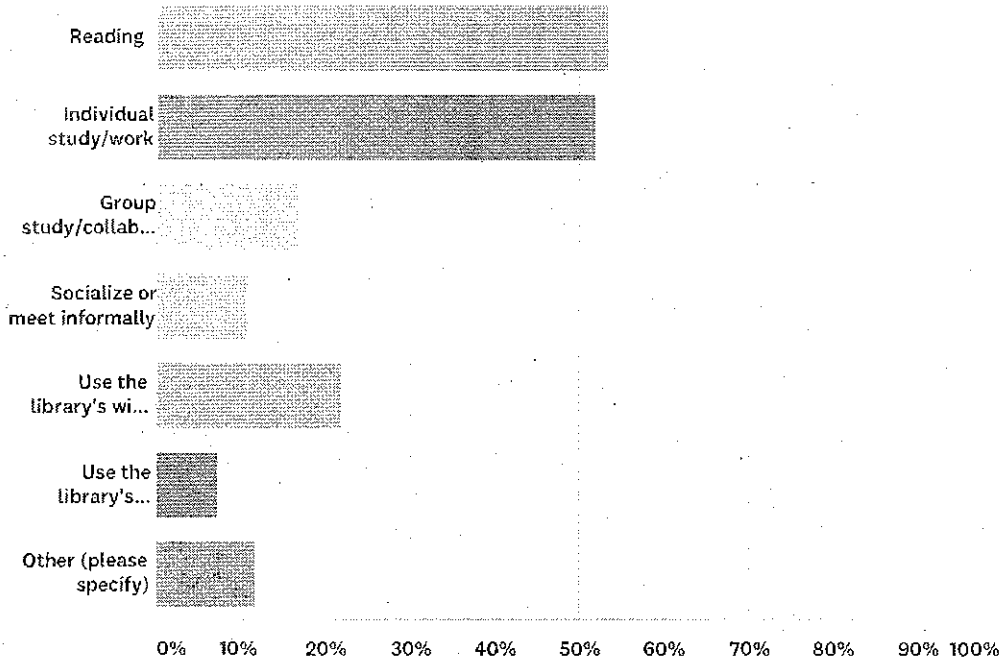
ANSWER CHOICES

RESPONSES

More than once a week	6.37%	57
Weekly	13.52%	121
Two or three times a month	26.93%	241
Several times a year	36.87%	330
Once a year or less	16.31%	146
TOTAL		895

Q6 For what reasons do you, or someone in your home, use library seating/table space? Please check all that apply.

Answered: 893 Skipped: 646



ANSWER CHOICES	RESPONSES	
Reading	53.30%	476
Individual study/work	51.96%	464
Group study/collaborative work	16.69%	149
Socialize or meet informally	10.97%	98
Use the library's wi-fi with own device	21.72%	194
Use the library's laptop	7.28%	65
Other (please specify)	11.76%	105
Total Respondents: 893		

#	OTHER (PLEASE SPECIFY)	DATE
1	working in the library doing crafts with grandchildren	10/24/2017 3:24 PM
2	at storytime and other children's programs.	10/21/2017 2:09 PM
3	waiting for each other, we will read while waiting	10/18/2017 4:35 PM
4	Supervise my child in the play area	10/15/2017 1:02 AM
5	I use the table near the outlets, for my computer.	10/11/2017 7:37 PM
6	Grading	10/11/2017 5:31 PM
7	waiting for my child to choose movies and books	10/11/2017 7:35 AM
8	Work with grand children	10/11/2017 7:03 AM

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9	Check out contents of reading material	10/11/2017 6:55 AM
10	Children's area	10/11/2017 6:22 AM
11	Research for consulting practice	10/11/2017 4:48 AM
12	Computer use	10/11/2017 2:57 AM
13	Condo meetings	10/11/2017 12:23 AM
14	Research Materials	10/10/2017 10:20 PM
15	Sitting because of physical problems.	10/10/2017 9:59 PM
16	research	10/10/2017 6:09 PM
17	Magazines	10/10/2017 5:35 PM
18	Observing children's interactions	10/10/2017 4:55 PM
19	There are times when I look at the paper, but mostly to peruse magazines that are new, that are unable to checked out at that time Mostly I would like to have more of the newest magazines available for checkout	10/10/2017 4:20 PM
20	Don't	10/10/2017 2:18 PM
21	wi fi	10/10/2017 1:52 PM
22	To play Bridge- Monday's at 1:00 pm weekly	10/10/2017 12:23 PM
23	Writing fiction	10/10/2017 11:21 AM
24	Take grandchildren	10/10/2017 10:34 AM
25	Fax	10/10/2017 10:05 AM
26	Work and study	10/10/2017 10:03 AM
27	N/A	10/10/2017 9:57 AM
28	Doing research on a particular item. It's much easier to concentrate.	10/10/2017 9:52 AM
29	Computer Lab	10/7/2017 7:05 PM
30	small Garden Club meetings	10/7/2017 3:45 PM
31	the group study is always done in the private study room to keep distracting noise down for other patrons.	10/7/2017 11:28 AM
32	Rarely use this arrangement.	10/6/2017 4:47 PM
33	Research information	10/6/2017 4:08 PM
34	Conversation Group	10/5/2017 6:05 PM
35	Condo Board of Directors meeting, bi-monthly.	10/5/2017 3:38 PM
36	Current Events program	10/5/2017 12:38 PM
37	Personal research	10/5/2017 10:37 AM
38	I accompany my grandchildren, we work together on a project.	10/5/2017 10:05 AM
39	Read newspapers	10/4/2017 11:40 PM
40	I never use a seating/table space	10/4/2017 10:54 PM
41	I would rarely use a table.	10/4/2017 12:47 PM
42	For coloring, children's activities	10/4/2017 11:56 AM
43	review periodicals	10/4/2017 11:17 AM
44	tech classes and speaker events	10/4/2017 9:30 AM
45	Literacy Dupage and tutoring student	10/4/2017 6:30 AM
46	Reading the newspaper	10/4/2017 5:46 AM
47	Movies	10/4/2017 1:18 AM

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48	To read magazines while spouse gathers books for checkout.	10/3/2017 10:46 PM
49	Brainfuse advisor easier to use on HP than my Mac device	10/3/2017 9:26 PM
50	I	10/3/2017 9:24 PM
51	Children Arts and crafts	10/3/2017 8:03 PM
52	watch children play , use my own iPad	10/3/2017 7:27 PM
53	Sit to read a magazine	10/3/2017 7:04 PM
54	I sort bills, bank statements, receipts, etc.	10/3/2017 6:57 PM
55	Play with children	10/3/2017 6:51 PM
56	NONE OF THE ABOVE. I ONLY READ OR USE THE COMPUTERS	10/3/2017 6:32 PM
57	Miscellaneous things	10/3/2017 5:38 PM
58	Literacy Dupage	10/3/2017 5:38 PM
59	Use my laptop.	10/3/2017 4:59 PM
60	Emailing	10/3/2017 4:31 PM
61	Wait for spouse to finish	10/3/2017 4:15 PM
62	Reading Current magazines	10/3/2017 3:35 PM
63	group study should be confined to soundproof rooms	10/3/2017 3:25 PM
64	W	10/3/2017 3:17 PM
65	viewing videos - using headphones - more privacy needed.	10/3/2017 2:57 PM
66	A quiet place no interruptions	10/3/2017 2:41 PM
67	as needed	10/3/2017 2:31 PM
68	Music and movies	10/3/2017 2:29 PM
69	Don't use	10/3/2017 2:24 PM
70	Learn and leave tables	10/3/2017 2:24 PM
71	Kids area - using the games provided	10/3/2017 2:22 PM
72	presentations at IPPL special functions	10/3/2017 2:18 PM
73	Research. And read magazines. Get tech advice	10/3/2017 2:07 PM
74	Playing with puzzles and other toys	10/3/2017 2:06 PM
75	To just be quiet and wait until my other person is done with his book choosing	10/3/2017 1:45 PM
76	working with customers from out of the area especially when there is no quiet time at my house.	10/3/2017 1:29 PM
77	a place to rest	10/3/2017 1:23 PM
78	Other times I do like the comfy chairs	10/3/2017 1:19 PM
79	Computer	10/3/2017 1:10 PM
80	Meetings	10/3/2017 1:06 PM
81	work	10/3/2017 12:56 PM
82	Wait for kids to find books.	10/3/2017 12:48 PM
83	To play and read books in the toddler area.	10/3/2017 12:12 PM
84	Reading books to kids	10/3/2017 12:10 PM
85	ESL private session	10/3/2017 11:59 AM
86	Children's area	10/3/2017 11:54 AM
87	Quiet room w/table & wifi for indiv study.	10/3/2017 11:50 AM
88	Craft projects	10/3/2017 11:32 AM

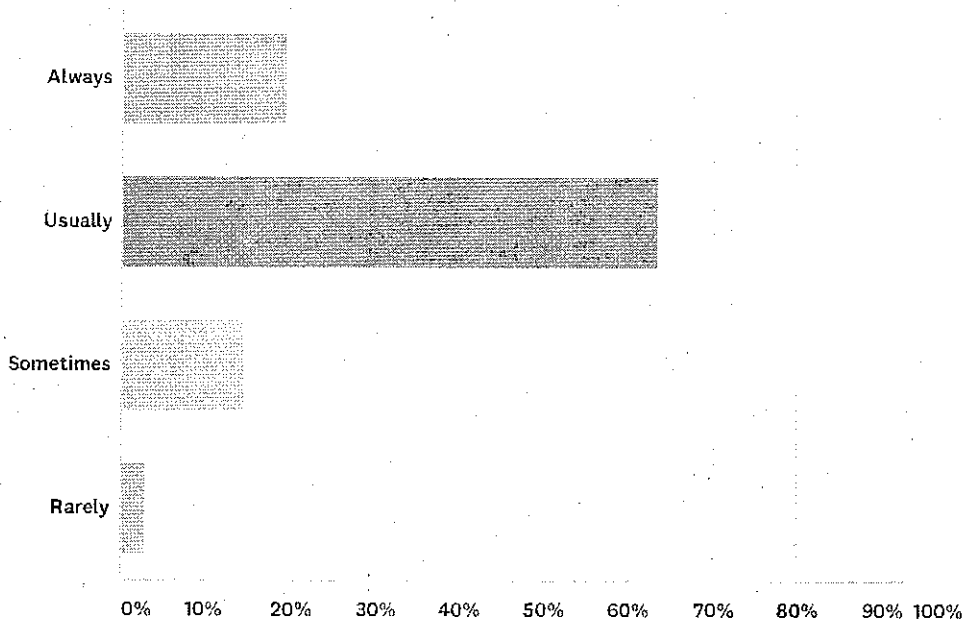
Use of the Library's Building

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89	I use the seating to read the beginning of a book to see if I'll like it.	10/3/2017 11:32 AM
90	to look over the materials I have gathered to check out. I read your magazines at the tables. good place to stck materials while looking around.	10/3/2017 11:32 AM
91	Most all above	10/3/2017 11:25 AM
92	To review the books I choose	10/3/2017 11:16 AM
93	meetings	10/3/2017 11:11 AM
94	Kids use the space to play activities	10/3/2017 11:09 AM
95	Work on a project such as a poster for an event.	10/3/2017 11:05 AM
96	waiting for wife.	10/3/2017 10:58 AM
97	library desktop	10/3/2017 10:58 AM
98	Tutoring	10/3/2017 10:57 AM
99	To take phone calls in the private study rooms without disturbing others.	10/3/2017 10:52 AM
100	Copy and scan	10/3/2017 10:50 AM
101	Bible study group meeting	10/3/2017 10:47 AM
102	I dont	10/3/2017 10:47 AM
103	View the available books	10/3/2017 10:45 AM
104	Crafts in the kids area	10/3/2017 10:40 AM
105	Children's play area	10/3/2017 10:32 AM

Q7 Is the type of preferred seating generally available?

Answered: 890 Skipped: 649



ANSWER CHOICES	RESPONSES	
Always	19.33%	172
Usually	63.48%	565
Sometimes	14.38%	128
Rarely	2.81%	25
TOTAL		890

Q8 Are there ways we can improve seating/table space in the building?

Answered: 476 Skipped: 1,064

#	RESPONSES	DATE
1	I am mostly on the 2nd floor and I never have any problems finding seating space	10/24/2017 3:24 PM
2	Can't think of anything.	10/22/2017 4:33 PM
3	No, there is such a wonderful variety and abundance of seating!	10/21/2017 3:43 PM
4	not for me; i'm happy with what library has	10/21/2017 2:09 PM
5	No	10/18/2017 3:07 PM
6	More individual lounge chairs would be nice	10/16/2017 9:01 AM
7	Seating is fairly well organized	10/15/2017 1:02 AM
8	Don't know	10/14/2017 3:42 PM
9	more PRIVATE AREAS	10/13/2017 2:25 PM
10	Chargers for devices on big tables? (Like you see at some cafes)	10/13/2017 8:32 AM
11	If possible, add more individual cartels.	10/12/2017 8:53 PM
12	The configuration could be improved. Generally speaking, IPL is a well run library.	10/12/2017 5:27 PM
13	more individual study areas	10/12/2017 3:45 PM
14	Not that I can tell	10/12/2017 12:42 PM
15	More outlets near some of the tables, for computer use and, or phone.	10/11/2017 7:37 PM
16	no	10/11/2017 7:24 PM
17	Add more individual seating areas.	10/11/2017 7:07 PM
18	No	10/11/2017 6:19 PM
19	No.	10/11/2017 5:00 PM
20	Nothing comes to mind.	10/11/2017 3:30 PM
21	No	10/11/2017 12:32 PM
22	Like being able to sit in a chair and read a little after I walk to the library. Would like that to always be available.	10/11/2017 10:58 AM
23	No suggestions at this time.	10/11/2017 8:34 AM
24	More tables and chairs, less lounge type furniture.	10/11/2017 7:44 AM
25	not that I know of	10/11/2017 7:03 AM
26	Adult seating	10/11/2017 6:22 AM
27	Have not thought about it, has not been a problem	10/11/2017 5:34 AM
28	nothing	10/11/2017 5:26 AM
29	Running out of space; run out of options	10/11/2017 4:48 AM
30	Seems pretty good to me as it is now.	10/11/2017 2:57 AM
31	More tables to spread out.	10/10/2017 10:43 PM
32	more individual table/seats	10/10/2017 9:57 PM
33	Separate the tutoring sessions from the quiet reading spaces. Create more "lounges" in different corners of the building.	10/10/2017 9:56 PM
34	I can't think of any.	10/10/2017 9:43 PM

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35	no	10/10/2017 9:39 PM
36	None at this time	10/10/2017 9:22 PM
37	Fine as is.	10/10/2017 8:39 PM
38	No	10/10/2017 8:22 PM
39	not sure	10/10/2017 8:20 PM
40	No	10/10/2017 8:10 PM
41	For the most part, I have no complaints. The furniture is clean/comfortable and I'm usually able to find a table.	10/10/2017 8:10 PM
42	Yes as previously stated	10/10/2017 7:42 PM
43	Quietness	10/10/2017 7:37 PM
44	Add more units for the computer area	10/10/2017 7:31 PM
45	I am happy with the arrangement you presently have.	10/10/2017 7:30 PM
46	No	10/10/2017 7:12 PM
47	More couches	10/10/2017 6:26 PM
48	Already a good mixture of seating for me. I read newspapers on a table (so I don't get ink on my clothes) and read magazines/books in lounge chair.	10/10/2017 5:15 PM
49	No idea	10/10/2017 5:06 PM
50	More private seating and less group seating. When I am at the library I rarely see anyone using the rooms for group study. They are usually empty.	10/10/2017 5:00 PM
51	Maybe more seating upstairs in children's play area, or break up the toy area, because it gets very crowded in that nook	10/10/2017 4:55 PM
52	More individual chairs	10/10/2017 4:20 PM
53	No	10/10/2017 4:13 PM
54	OK	10/10/2017 4:08 PM
55	?	10/10/2017 4:06 PM
56	Don't know	10/10/2017 4:01 PM
57	No	10/10/2017 3:57 PM
58	no	10/10/2017 3:51 PM
59	I think it's ok	10/10/2017 3:37 PM
60	May take a lot of money, which already has been spent.	10/10/2017 2:39 PM
61	Don't visit enough to know	10/10/2017 2:01 PM
62	no	10/10/2017 1:52 PM
63	I have never had a problem	10/10/2017 1:43 PM
64	See above comment	10/10/2017 1:38 PM
65	bigger number of smaller tables	10/10/2017 1:28 PM
66	No	10/10/2017 1:24 PM
67	noe that I've noticed	10/10/2017 1:13 PM
68	Can't think of any	10/10/2017 1:07 PM
69	It is fine.	10/10/2017 12:36 PM
70	Don't know because of space constraints	10/10/2017 12:28 PM
71	It's usually been fine for me. My family and I actually like the library.	10/10/2017 12:24 PM
72	Ideally a square card table would work better.....but we are very grateful to use your private meeting room!	10/10/2017 12:23 PM

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73	More individual areas	10/10/2017 12:10 PM
74	nothing	10/10/2017 12:08 PM
75	No.	10/10/2017 12:02 PM
76	Have a section dedicated to students	10/10/2017 11:48 AM
77	There are always other options available. I'm not picky but would prefer a lounge type chair if possible??	10/10/2017 11:42 AM
78	I don't have an opinion about it.	10/10/2017 11:36 AM
79	Not sure	10/10/2017 11:24 AM
80	Carrels	10/10/2017 11:21 AM
81	Again, I think its perfect in every way, if anybody complains, they would be considered a whiner in my book.	10/10/2017 11:06 AM
82	No suggestions.	10/10/2017 10:41 AM
83	Probably currently adequate	10/10/2017 10:40 AM
84	I cannot think of any.	10/10/2017 10:37 AM
85	No	10/10/2017 10:34 AM
86	Little more individual open space, carels are small	10/10/2017 10:27 AM
87	None	10/10/2017 10:18 AM
88	no	10/10/2017 10:12 AM
89	not sure	10/10/2017 10:10 AM
90	No	10/10/2017 10:07 AM
91	You do not have the room to improve the seating.	10/10/2017 10:07 AM
92	Not sure	10/10/2017 10:06 AM
93	Yes	10/10/2017 10:05 AM
94	No	10/10/2017 10:05 AM
95	No	10/10/2017 10:04 AM
96	Individual comfy chairs	10/10/2017 10:03 AM
97	I can not think in a way right now. I confident in the library judgment.	10/10/2017 10:03 AM
98	There are only 2 adult chairs in the children's play area.	10/10/2017 10:01 AM
99	Could use more comfortable seating in the cafe area.	10/10/2017 9:59 AM
100	make wheelchair accessible	10/10/2017 9:58 AM
101	N/A	10/10/2017 9:57 AM
102	No	10/10/2017 9:56 AM
103	More cozy chairs	10/10/2017 9:55 AM
104	I'm comfortable with seating.	10/10/2017 9:54 AM
105	have more variety of options	10/10/2017 9:54 AM
106	No	10/10/2017 9:49 AM
107	Maybe a few more tables through out the library. A few cozy chairs situated more by the book shelves.	10/10/2017 8:40 AM
108	it is adequate	10/9/2017 11:12 PM
109	No	10/9/2017 5:00 PM
110	More chairs	10/8/2017 10:32 PM
111	Can't think of any now.	10/8/2017 10:17 PM

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112	no	10/8/2017 8:44 PM
113	don't have any ideas	10/8/2017 4:18 PM
114	more tables for the "mid-age" kids to complete homework that is away from the woodshop, kids area or computers.	10/7/2017 6:47 PM
115	individual or small group study carrels that were small and private could help. They do not need to be as large as the current rooms.	10/7/2017 11:28 AM
116	no	10/6/2017 7:47 PM
117	none	10/6/2017 5:02 PM
118	not sure	10/6/2017 4:47 PM
119	Good as is	10/6/2017 2:58 PM
120	Not sure	10/6/2017 1:46 PM
121	I am not sure. You need the study areas with the tables, but I do really like lounge chairs. They take up a lot of room, so I guess it depends on the results of the survey. Do you need more lounge chairs and fewer tables/hard chairs?	10/6/2017 7:18 AM
122	No	10/6/2017 6:52 AM
123	Love hard chairs that are there	10/6/2017 4:34 AM
124	No	10/6/2017 4:01 AM
125	More outlets would be my main suggestion. Maybe a more isolated quiet area that is strictly no noise.	10/5/2017 11:49 PM
126	I really don't know a suggestive solution	10/5/2017 11:31 PM
127	No	10/5/2017 9:36 PM
128	NONE	10/5/2017 8:53 PM
129	I like they way you set it up.	10/5/2017 6:53 PM
130	No	10/5/2017 6:05 PM
131	more casual chairs please!	10/5/2017 2:05 PM
132	I don't know of any	10/5/2017 12:38 PM
133	No	10/5/2017 10:37 AM
134	Provide more seating....	10/5/2017 9:35 AM
135	n/a	10/5/2017 9:30 AM
136	ca	10/5/2017 8:15 AM
137	No,	10/5/2017 6:57 AM
138	nope	10/5/2017 6:03 AM
139	Not sure	10/5/2017 12:54 AM
140	Get rid of them.	10/4/2017 10:54 PM
141	I like it just the way it is!	10/4/2017 9:53 PM
142	Additional tables and chairs are always good to have.	10/4/2017 9:32 PM
143	N/a	10/4/2017 9:27 PM
144	No	10/4/2017 7:36 PM
145	I think the current seating accommodations are sufficient.	10/4/2017 7:07 PM
146	no	10/4/2017 5:08 PM
147	More comfy/cozy lounge areas with faux leather armchairs or couches... Need more of those in the cafe area, too.	10/4/2017 3:02 PM
148	No, it's good.	10/4/2017 2:31 PM

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149	I think it's set up pretty well	10/4/2017 12:47 PM
150	Something should be done about the cafe. It's not inviting. I prefer a study carrel in a quiet area. Mistakenly checked table for that question.	10/4/2017 12:25 PM
151	An additional table near the crayons/toddler games would be nice	10/4/2017 11:56 AM
152	No	10/4/2017 11:51 AM
153	No	10/4/2017 11:32 AM
154	?	10/4/2017 11:17 AM
155	Use sound panels to isolate conversations.	10/4/2017 10:49 AM
156	Chairs should have good back support. Flat yet comfortable seat.	10/4/2017 10:31 AM
157	no	10/4/2017 10:26 AM
158	An area in which people can discuss freely and an area that is a strictly enforced quiet zone	10/4/2017 10:25 AM
159	No improvements are needed.	10/4/2017 10:23 AM
160	More comfortable and less distractions.	10/4/2017 10:06 AM
161	unsure	10/4/2017 9:30 AM
162	More private individual table seating	10/4/2017 9:17 AM
163	no	10/4/2017 8:10 AM
164	Unfortunately the library is probably too small to facilitate more private study areas that are not on the open floor. Do tutors who use the tables have to pay a fee since they are probably being compensated by parents ? More than once I have had a tutor try to make me move when I was using a table to read since all lounge chairs were occupied. What gives them the right to make people move if they are not paying for space.	10/4/2017 7:57 AM
165	Not what I know of.	10/4/2017 7:56 AM
166	I don't know.	10/4/2017 7:53 AM
167	None	10/4/2017 7:43 AM
168	Maybe add one high chair into the cafe area?	10/4/2017 7:34 AM
169	add more quiet/private comfortable seating areas with larger upholstered chairs.	10/4/2017 7:16 AM
170	cannot think of any	10/4/2017 7:15 AM
171	The individual study rooms seem to be in great demand - any possibility of increasing the number that are available?	10/4/2017 6:30 AM
172	Current seating is fine.	10/4/2017 5:58 AM
173	seems okay as is	10/4/2017 5:46 AM
174	Yes	10/4/2017 4:57 AM
175	No.	10/4/2017 4:27 AM
176	Not that I can think of at the moment.	10/4/2017 1:18 AM
177	I wish there is a way to enforce a "no eating/drinking" rule at the individual seating area and only allow eating/drinking at the designated cafe area.	10/4/2017 12:13 AM
178	Not sure what others want	10/4/2017 12:07 AM
179	no :)	10/3/2017 11:19 PM
180	Not much	10/3/2017 10:59 PM
181	None that I can think of.	10/3/2017 10:46 PM
182	Add more, lounge areas,	10/3/2017 10:44 PM
183	Maybe some super oversized chairs that make adults look like little tiny elves.	10/3/2017 10:44 PM
184	add tables	10/3/2017 10:26 PM
185	Plus size seats	10/3/2017 10:17 PM

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186	More private-semi private reading areas	10/3/2017 10:08 PM
187	nope	10/3/2017 10:07 PM
188	Seating is just fine	10/3/2017 9:51 PM
189	Not sure	10/3/2017 9:50 PM
190	All is fine with me.	10/3/2017 9:47 PM
191	More seating that is more comfortable	10/3/2017 9:47 PM
192	it's pretty well used considering the space available of each type of seating needed for different purposes	10/3/2017 9:44 PM
193	One or two more computers would be nice downstairs	10/3/2017 9:43 PM
194	I like them to be scattered as they generally are rather than all being in one area.	10/3/2017 9:35 PM
195	keep cell phone users more distant from those studying against the wall.	10/3/2017 9:26 PM
196	Maybe more corner seating. South side. bright	10/3/2017 9:11 PM
197	more fun	10/3/2017 9:09 PM
198	Clusters/ pods Area for collaboration	10/3/2017 8:56 PM
199	Increase study tables and possibly study rooms	10/3/2017 8:44 PM
200	The study desk was a little small, and it could use some space underneath were i can store my stuff.	10/3/2017 8:44 PM
201	I like the seating options	10/3/2017 8:39 PM
202	no.	10/3/2017 8:33 PM
203	The seating/table space is sufficient	10/3/2017 8:19 PM
204	Don't know	10/3/2017 8:15 PM
205	I'm happy	10/3/2017 8:12 PM
206	None	10/3/2017 8:08 PM
207	No	10/3/2017 8:05 PM
208	add more individual seating chairs	10/3/2017 8:02 PM
209	No	10/3/2017 7:53 PM
210	More individual chairs. Maybe recliners	10/3/2017 7:42 PM
211	No	10/3/2017 7:23 PM
212	no	10/3/2017 7:19 PM
213	Yes for one thing make sure tables or desks that are fro laptops are n ot being used by people that just want to read,,I have found a number of times of people sitting at a laptop desk just reading when there is lounge sitting ,, available.	10/3/2017 7:07 PM
214	Have nearby access to power for my device	10/3/2017 7:00 PM
215	More lounge chairs	10/3/2017 7:00 PM
216	Maybe add a few more tables and chairs, or single lounge-type chairs.	10/3/2017 6:57 PM
217	No	10/3/2017 6:51 PM
218	Not that I can think of	10/3/2017 6:44 PM
219	Not that I know of. Appears that the Computers are usually used without much capacity left.	10/3/2017 6:38 PM
220	We were satisfied with the current seating/table space.	10/3/2017 6:38 PM
221	No	10/3/2017 6:37 PM
222	Perhaps more computers.	10/3/2017 6:35 PM
223	FORCE EVERYONE HERE JUST TO SOCIALIZE OR TUTOR TO A AREA AWAY FROM THE CENTER OF READING/COMPUTER AREA.	10/3/2017 6:32 PM

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224	Not that I am aware	10/3/2017 6:01 PM
225	Again, can't think of any ways to improve.	10/3/2017 5:42 PM
226	no	10/3/2017 5:41 PM
227	Not that I know of	10/3/2017 5:41 PM
228	Add more seating areas.	10/3/2017 5:41 PM
229	No	10/3/2017 5:38 PM
230	more lounge space/chairs	10/3/2017 5:38 PM
231	Not that I can see.	10/3/2017 5:38 PM
232	a few more larger tables would help	10/3/2017 5:17 PM
233	N/a	10/3/2017 5:15 PM
234	I can't think of any	10/3/2017 5:14 PM
235	BASED ON SPACE AVAILABLE, DON'T THINK THERE IS MUCH CHANCE TO IMPROVE/EXPAND SEATING SPACE (FIRST FLOOR) DON'T KNOW ABOUT AVAILABLE SPACE ON SECOND FLOOR.	10/3/2017 5:13 PM
236	I have appreciated all the updates TO DATE! Your call!	10/3/2017 5:03 PM
237	Put in more private study desks and eliminate some of the "dead space" where nothing is placed.	10/3/2017 4:59 PM
238	I think so.	10/3/2017 4:58 PM
239	seems great to me.	10/3/2017 4:44 PM
240	Not at all	10/3/2017 4:36 PM
241	non	10/3/2017 4:33 PM
242	I think the Magazine stand area could be moved elsewhere and more of the 2 seat work tables could be placed in that area for more productivity.	10/3/2017 4:31 PM
243	Nope	10/3/2017 4:23 PM
244	no all good	10/3/2017 4:17 PM
245	Nothing comes to mind.	10/3/2017 4:17 PM
246	Not in my opinion.	10/3/2017 4:16 PM
247	Maybe, a few small table for 2 so u can work with someone or spread out your things.	10/3/2017 4:16 PM
248	General layout/areas. Seating by windows is nice	10/3/2017 4:15 PM
249	Add more seating areas. Cleaner chairs. Group of men tend to use most of seated by areas when I'm there.	10/3/2017 4:05 PM
250	Noise reduction	10/3/2017 4:02 PM
251	More electrical outlets at the table so that users can plug in their devices/chargers.	10/3/2017 4:00 PM
252	No, that is perfect.	10/3/2017 3:58 PM
253	Not from my perspective !	10/3/2017 3:52 PM
254	Its fine	10/3/2017 3:51 PM
255	I can't think of anything at this time.	10/3/2017 3:45 PM
256	Keep tables and chairs set up in meeting room.	10/3/2017 3:44 PM
257	Need more comfy seating. Maybe add a gas fireplace too, that would be nice for winter.	10/3/2017 3:44 PM
258	More Smaller tables so individuals can work/sit alone.	10/3/2017 3:35 PM
259	Lack space for additional tables.	10/3/2017 3:35 PM
260	nothing that comes to mind	10/3/2017 3:29 PM
261	We use the seating space in most ways that they are available, private and also lounge and studying with others. They have all been beneficial.	10/3/2017 3:29 PM

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262	No	10/3/2017 3:25 PM
263	No	10/3/2017 3:17 PM
264	No	10/3/2017 3:15 PM
265	No it is very neat.	10/3/2017 3:15 PM
266	no.	10/3/2017 3:14 PM
267	Better lighting.	10/3/2017 3:12 PM
268	I have no suggestions	10/3/2017 3:12 PM
269	No recommendations at this time.	10/3/2017 3:11 PM
270	Make more use of Windows and natural light. Place study tables near Windows in the building.	10/3/2017 3:09 PM
271	Not sure	10/3/2017 3:08 PM
272	ADD AN ADDITION TO THE LIBRARY	10/3/2017 3:03 PM
273	More room	10/3/2017 2:58 PM
274	A slight partition on the larger tables - not high -just to keep noise down -but able to see when standing. The individual single/desk study are best IMO.	10/3/2017 2:57 PM
275	Have more	10/3/2017 2:52 PM
276	No	10/3/2017 2:50 PM
277	Have more seating/table space areas	10/3/2017 2:47 PM
278	I am happy with seating	10/3/2017 2:43 PM
279	nothing comes to mind	10/3/2017 2:42 PM
280	I think the lounge areas can be modernized a little more, maybe look more lounge like. (This could be a personal preference however, I watch a lot of HGTV lol)	10/3/2017 2:42 PM
281	Have charging stations at each place	10/3/2017 2:41 PM
282	You folks do an excellent job and workers are always so nice and positive.	10/3/2017 2:31 PM
283	no none	10/3/2017 2:29 PM
284	No	10/3/2017 2:29 PM
285	no	10/3/2017 2:27 PM
286	More tables in learn and leave area	10/3/2017 2:24 PM
287	Provide more seating areas in quiet places.	10/3/2017 2:21 PM
288	A few more lounge chairs with adjacent lamp tables around the perimeter.	10/3/2017 2:21 PM
289	don't know	10/3/2017 2:18 PM
290	no	10/3/2017 2:09 PM
291	Yes need senior center alcove in front would be great Attendant would help seniors register for senior events Flashed on video screen. Need senior center we are only ones without one . At least seven other suburbs have. Need desk tv screen maybe few chairs for waiting.	10/3/2017 2:07 PM
292	Expand existing vending machine/coffee area to a bigger coffee house seating area conducive to group studying which allows for beverage and simple snacks .	10/3/2017 2:06 PM
293	Not sure	10/3/2017 2:06 PM
294	Add more private meeting rooms for small groups or individual quiet space with tables and chairs	10/3/2017 2:03 PM
295	no	10/3/2017 1:59 PM
296	Put in more options for seating.	10/3/2017 1:55 PM
297	Nothing I can think of.	10/3/2017 1:55 PM
298	No	10/3/2017 1:54 PM
299	Private reserved rooms	10/3/2017 1:52 PM

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300	More lounge chairs	10/3/2017 1:52 PM
301	Add two more	10/3/2017 1:50 PM
302	No	10/3/2017 1:49 PM
303	Can't think of any changes	10/3/2017 1:45 PM
304	More individual study spaces.	10/3/2017 1:43 PM
305	Not known	10/3/2017 1:39 PM
306	It might be nice if the wood chairs had a cushion on them. Sitting there for long periods of time can start to hurt.	10/3/2017 1:38 PM
307	Individual study desks are small and have no privacy	10/3/2017 1:35 PM
308	No	10/3/2017 1:33 PM
309	not s many large tables more individual tables	10/3/2017 1:29 PM
310	I have difficulty standing for long periods, next places I can rest throughout the library	10/3/2017 1:23 PM
311	maybe more lounge chairs	10/3/2017 1:19 PM
312	I think most use individual study with internet plugs or lounge chairs	10/3/2017 1:19 PM
313	Current seating suits my purpose well.	10/3/2017 1:15 PM
314	No	10/3/2017 1:10 PM
315	More seats in the quiet area	10/3/2017 1:09 PM
316	like the layout	10/3/2017 1:08 PM
317	More 2 people tables	10/3/2017 1:08 PM
318	Not being fully aware of the entire current set up I really can't say.	10/3/2017 1:06 PM
319	Higher bar stool or cafe stool kind of chairs. I have Muscular Dystrophy and cannot get up or down to get on them. This will help many handicapped people.	10/3/2017 1:03 PM
320	Seems fine to me	10/3/2017 1:03 PM
321	n/a	10/3/2017 12:59 PM
322	no	10/3/2017 12:58 PM
323	none that I can think of	10/3/2017 12:56 PM
324	the main adult section is usually pretty packed with books etc. I almost wish some of the book space would be moved elsewhere to have a few more larger tables with outlets	10/3/2017 12:56 PM
325	More individual seating	10/3/2017 12:56 PM
326	N/A	10/3/2017 12:54 PM
327	There are a good variety of seating arrangements already in place at the Darian IL library	10/3/2017 12:50 PM
328	Slightly brighter lighting in the study rooms would be helpful.	10/3/2017 12:47 PM
329	no	10/3/2017 12:43 PM
330	No	10/3/2017 12:43 PM
331	more walls	10/3/2017 12:43 PM
332	No	10/3/2017 12:40 PM
333	No	10/3/2017 12:39 PM
334	Increase the stand-up computer stations	10/3/2017 12:37 PM
335	add more Lounge areas to sit and gather	10/3/2017 12:36 PM
336	Would be nice to have more group lounge space	10/3/2017 12:36 PM
337	don't have an opinion	10/3/2017 12:35 PM
338	you need the increase the seating and the computers	10/3/2017 12:35 PM

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339	Add more lounge chairs as long as can be cleaned easily.	10/3/2017 12:35 PM
340	No you do a good job	10/3/2017 12:31 PM
341	Make some areas a little more private	10/3/2017 12:31 PM
342	I like the way it is set up now	10/3/2017 12:29 PM
343	N/A	10/3/2017 12:26 PM
344	More seating and tables	10/3/2017 12:25 PM
345	People have to be reminded to keep their voices down when using the tables in the open areas.	10/3/2017 12:24 PM
346	More table seating would be great.	10/3/2017 12:21 PM
347	Probably not.	10/3/2017 12:20 PM
348	keep desk lighting in better working order, they seem to not get replaced quickly when they go out	10/3/2017 12:15 PM
349	No	10/3/2017 12:14 PM
350	I don't recognize any at this time.	10/3/2017 12:14 PM
351	Couches or more "comfy" chairs	10/3/2017 12:13 PM
352	Everything is too open and its always too loud. Theres always too much talking and kids are not being quiet	10/3/2017 12:11 PM
353	Not at this time	10/3/2017 12:08 PM
354	Not sure	10/3/2017 12:05 PM
355	more lounge chairs on first floor	10/3/2017 12:05 PM
356	Haven't had an issue with getting seating its just the noise even in the quiet section on the south side	10/3/2017 12:05 PM
357	No	10/3/2017 12:02 PM
358	Maybe if a few of the comfortable padded chairs had a movable half desk That way, you can still have a little something to write on if you need but it's basically still just a nice chair to lounge in and read	10/3/2017 12:00 PM
359	No.	10/3/2017 11:59 AM
360	Nope	10/3/2017 11:59 AM
361	non that I can think of	10/3/2017 11:57 AM
362	cushions for hard wood chairs.	10/3/2017 11:57 AM
363	No	10/3/2017 11:56 AM
364	Better task lighting is needed at study carrels and at tables. The current lighting situation could be improved with less bright general overhead and optimized task lighting at all work stations: reference staff area, carrels, tables,	10/3/2017 11:53 AM
365	More comfy chairs	10/3/2017 11:52 AM
366	I can't think of any.	10/3/2017 11:51 AM
367	Prefer quiet area w/table & wifi to work as Hinsdale has Quiet room.	10/3/2017 11:50 AM
368	More such spaces	10/3/2017 11:48 AM
369	I have never had an issue with seating	10/3/2017 11:46 AM
370	Perhaps more lounge seating arranged for groups of two to five people.	10/3/2017 11:46 AM
371	More comfortable chairs	10/3/2017 11:44 AM
372	More individual tables	10/3/2017 11:44 AM
373	There is always space available	10/3/2017 11:44 AM
374	No	10/3/2017 11:42 AM
375	Have a larger number of arm chairs/easy chairs available..	10/3/2017 11:42 AM

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376	It is okay.	10/3/2017 11:40 AM
377	No	10/3/2017 11:38 AM
378	Have more tables available in the more quiet areas of the library.	10/3/2017 11:38 AM
379	Cleaning or re-upholster some of the more well-used chairs that appear dirty.	10/3/2017 11:36 AM
380	No	10/3/2017 11:32 AM
381	It would be nice if there was a nice soft chair at the ends of some of the shelving units so people can glance through the book. I have arthritis, so it's hard to stand and read the first few pages.	10/3/2017 11:32 AM
382	I cant think of any	10/3/2017 11:32 AM
383	I don't think so	10/3/2017 11:30 AM
384	No	10/3/2017 11:29 AM
385	more casual seating to just sit and read	10/3/2017 11:26 AM
386	I use the seating to read books to my grandson, would like maybe something that the 2 of us can sit in.	10/3/2017 11:26 AM
387	Comfortable couches or chairs	10/3/2017 11:26 AM
388	Nope	10/3/2017 11:24 AM
389	More isolated areas	10/3/2017 11:24 AM
390	no	10/3/2017 11:24 AM
391	No	10/3/2017 11:23 AM
392	Not that I can think of	10/3/2017 11:22 AM
393	No	10/3/2017 11:19 AM
394	not really. it works just fine	10/3/2017 11:17 AM
395	It would be nice to be able to reserve seating in an individual room on a recurring basis. I currently have to reserve the room weekly, even though I know I will be reserving it regularly. Also, being able to reserve online would be convenient.	10/3/2017 11:17 AM
396	I guess more social spaces. The private rooms for groups seem...not accessible for casual things. But I feel like this is also pushing it towards cafe. The seating in the current cafe is not so cozy.	10/3/2017 11:17 AM
397	No	10/3/2017 11:16 AM
398	Okay as is	10/3/2017 11:16 AM
399	There is already a good variety.	10/3/2017 11:15 AM
400	Get more larger or even smaller tables throughout the library.	10/3/2017 11:14 AM
401	Add more computer and tables.	10/3/2017 11:13 AM
402	No	10/3/2017 11:13 AM
403	Adult lounge seating in the children's area	10/3/2017 11:12 AM
404	Let us reserve rooms more than one month in advance.	10/3/2017 11:11 AM
405	No	10/3/2017 11:09 AM
406	Always room for improvements	10/3/2017 11:08 AM
407	Maybe a few more smaller tables with chairs can be added	10/3/2017 11:08 AM
408	Increase seating/tables.	10/3/2017 11:08 AM
409	it ok the way it is.	10/3/2017 11:06 AM
410	I have never had a problem. I'm there very often and I always find space to complete the project that I am working on.	10/3/2017 11:05 AM
411	More private study space or a private study area	10/3/2017 11:05 AM
412	It is fine for my purposes	10/3/2017 11:04 AM

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413	?	10/3/2017 11:04 AM
414	No	10/3/2017 11:03 AM
415	Comfort and privacy.	10/3/2017 11:02 AM
416	Not sure.	10/3/2017 11:01 AM
417	I'm fine with the set up	10/3/2017 10:59 AM
418	no	10/3/2017 10:58 AM
419	More individual seating	10/3/2017 10:58 AM
420	No, all good	10/3/2017 10:57 AM
421	If more quiet cozy reading areas, single or two people study rooms, and two seat tables could be added on both floors it would, in my opinion, improve the seating.	10/3/2017 10:57 AM
422	N/A	10/3/2017 10:55 AM
423	Have more couches spread throughout for private reading	10/3/2017 10:55 AM
424	Get more comfortable reading chairs	10/3/2017 10:54 AM
425	More comfortable spaces for adult readers - the YA/Teen area is great!	10/3/2017 10:54 AM
426	I'm mostly in kids area and seating always available. Kids cubes is a great idea and always clean and organized	10/3/2017 10:53 AM
427	More areas that are comfy where conversations can be held at a reasonable volume.	10/3/2017 10:52 AM
428	No	10/3/2017 10:50 AM
429	Nope	10/3/2017 10:50 AM
430	I tutor students. I need to be able to work with one other person.	10/3/2017 10:50 AM
431	More comfortable chairs to read in	10/3/2017 10:50 AM
432	No	10/3/2017 10:49 AM
433	?	10/3/2017 10:49 AM
434	More and near the check out desk	10/3/2017 10:49 AM
435	More 1-2 person tables so when I'm with a group, we're more likely to get the seating we need. Often I see 1-2 people taking up a 4 person table.	10/3/2017 10:49 AM
436	Not sure	10/3/2017 10:47 AM
437	In the coffee area	10/3/2017 10:47 AM
438	More comfy choices	10/3/2017 10:47 AM
439	A few more seats	10/3/2017 10:47 AM
440	can't think of any improvements needed	10/3/2017 10:46 AM
441	Most of the seating I use is with my child in the play area.	10/3/2017 10:46 AM
442	Yes! You can have a quiet area. It becomes problematic when everyone around me is socializing. Perhaps there can be a quiet room and a socializing too	10/3/2017 10:46 AM
443	More comfortable chairs	10/3/2017 10:46 AM
444	I DON'T KNOW	10/3/2017 10:46 AM
445	None	10/3/2017 10:45 AM
446	There should be a quiet study area where absolutely no talking is allowed. It's very distracting if people are talking in the study spaces near the back of the library	10/3/2017 10:45 AM
447	Maybe make the individual study desk a little bigger.	10/3/2017 10:45 AM
448	No	10/3/2017 10:44 AM
449	No	10/3/2017 10:44 AM
450	None that I can think of.	10/3/2017 10:44 AM

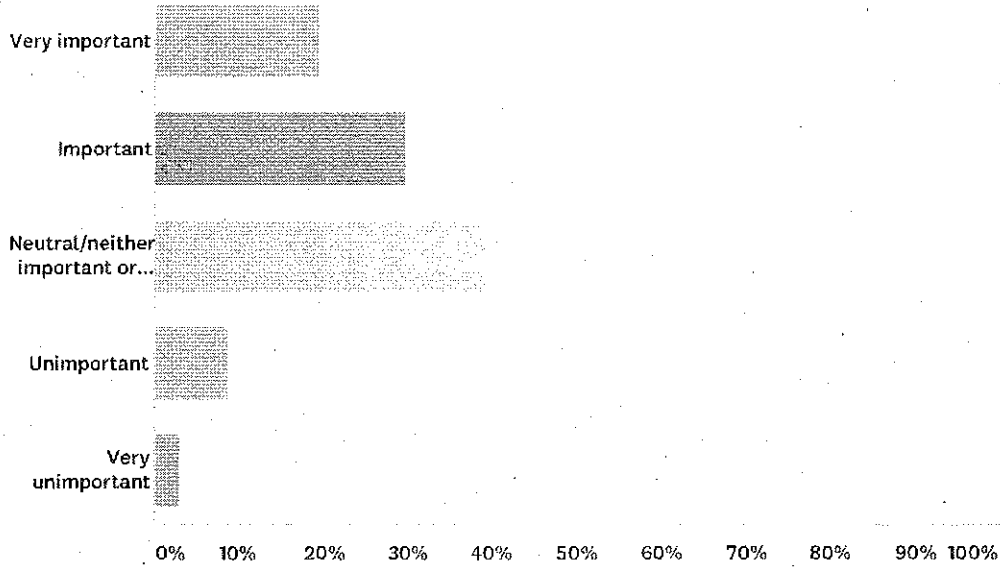
Use of the Library's Building

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451	No	10/3/2017 10:44 AM
452	Not sure	10/3/2017 10:43 AM
453	More seating space for individual study, please.	10/3/2017 10:43 AM
454	No	10/3/2017 10:42 AM
455	None	10/3/2017 10:42 AM
456	It is all good	10/3/2017 10:42 AM
457	Possibly, you can add more tables to accommodate 2-4 students to work together in a setting that allows talking. You could also add another quiet study room..	10/3/2017 10:42 AM
458	No	10/3/2017 10:41 AM
459	We all satisfied	10/3/2017 10:41 AM
460	No sure	10/3/2017 10:41 AM
461	no	10/3/2017 10:40 AM
462	It ok the way it is	10/3/2017 10:40 AM
463	Add more lounge seating	10/3/2017 10:40 AM
464	More open spaces for seating downstairs	10/3/2017 10:38 AM
465	No.	10/3/2017 10:38 AM
466	Nothing that I could suggest.	10/3/2017 10:37 AM
467	Comfortable seating options for kids and more quiet settings for adults	10/3/2017 10:35 AM
468	I thing a variety of options as currently provided is best.	10/3/2017 10:35 AM
469	add more mini conference rooms for groups	10/3/2017 10:33 AM
470	NONE AT THIS TIME	10/3/2017 10:31 AM
471	Put in a general area.	10/3/2017 10:28 AM
472	I feel it is fine.	10/3/2017 10:27 AM
473	Not that I can think of.	10/3/2017 10:25 AM
474	Unsure	10/3/2017 10:25 AM
475	None	10/3/2017 10:24 AM

Q9 Please tell us how important it is that the library have private rooms for individuals to use.

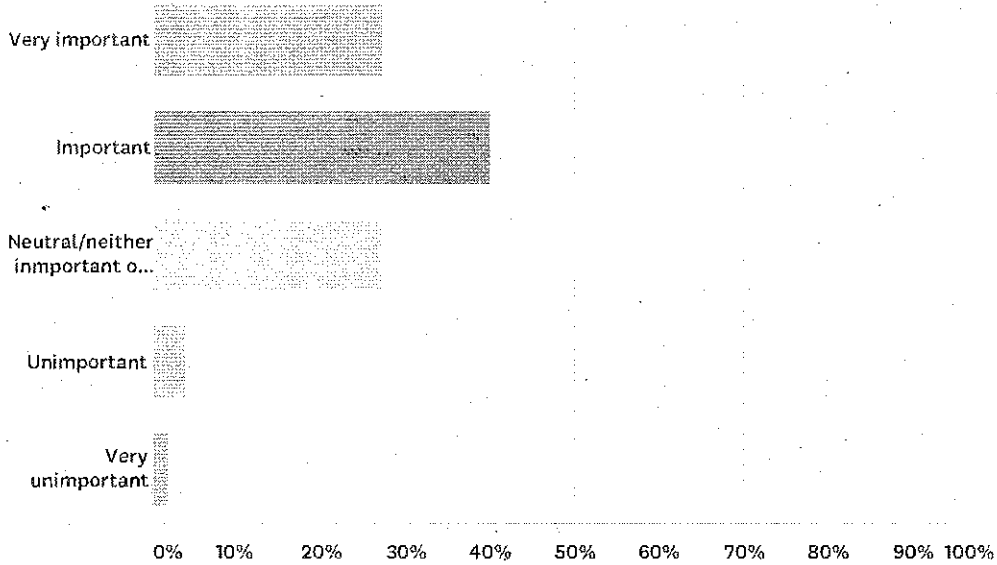
Answered: 1,395 Skipped: 144



ANSWER CHOICES	RESPONSES	
Very important	19.50%	272
Important	29.68%	414
Neutral/neither important or unimportant	39.28%	548
Unimportant	8.60%	120
Very unimportant	2.94%	41
TOTAL		1,395

Q10 Please tell us how important it is for the library to provide private rooms for small groups to use.

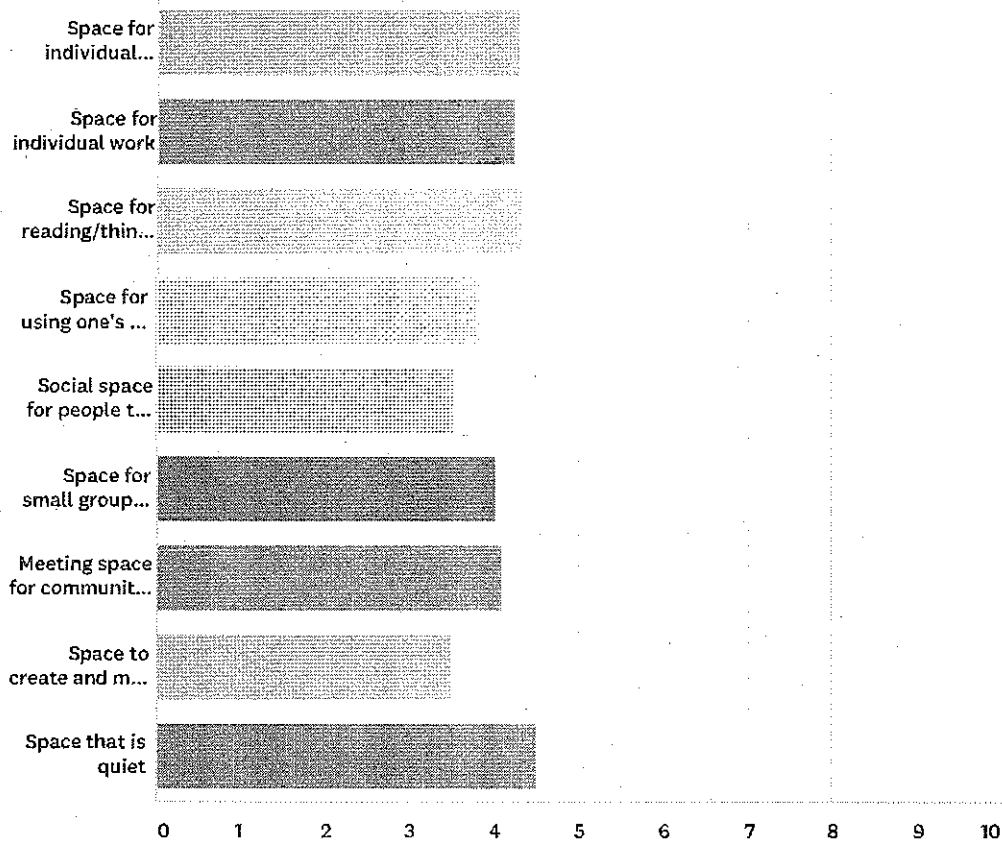
Answered: 1,403 Skipped: 136



ANSWER CHOICES	RESPONSES	
Very important	27.01%	379
Important	39.99%	561
Neutral/neither important or unimportant	27.08%	380
Unimportant	3.99%	56
Very unimportant	1.92%	27
TOTAL		1,403

Q11 One of the library's roles in the community is to provide a comfortable space for people to go in the community that is not their home or work. They can use the library space to read, think, study, and work. The library also provides space for community members to gather for a variety of reasons. Please tell us how important you think the following spaces are for the community.

Answered: 1,407 Skipped: 132



	VERY IMPORTANT	IMPORTANT	NEUTRAL/NEITHER IMPORTANT OR UNIMPORTANT	UNIMPORTANT	VERY UNIMPORTANT	TOTAL	WEIGHTED AVERAGE
Space for individual study	47.47% 665	39.83% 558	10.21% 143	1.93% 27	0.57% 8	1,401	4.32
Space for individual work	42.00% 583	43.52% 604	11.67% 162	2.31% 32	0.50% 7	1,388	4.24
Space for reading/thinking	46.56% 650	42.34% 591	9.81% 137	1.00% 14	0.29% 4	1,396	4.34
Space for using one's own technology	24.82% 346	40.89% 570	27.12% 378	6.17% 86	1.00% 14	1,394	3.82
Social space for people to meet informally	14.58% 203	38.22% 532	34.20% 476	9.84% 137	3.16% 44	1,392	3.51

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Space for small group work/collaboration	30.09% 420	47.85% 668	17.55% 245	3.44% 48	1.07% 15	1,396	4.02
Meeting space for community groups	35.75% 498	43.00% 599	16.73% 233	3.30% 46	1.22% 17	1,393	4.09
Space to create and make things	14.22% 197	35.96% 498	37.76% 523	9.46% 131	2.60% 36	1,385	3.50
Space that is quiet	58.41% 813	34.41% 479	5.96% 83	0.65% 9	0.57% 8	1,392	4.49

#	DO YOU HAVE OTHER IDEAS FOR USE OF THE LIBRARY'S SPACE?	DATE
1	no	10/23/2017 8:55 AM
2	No	10/18/2017 3:09 PM
3	No	10/18/2017 8:54 AM
4	No	10/16/2017 8:30 PM
5	More classes outdoors (weather permitting)	10/13/2017 8:33 AM
6	None that I can think of.	10/12/2017 8:55 PM
7	When my grandchildren were younger I would take them to the Westmont library. They loved visiting there. They had boxes of toy animals and other items that they could play with. When my own children were small we spent a lot of time at the library. I visited upstairs at Indian Prairie twice with my grandsons, and there did not seem to be much there for them.	10/12/2017 3:00 PM
8	Book clubs	10/11/2017 10:11 PM
9	Space for English as a Second Language individual study with a single tutor.	10/11/2017 10:01 PM
10	no	10/11/2017 7:26 PM
11	no	10/11/2017 5:19 PM
12	expand and partition the computer area	10/11/2017 3:32 PM
13	Spaces should not be used for social gathering only. They should be reserved for using library materials or school project collaboration groups.	10/11/2017 7:51 AM
14	Nice, but do you need to accommodate the world?	10/11/2017 7:34 AM
15	None	10/11/2017 4:50 AM
16	Sorry, no I don't.	10/11/2017 3:00 AM
17	I wouldn't change a thing.	10/10/2017 9:45 PM
18	This library is great and I appreciate that the staff is always so helpful. Thank you so much!!!!	10/10/2017 9:45 PM
19	No	10/10/2017 8:48 PM
20	No	10/10/2017 8:23 PM
21	Space for programming for all ages.	10/10/2017 8:12 PM
22	Training classroom	10/10/2017 7:35 PM
23	No.	10/10/2017 7:35 PM
24	no	10/10/2017 5:27 PM
25	No	10/10/2017 5:23 PM
26	no	10/10/2017 5:20 PM
27	I was excited to hear that the library now had a sewing machine that one can borrow. Can we now get a serger?	10/10/2017 5:18 PM
28	none	10/10/2017 5:15 PM
29	No	10/10/2017 3:59 PM

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30	no	10/10/2017 3:52 PM
31	No	10/10/2017 2:52 PM
32	no	10/10/2017 2:12 PM
33	no	10/10/2017 1:54 PM
34	No	10/10/2017 1:26 PM
35	no	10/10/2017 1:16 PM
36	Personally I have low vision & would appreciate bold print in mailings, surveys, etc. Also, programs to be scheduled during daylight hours as night driving is problematic.	10/10/2017 1:11 PM
37	No	10/10/2017 1:09 PM
38	no However I have a suggestion regarding the step ladders among the stacks. Please find a place for them at the end of the stacks. I have tripped twice on them as I look for books and do not expect such things in the middle of the aisles of stacks. You could have a lawsuit on your hands in the future.They are quite dangerous!	10/10/2017 12:33 PM
39	No	10/10/2017 12:27 PM
40	No	10/10/2017 11:03 AM
41	No	10/10/2017 10:59 AM
42	No	10/10/2017 10:44 AM
43	No	10/10/2017 10:38 AM
44	Not a pace issue, but increase elibrary number of books	10/10/2017 10:38 AM
45	no	10/10/2017 10:13 AM
46	Mo	10/10/2017 10:09 AM
47	No	10/10/2017 10:08 AM
48	No	10/10/2017 10:07 AM
49	No	10/10/2017 10:06 AM
50	No	10/10/2017 10:02 AM
51	Not that I can think of.	10/10/2017 8:52 AM
52	charge the tutors that use the cafe and are loud	10/8/2017 8:45 PM
53	Please look at the usage of your large study room on the second floor. Is it used often and by how many? If not used often by many, you could make part of that space into a lounge and private or small group study rooms, carrels	10/7/2017 11:32 AM
54	No	10/6/2017 8:13 PM
55	no	10/6/2017 7:51 PM
56	no	10/6/2017 4:50 PM
57	I appreciate the time and help I receive at the library	10/6/2017 4:23 PM
58	Not really	10/6/2017 4:19 PM
59	No	10/6/2017 3:00 PM
60	NONE	10/5/2017 8:55 PM
61	Nice to have quiet at times.	10/5/2017 6:54 PM
62	None	10/5/2017 6:52 PM
63	Tutoring	10/5/2017 6:06 PM
64	A library is a source to gain knowledge. If you need private space get your books and go home.I dont want the place taken over by a minority that will cost me more money for improvements. The place is always quiet so thats more than enough. I never have a problem with quiet space there. I remember the old place. Ha Ha	10/5/2017 4:39 PM

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65	Our condo association uses the Board room for our meetings and we are very pleased with the space.	10/5/2017 2:39 PM
66	No	10/5/2017 12:18 PM
67	Separate children's areas, one more focused on reading, another for play and tech activity.	10/5/2017 11:21 AM
68	coffee/drink/ vending machines	10/5/2017 9:46 AM
69	Research in library materials.	10/5/2017 8:39 AM
70	No.	10/5/2017 7:01 AM
71	Not right now.	10/5/2017 6:21 AM
72	No.	10/5/2017 12:56 AM
73	Quiet key and is an issue! Enforce rules	10/4/2017 11:43 PM
74	turn it into a giant Starbucks	10/4/2017 10:57 PM
75	No	10/4/2017 10:31 PM
76	No! I like it the way it is!	10/4/2017 9:59 PM
77	I have seen the library in Bolingbrook and they have a cafe area that would be nice	10/4/2017 9:29 PM
78	Free training sessions and volunteer work	10/4/2017 7:11 PM
79	No	10/4/2017 5:20 PM
80	no	10/4/2017 2:12 PM
81	No	10/4/2017 1:32 PM
82	I love the artists' exhibits.	10/4/2017 12:27 PM
83	No	10/4/2017 11:34 AM
84	Change WiFi to AC standard. Internet data loads faster.	10/4/2017 10:34 AM
85	No.	10/4/2017 9:50 AM
86	Creative space supplies. Glue gun, Oil pastels, mat cutter, vinyl letter maker, screen printing for tshirts, sink, iron, jewelry making tools, painting tools, etc.....	10/4/2017 9:27 AM
87	Libraries need to focus on those who READ and not worry about being a community center.	10/4/2017 8:47 AM
88	no	10/4/2017 8:10 AM
89	Quiet room	10/4/2017 8:07 AM
90	no	10/4/2017 7:55 AM
91	None	10/4/2017 7:44 AM
92	Teach, share experiences.	10/4/2017 7:38 AM
93	need to post "QUIET PLEASE" signs throughout the library.	10/4/2017 7:24 AM
94	I'm not sure that use of technology or social space or a place to create needs private group meeting space in the library.	10/4/2017 6:33 AM
95	Comfortable chairs to simply sit and read	10/4/2017 5:50 AM
96	no	10/4/2017 5:49 AM
97	Not at this moment.	10/4/2017 4:30 AM
98	No	10/4/2017 4:10 AM
99	Not that I can think of at the moment.	10/4/2017 1:21 AM
100	No	10/4/2017 1:02 AM
101	No	10/4/2017 12:54 AM
102	No	10/3/2017 10:48 PM
103	quiet space to view audio or video	10/3/2017 10:31 PM

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104	nope	10/3/2017 10:09 PM
105	More bathrooms by the kids area and comfortable couch like seating	10/3/2017 9:50 PM
106	No	10/3/2017 9:40 PM
107	Tweetups (Meetups for Twitter users and local activists)	10/3/2017 9:27 PM
108	Learning classes	10/3/2017 9:14 PM
109	Not at this time	10/3/2017 8:26 PM
110	More regularly scheduled events for kids. Most events are one and done.	10/3/2017 7:45 PM
111	No	10/3/2017 7:25 PM
112	None at this time	10/3/2017 7:23 PM
113	The only deficit I have noticed is the lack of privacy for tutors and their clients. But, they are getting free space and charging for their time, so not sure i want my \$\$ supporting the tutors' free ride.	10/3/2017 6:44 PM
114	My importants listed above are nice to have but probably not mandatory. Price to pay for all of the extras.	10/3/2017 6:42 PM
115	No.	10/3/2017 6:41 PM
116	MORE QUIET AREAS FOR THINKING & READING	10/3/2017 6:36 PM
117	No	10/3/2017 5:43 PM
118	Learning new skills	10/3/2017 5:24 PM
119	No	10/3/2017 5:08 PM
120	Space that is quiet definitely needs to be worked on in this library!	10/3/2017 5:02 PM
121	restrict phone use	10/3/2017 4:47 PM
122	non	10/3/2017 4:35 PM
123	No but I love IPPL the way it is.	10/3/2017 4:20 PM
124	Seminars/Group Presentations	10/3/2017 4:20 PM
125	Not really	10/3/2017 4:19 PM
126	create space and areas that are more comfortable and welcoming . Update furniture. Possibly work on layout of work stations.	10/3/2017 4:18 PM
127	Separate the quiet rooms from the group meeting spaces	10/3/2017 4:17 PM
128	Classes	10/3/2017 4:01 PM
129	It is pretty good	10/3/2017 4:00 PM
130	No	10/3/2017 3:40 PM
131	no	10/3/2017 3:37 PM
132	Educational classes	10/3/2017 3:37 PM
133	Space for children and children's activities is important but the library does a wonderful job of already providing that	10/3/2017 3:34 PM
134	separate group space for young teens to study together	10/3/2017 3:33 PM
135	No	10/3/2017 3:29 PM
136	Not really	10/3/2017 3:21 PM
137	No	10/3/2017 3:16 PM
138	I love the space for kids since that's why we go to library as a place to get out of the way and read and my two year old can learn.	10/3/2017 3:13 PM
139	Have a small cafe-like area on the main level or upper	10/3/2017 3:06 PM
140	I like the coffee area - but I do think noise level gets out of hand. But I do think it is great.	10/3/2017 3:00 PM
141	no	10/3/2017 2:55 PM

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142	Should have a variety of spaces	10/3/2017 2:45 PM
143	It is a great library Darien	10/3/2017 2:34 PM
144	no none at the present time thank you	10/3/2017 2:30 PM
145	No	10/3/2017 2:30 PM
146	Store more books. Books will become important again soon.	10/3/2017 2:24 PM
147	no	10/3/2017 2:19 PM
148	Please give us seniors a senior center. Where we can get information about living as a senior in dupage county.where are the senior resources etc.	10/3/2017 2:13 PM
149	Big community book sales/swaps, family craft events, local artist/kids exhibits	10/3/2017 2:09 PM
150	None	10/3/2017 1:57 PM
151	No	10/3/2017 1:47 PM
152	No	10/3/2017 1:41 PM
153	people should not socialize in the area where people are reading. Library should be quiet. They can go to cafeteria area if want to chat. Thank you.	10/3/2017 1:38 PM
154	No	10/3/2017 1:35 PM
155	Tutor rooms	10/3/2017 1:20 PM
156	No	10/3/2017 1:19 PM
157	No	10/3/2017 1:11 PM
158	no	10/3/2017 1:10 PM
159	Not at the moment	10/3/2017 1:07 PM
160	large school projects with the local schools	10/3/2017 1:00 PM
161	for individual classes	10/3/2017 12:58 PM
162	No	10/3/2017 12:48 PM
163	No	10/3/2017 12:46 PM
164	addition of walls	10/3/2017 12:46 PM
165	None at this time	10/3/2017 12:45 PM
166	You are doing a good job	10/3/2017 12:33 PM
167	No	10/3/2017 12:28 PM
168	no	10/3/2017 12:27 PM
169	I love the concertd...especially when they end up indoors.	10/3/2017 12:27 PM
170	no	10/3/2017 12:23 PM
171	No	10/3/2017 12:22 PM
172	more private rooms for 1-4 people	10/3/2017 12:17 PM
173	No	10/3/2017 12:17 PM
174	The library should be a quiet place to work, read, study, etc. But its usually loud with people always talking	10/3/2017 12:14 PM
175	a co-working space that has a sence of community with weekly/bi-weekly workshops/meetups around business and entrepreneurial work (please see my comment in the previous page)	10/3/2017 12:12 PM
176	no	10/3/2017 12:06 PM
177	If not already available, offsite storage for archived maerials	10/3/2017 12:05 PM
178	No	10/3/2017 12:05 PM
179	I think it would be interesting if small businesses were able to use spaces for business meetings.	10/3/2017 12:03 PM
180	No	10/3/2017 12:00 PM

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181	No	10/3/2017 11:57 AM
182	Travel groups and a place to plan trips	10/3/2017 11:56 AM
183	Library program rooms	10/3/2017 11:52 AM
184	Performance spaces	10/3/2017 11:50 AM
185	More individual study tables less private rooms. They take a lot of space to accommodate more study tables	10/3/2017 11:47 AM
186	I'll get back to you if I think of anything. Good questions!	10/3/2017 11:43 AM
187	No	10/3/2017 11:36 AM
188	Don't allow people to use the library and by association tax dollars to conduct business ie use the group meeting rooms for paid tutoring	10/3/2017 11:29 AM
189	No	10/3/2017 11:18 AM
190	No	10/3/2017 11:16 AM
191	Additional space for community groups to meet in. If your one room is book, there should be another available.	10/3/2017 11:14 AM
192	Space for preschoolers to explore literacy	10/3/2017 11:12 AM
193	No	10/3/2017 11:09 AM
194	no	10/3/2017 11:07 AM
195	I've said it all. You truly meet my needs.	10/3/2017 11:07 AM
196	No	10/3/2017 11:05 AM
197	no	10/3/2017 11:01 AM
198	No	10/3/2017 11:00 AM
199	The library should always be quiet	10/3/2017 10:58 AM
200	People seem to like high stools and counters. Also outlets to plug in devices. maybe USB type.	10/3/2017 10:56 AM
201	I place to have a reasonably, private conversation without disturbing others.	10/3/2017 10:54 AM
202	If tutors are going to making profit using your rooms, you should be charging them to use your space.	10/3/2017 10:52 AM
203	A MOVING CHAIR IN THE ISLES FOR ELDERLY TO SIT ON WHILE LOOKING FOR AUTO BOOKS.	10/3/2017 10:51 AM
204	Soft music	10/3/2017 10:49 AM
205	No	10/3/2017 10:46 AM
206	Bookstore where you can purchase newest best sellers and meet the authors at a signing.	10/3/2017 10:46 AM
207	No	10/3/2017 10:45 AM
208	I am satisfied!	10/3/2017 10:45 AM
209	No	10/3/2017 10:45 AM
210	None	10/3/2017 10:45 AM
211	no	10/3/2017 10:45 AM
212	No	10/3/2017 10:44 AM
213	No	10/3/2017 10:43 AM
214	Not yet.	10/3/2017 10:42 AM
215	No	10/3/2017 10:41 AM
216	A space for those with sensory issues where they can find time to calm down when the environment is too much for them	10/3/2017 10:40 AM
217	Perhaps for support groups, like a grief support group.	10/3/2017 10:39 AM

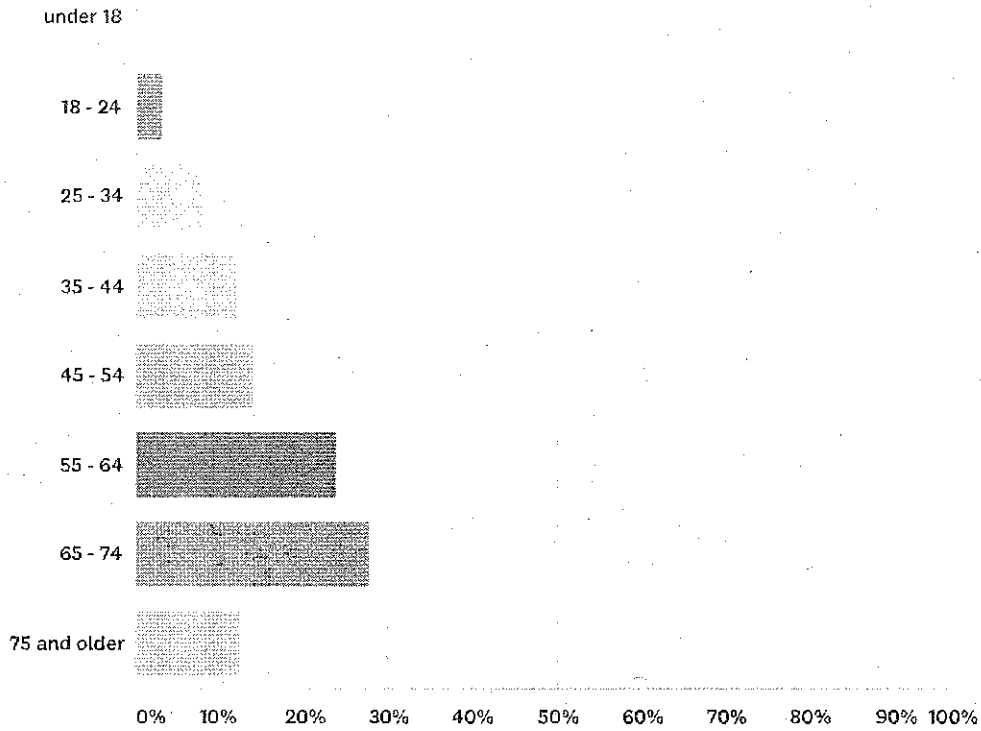
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218	No	10/3/2017 10:32 AM
219	It's fine to have all these areas, but they need to be separated, as an individual studier, I want to feel like I'm not in a donjon or in a obscure corner of the library, yet have the quite I need.	10/3/2017 10:31 AM
220	Do not use for other than LIBRARY purposes: no outside group meetings.	10/3/2017 10:28 AM
221	Unsure	10/3/2017 10:28 AM

Q12 Please tell us your age group.

Answered: 1,401 Skipped: 138



ANSWER CHOICES	RESPONSES	
under 18	0.07%	1
18 - 24	2.86%	40
25 - 34	7.78%	109
35 - 44	11.99%	168
45 - 54	13.85%	194
55 - 64	23.55%	330
65 - 74	27.55%	386
75 and older	12.35%	173
TOTAL		1,401

Kids & Teens

Circulation

Patron was so excited when she came down from the K&T department with a lot of great items for her grandchildren. She said that the staff upstairs helped her find DVDs, STEM kits and Book Bundles. She said, "I had no idea of all of the great stuff available."

Patron checking out DVDs commented that he does not like the DVD Hot Picks. He said it makes the library feel like Blockbuster Video. He also noted that several of our Hot Picks are unnecessary because they titles are readily available on the shelves at this point.

Patron commented on the new self-check screens, "Very quick and easy to use! Very responsive."

Adult

A member commented after a recent adult program that they're happy that were doing the kind of programming that we used to do!

From a member attending the Colombian Exposition program: A wonderful experience. What a great way to learn.

Thank you and I would like to compliment the library for their "online request" service to have a book requested and then be able to pick it up in the reserve section of the library. I do this frequently and I am very appreciative of the great service always provided by your employees.
Shirley

"The poinsettia by the magazines is beautiful."

Technology

Administration

A little girl and her mom were walking down the hallway toward the meeting room to take the Shake, Shimmy, & Dance class and on the way the girl was taking her coat off wiggling with excitement. Her mom told me that she just loves the "dance class" and she was very happy that it was a walk in class and that she could bring her daughter.

A call came to the Admin line from a patron that wasn't happy that he could not get a person to pick up the phone. He was grateful that I was able to help him.



Meeting Ground Rules

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.
- Respond to people in a non-dismissive, respectful manner.
- Insure everyone has an equal voice.
- These are everybody's rules and everyone is responsible for seeing that they are followed.