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Indian Prairie Public Library Board Agenda
February 21, 2024

**Board of Trustees Regular Meeting
February 21, 2024 – 7 p.m.**

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

- A. Roll Call
Donald Damon, Marian Krupicka, Stacy Palmisano,
Themis Raftis, Christina Rodriguez, Victoria Suriano
- B. Mission Statement: We enrich people's lives by providing
opportunities to explore, connect, and be inspired.
- Vision Statement: Lives are enriched and dreams are realized.
- Values: We value and respect the individual.
We empower and guide each visitor.
We aspire to bring people together.
- C. Public Comment
- D. Communications and Announcements
- | | |
|---|--------|
| 1. Kleefisch to Birmingham re: Thank You | Page 3 |
| 2. Darien Chamber to Birmingham re: Thank You | Page 4 |
| 3. Atlas Admin & Trustee Workshop, March 12, 2024 | Page 5 |
| 4. The Way Forward in Art Group to IPPL re: Thank You | Page 6 |
- E. Omnibus Consent Agenda
- | | | |
|--|---------|--------|
| 1. Minutes of Regular Board Meeting, January 17, 2024 | Page 7 | Action |
| 2. Action on Bills/Additional Bills | Page 10 | |
| 3. Review of Policies | Page 14 | |
| 210 Public Comment | Page 15 | |
| 410 Hours of Operation | Page 17 | |
| 415 Closings | Page 17 | |
| 420 Library Cards | Page 18 | |
| 430 Circulation of Materials | Page 21 | |
| 431 Fines and Charges | Page 22 | |
| 433 Suspension and Limitations of Privileges | Page 24 | |
| 465 Computer and Internet Services | Page 25 | |
| 470 Web Site | Page 27 | |
| 480 Privacy of Patron Records/Information | Page 28 | |
| 500 Materials Selection | Page 31 | |
| 600 Use of Library Facilities | Page 49 | |
| 805.6 Jury Duty | Page 62 | |
| 1100 Gifts and Donations | Page 63 | |
| 4. Motion to Delete Executive Session Tapes from
January 19, 2022 and August 17, 2022 | | |
- F. Items Deleted from Omnibus Consent Agenda
- Action

G.	Library Director's Report	Page 66	Information
H.	Department Reports		Information
	1. Deputy Director's Report	Page 76	
	2. Marketing	Page 78	
	3. Guest Services	Page 83	
	4. Programming & Outreach	Page 85	
	5. Resource Services	Page 89	
	6. Technology & Maker Services	Page 92	
I.	Staff Report <i>Reaching our Community</i> , Jill Yott, Communications Coordinator		Information
J.	Reports		
	1. Treasurer's Report	Page 102	Information
	2. Building and Grounds Committee (no report)		
	3. Finance Committee (no report)		
	4. Planning/Outreach Committee		
	5. Policy Committee (Palmisano)		Information
	6. Policy Committee Minutes, January 23, 2024	Page 115	Action
K.	Unfinished Business		
	1. Trustee Vacancy		Information
L.	New Business		
	1. Emergency Succession Policy	Page 117	Action
	2. Board Member Speaking for the Board to Public or Media Policy	Page 120	Action
	3. License Plate Sticker Fee Increase	Page 121	Action
	4. Trustee Appointment		Action
M.	Meetings To Be Scheduled		
N.	Adjournment		

IMPORTANT: MARCH 20TH MEETING WILL HAVE 5:30 START TIME

Thank you!

Dustin Kleefisch <dkleefisch@willowbrook.il.us>

Fri 2/2/2024 8:54 AM

To: Laura Birmingham <laurab@ippl.info>

Laura,

I wanted to inform you that we were notified that we were awarded the OSLAD grant for our Borse Memorial Community Park project. Thank you for writing your letter of support, it truly helped our application!



Dustin Kleefisch

Director of Parks & Recreation

835 Midway Drive | Willowbrook, IL 60527

(630) 920-2429 | dkleefisch@willowbrook.il.us

(Note: Joe P. and Gail presented on our resources for businesses at this workshop on 2/7.)

Laura,

Sending our sincere appreciation to you and your team who presented at our Business Builders Workshop last Wednesday.
Most informative!

Sincerely,

April Padalik

Executive Director
Darien Chamber of Commerce
Your Connection to Community!

1702 Plainfield Road
Darien, IL 60561
Phone: (630) 968-0004
Email: www.darienchamber.com



ATLAS
AREA TRAINING FOR
LIBRARIES & STAFF

ADMIN & TRUSTEE WORKSHOP⁵

TUESDAY, MARCH 12, 2024

10 A.M. - 12 P.M.

FRIENDS, FOUNDATIONS, & FUNDRAISING

OAK LAWN PUBLIC LIBRARY

9427 RAYMOND AVE, OAK LAWN, IL 60453

Have you ever considered starting a Friends group? How do I start a Library Foundation? Need advice on how to start or increase your Library's fundraising efforts? Let ATLAS help you.

Meet some Directors and Friends Presidents with experience doing it all.

Carol Williams, Director of Oak Lawn Public Library
Celeste Brown, President of Oak Lawn Public Library Friends
Frank Murray, Director of Evergreen Park Public Library
Jesse Blazek, Director of Palos Heights Public Library

The cost is \$15 for ATLAS Members. \$20 for Non-Members.

Eventbrite Registration fees not included.

To Register by mail, complete the form below
or use the QR Code for Eventbrite.

By Mail:

ATLAS c/o Jennifer Cutshall
Steger Public Library
54 E. 31st St. Steger, IL 60475

[Scan or](#)
[Click Here](#)
[to Register:](#)



Library Name:

Library Address:

Attendees:

Email:

Phone Number:

2/14 From "The Way Forward"
group

6

Thanks so much
for the use of the
library space to exercise
our creativity!

Betti

Sharon

Sharon

Cal

Katherine

7

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 17, 2024

**Board of Trustees Regular Meeting
January 17, 2024 – 6:30 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 6:35 p.m. Secretary Krupicka called the roll. Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez

Absent: Victoria Suriano

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski, Jen Ripka

Others:

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

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

Vision Statement: Secretary Krupicka read the library vision statement. Lives are enriched and dreams are realized.

Values Statement: Secretary Krupicka read the library values statement. We value and respect the individual. We empower and guide each visitor. We aspire to bring people together.

C. Public Comment

D. Communications and Announcements

1. Darien Woman's Club to Birmingham re: Soap Collection

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 15, 2023
2. Action on Bills/Additional Bills
3. Determination to Dispose of Property
Rodriguez moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point, Resource Services Librarian Jen Ripka gave her staff report. She left at 7:10 and the Board continued with the rest of the agenda.

G. Library Director's Report

Patrons can now pay fines on the SWAN app.

H. Department Reports

Lawson recapped her written reports from the packet.

- I. Staff Report – Jen Ripka, Resource Services Librarian – spoke to the Board about eBooks and eAudio at IPPL. Her presentation included the similarities and differences between the Hoopla and Libby platforms. Highlights from 2023 include: Ripka started ordering materials in the Cost per Circ format which has reduced wait times and saved money; OverDrive eliminated their original app and now Libby is the only app with the OverDrive collection on it; OverDrive introduced new features for digital periodicals including The Newsstand and Magazine Rack; Ripka established our Advantage Plus Plan which allows us to share a curated selection of our digital materials within the consortium while still giving priority to our patrons. Ripka reported that IPPL had 120,322 total circulations across both Hoopla and Libby in 2023. Going forward she would like to increase our CPC ordering, grow our Advantage Plus, and continue to evaluate new platforms.

J. Reports

1. Treasurer's Report - backup in packet.
2. Building and Grounds Committee – no report
3. Finance Committee – no report.
4. Planning/Outreach Committee – no report
5. Policy Committee – no report

K. Unfinished Business

None

L. New Business

1. Review of Serving our Public 4.0: *Standards for Illinois Public Libraries* - The State requires libraries to review these standards every year. The library meets all of the core standards. We will soon begin working on developing the library's next five-year Strategic Plan. With respect to the Governance and Administration Checklist, the Policy Committee will discuss a written succession plan policy at their upcoming meeting.
2. Trustee Vacancy - There is a vacancy on the Board due to the resignation of Sri Rao. The Board is required to fill a Trustee vacancy within 90 days. If it isn't filled within 90 days, the Illinois State Library may fill it for us. The new Trustee would serve until the April 2025 election.
3. Committee Appointments – With the Trustee vacancy, there is an opening on the Policy Committee and on the Planning/Outreach Committee. If anyone is interested in switching committees let Birmingham know.

- M. At 7:26 p.m. Rodriguez moved, Raftis seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez. Nays: None. Absent: Suriano. Motion carried unanimously.

N. Return to Open Session

At 7:40 p.m. Krupicka moved, Palmisano seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez. Nays: none. Absent: Suriano.

Motion carried unanimously.

1. Closed Session Minutes, 1/18/23 – Rodriguez moved, Raftis seconded to approve the closed session minutes dated 1/18/23. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.
2. Open or Close All Closed Session Minutes - Krupicka moved, Palmisano seconded to keep all closed session minutes closed. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

O. Meetings Scheduled

A Policy Committee Meeting is scheduled for January 23 at 5:30 p.m.

P. Adjournment

At 7:42 p.m. Raftis moved, Krupicka seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS JANUARY, 2024

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2854 - 2920	\$ 146,169.23
Republic Paper Pay Checks	2117 - 2120	\$ 1,407.25
Republic Direct Deposits		\$ 132,192.71
MONTH'S TOTAL:		\$ 279,769.19

Indian Prairie Public Library District

Bill Payment List

January 2024

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
01/03/2024	2854	AEP Energy, Inc.	5,435.96
01/03/2024	2855	Bullseye Cleaning Services, Inc.	6,300.00
01/03/2024	2856	Canon Solutions America Inc.	58.43
01/03/2024	2857	Current Technologies Corporation	948.75
01/03/2024	2858	Fox Valley Fire & Safety	1,054.70
01/03/2024	2859	Groot Industries, Inc.	509.27
01/03/2024	2860	Hayes Mechanical LLC	14,635.50
01/03/2024	2861	Laura LeinSvencner	375.00
01/03/2024	2862	OverDrive, Inc.	6,025.27
01/09/2024	2863	AT&T	365.15
01/09/2024	2864	Baker & Taylor	83.01
01/09/2024	2865	Basecamp Web Solutions	170.00
01/09/2024	2866	Betty Cornfield	26.50
01/09/2024	2867	Canon Solutions America Inc.	59.50
01/09/2024	2868	Center Point Large Print	179.76
01/09/2024	2869	Children's Plus Inc.	1,102.40
01/09/2024	2870	Colley Elevator Co.	439.00
01/09/2024	2871	Dancing Cranes Yoga Inc.	520.00
01/09/2024	2872	DragonFly Senior Navigation Services	0.00
01/09/2024	2873	Harris, Marquitta	18.14
01/09/2024	2874	Illinois Dept of Innovation & Technology	475.00
01/09/2024	2875	Ingram Library Services	8,590.38
01/09/2024	2876	Kanopy	320.40
01/09/2024	2877	Lauterbach & Amen, LLP	660.00
01/09/2024	2878	Library Ideas LLC	280.10
01/09/2024	2879	Love on a Leash, Inc.	50.00
01/09/2024	2880	Midwest Tape	8,906.47
01/09/2024	2881	Quill LLC	3,618.51
01/09/2024	2882	Rivistas Subscription Services	183.00
01/09/2024	2883	Runco Office Supply	209.65
01/09/2024	2884	SenSource	504.00
01/09/2024	2885	Specialty Mat Service	136.61
01/09/2024	2886	Village of Willowbrook	8,000.00
01/09/2024	2887	Willowbrook/Burr Ridge Chamber of Commerce	250.00
01/09/2024	2888	Wlosinski, Maria	20.31
01/19/2024	2889	Christine Joy Delgado	100.00
01/19/2024	2890	Dearborn Life Insurance Company	102.42
01/19/2024	2891	Erin Fergus	347.00
01/25/2024	2892	Neil A Bradbury	155.00
01/25/2024	2893	Schultz, Jack	65.85

Indian Prairie Public Library District
Bill Payment List
January 2024

Date	Num	Vendor	Amount
01/25/2024	2894	Stephen Kehoe	226.00
01/30/2024	2895	AEP Energy, Inc.	4,932.65
01/30/2024	2896	Bank of America	6,676.85
01/30/2024	2897	Blackstone Publishing, Inc.	624.62
01/30/2024	2898	Blue Cross Blue Shield of Illinois	20,429.23
01/30/2024	2899	Canon Financial Services, Inc.	228.88
01/30/2024	2900	Cengage Learning, Inc.	760.38
01/30/2024	2901	Center Point Large Print	91.38
01/30/2024	2902	CG Professional Service, Inc.	6,349.95
01/30/2024	2903	Cigna	3,068.42
01/30/2024	2904	Colley Elevator Co.	228.00
01/30/2024	2905	Current Technologies Corporation	297.50
01/30/2024	2906	DEMCO	493.63
01/30/2024	2907	DuPage County Public Works	719.07
01/30/2024	2908	FSS Technologies	112.50
01/30/2024	2909	Gimlet	348.00
01/30/2024	2910	Hayes Mechanical LLC	2,399.00
01/30/2024	2911	Latitude Signage & Design	719.00
01/30/2024	2912	NCPERS Group Life Insurance	48.00
01/30/2024	2913	Patron Point, Inc.	36.90
01/30/2024	2914	Bruckner, Ltd.	4,117.50
01/30/2024	2915	Rivistas Subscription Services	5,922.23
01/30/2024	2916	Runco Office Supply	39.97
01/30/2024	2917	Shaw Media	91.00
01/30/2024	2918	SWAN	13,040.48
01/30/2024	2919	Today's Business Solutions, Inc.	2,818.10
01/30/2024	2920	Unique	68.95
Total for 10127 Republic Bank Operating Account			\$ 146,169.23

Bills for approval – Electronic Payments & Automatic Withdrawals

JANUARY 2024

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	1/03/2024	24,029.56
Federal & IL	Payroll taxes	1/17/2024	24,697.17
Federal & IL	Payroll taxes	1/31/2024	24,246.65
IMRF	Payroll Pension	1/31/2024	27,700.37
ExpertPay	Garnishments	1/03/2024	427.22
ExpertPay	Garnishments	1/17/2024	408.80
ExpertPay	Garnishments	1/31/2024	470.80
Mission Square	457 Plan	1/05/2024	50.00
Mission Square	457 Plan	1/19/2024	50.00
Nationwide	457 Plan	1/04/2024	50.00
Nationwide	457 Plan	1/18/2024	50.00
DAC	Deposit to HRA	1/03/2024	40.16
DAC	Deposit to HRA	1/09/2024	960.74
DAC	Deposit to HRA	1/16/2024	225.50
DAC	Deposit to HRA	1/17/2024	731.37
DAC	Deposit to HRA	1/23/2024	79.05
DAC	Deposit to HRA	1/30/2024	890.17
Nicor	Gas	1/12/2024	1,695.89
ELS	License Stickers		6,059.00
ELS	ELS Fee (December)	1/03/2024	56.10
INB & Republic	Cr Card & Bank Fees	1/13/2024	285.52

Review of Policies

The following policies were reviewed by the Policy Committee. There are a few proposed changes. Changes are highlighted in the backup.

This is a summary:

- 210 Public Comment – *No change*
- 410 Hours of Operation – *No change*
- 415 Closings – *No change*
- 420 Library Cards – *Includes information about Cards for Kids and cards for Disabled Veterans which are both required by state law*
- 430 Circulation of Materials – *Minor cleanup of collections and what we do in practice*
- 431 Fines and Charges – *Minor updates*
- 433 Suspension and Limitations of Privileges – *Minor updates*
- 465 Computers and Internet – *No change*
- 470 Web Site – *No change*
- 480 Privacy – *Minor update*
- 500 Material Selection and Reconsideration Form – *Recommended Changes*
- 601 Disturbing Others – *Minor update*
- 602 Harassment – *Minor update*
- 605 Smoking and Use of Marijuana – *Minor update*
- 608 Library Property and Parking Lot – *Minor updates*
- 609 Animals – *Expands the current policy to clarify and cite the Americans with Disabilities Act*
- 611 Serious or Repeat Violations of Library Rules – *Minor update*
- 612 Safety and Well-Being of Children – *Minor update to language*
- 620 Community Information Flyers and Poster Display – *No Change*
- 621 Distribution of Free Publications – *Minor update*
- 630 Displays – *Minor updates*
- 635 Art Exhibits – *Minor update*
- 670 Alcoholic Beverages – *Clarification added*
- 805.6 Jury Duty – *Updated to remove the part where staff turn in their jury duty pay as now jurors receive a debit card*
- 1100 Gifts and Donations – *Minor update*

Public Comment

The Library Board is interested in hearing from the public and provides the opportunity for the public to speak during the Public Comment section of the meeting. In order for the Board of Trustees to fulfill its obligation to complete the scheduled meeting agenda in an effective and efficient fashion, a maximum of 15 minutes of public participation will be permitted at each meeting when the public is present.

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Members of the public wishing to speak are urged but not required to sign in with the Executive Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
3. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
4. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
5. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.

8. Groups are asked to designate a single spokesperson.
9. Any individual may record statements made during the Public Comment Period however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.
10. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker may be extended upon a majority vote of the Board for a specific meeting. Such a vote applies only to that meeting.
13. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Executive Director separate from the Board meeting. When needed, comments about an employee will be given in closed Executive Session.
14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.
16. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.

The Board of Trustees appreciates all who participate in open and orderly meetings.

Adopted 4/20/11, reviewed 4/17/13, reviewed & revision approved 3/18/15, reviewed & revisions approved 3/15/17, revisions approved 2/20/19, reviewed 10/20/21

SERVICES

17

400 - Services

410 – The Library Board of Trustees sets the hours of operation for the library.

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, complete review 3/21/18, complete review 10/20/21

420 Library Cards

420.1 Issuance of Library Cards

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

420.2 Responsibilities of Card Owners

Card owners are responsible for all materials checked out on their card. Card owners are responsible for any charges that may result from late return, loss, or damage of items borrowed and are expected to comply with Indian Prairie Public Library District regulations as well as those of libraries from which the card owner has borrowed items. Parents or legal guardians are responsible for items checked out on their child's card and should be aware that there are no restrictions on borrowing of library items, except in the case of a student card, and they need to be responsible for their child's selection of materials.

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

Card owners are required to report a change in address.

420.3 Replacement of Cards

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

420.4 Resident Library Card

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

420.5 Resident Student Card

Residents ages 13 to 17 may acquire a student card that does not require the signature of a parent or legal guardian. This card may be used to check out books, audiobooks, periodicals, CDs, and DVDs with a limit of 5 items on their card at one time. The card may also be used to access all digital services including ematerials and databases, and to use the library's computers in house ~~and MakerStudio equipment~~. All policies relative to issuance of cards and cardholder responsibilities apply to this card. The card holder has reciprocal borrowing

privileges at other libraries. Residents ages 13 to 17 may also receive a full privilege card with the signature of their parent or legal guardian.

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420.6 Non-resident Fee Cards

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

420.7 Non-resident Taxpayer Cards

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

420.8 Business Cards

Businesses, including municipalities, schools, **senior and assisted living centers**, and churches, located within the corporate boundaries of the Indian Prairie Public Library District are eligible to receive an Indian Prairie Public Library Business Card for no fee. Applicants shall be required to show proof of business location at the time of application. The president, owner or CEO of the business or the school principal must sign the application. **The business must be registered and be in good standing with the Illinois Secretary of State. The card will be mailed to the business.** The business is responsible for all materials checked out on the card. The card is valid **for five years** as long as the business resides at the registered address and **it is renewable** as long as eligibility is retained.

420.9 Non-Resident Business Cards

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

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420.10 Cards for Non-Resident Disabled Veterans

U.S. Veterans may receive a library card, due to the Homestead Exemption, free of charge for their primary residence if they meet the following criteria:

- Have a service-connected disability of at least 70%
- Are exempt from paying property taxes on their primary residence
- Live in an unincorporated area near Indian Prairie Public Library

An unmarried surviving spouse of a veteran who previously qualified for the exemption, as well as an unmarried surviving spouse of a service member killed in action are also entitled to a non-resident card without payment of a fee.

To apply, the qualifying veteran or surviving spouse must present documentation of at least 70% disability from the U.S. Department of Veterans Affairs indicating their residence is exempt from paying property taxes.

420.11 Cards for Kids Act (PA 101-632)

The State of Illinois passed the Cards for Kids Act to decrease barriers for any child 18 years or younger to obtain a free library card. The Cards for Kids legislation (PA 101-632) states that K-12 students living in unincorporated areas in Illinois are eligible to receive free or reduced lunches under the National School Lunch Program, as determined by Income Eligibility Guidelines established by the USDA, shall not be charged a nonresident fee to use the library.

The student cardholder is entitled to the same privileges and services the library traditionally provides to residents. Only the student is eligible for a library card under the Cards for Kids Act.

To apply, the qualifying students must present documentation from the school or school district that indicates his/her eligibility for free or reduced-price lunches and a picture ID (driver's license or state ID) with a current address. The card is good for one year.

430 Circulation of Materials

430.1 Loan Periods and Renewals

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

430.2 Special Loans

430.2-1 Vacation loans for six weeks are available to Indian Prairie cardholders for 21-day materials. Limits may be put on high demand or reserve materials.

~~430.2-2 Courtesy Loan~~

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

430.3 Reserves

Indian Prairie cardholders may have up to 30 active holds at one time. Limits on holds for non-SWAN cardholders are based on SWAN policy. Staff will place reserves for non-SWAN items for Indian Prairie cardholders only. **Reserves on special collections, such as the Library of Things, have additional restriction.**

430.4 Reference Materials

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

430.5 Reciprocal Borrowing

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

430.6 Indian Prairie Responsibilities as an ILL Lender

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

430.7 Damage to Patron Equipment

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

Adopted 4/13/88, Rev. 6/21/89, 6/17/92, 1/4/95 & 1/18/95 (eff. 2/4/95) 5/17/95, 2/7/96, 3/15/00, 2/21/01 (eff. 6/1/01), 8/21/02, 11/20/02 (eff. 12/1/02), 5/21/03 (eff. 6/1/03), 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, 2/20/08, 1/21/09, 8/19/09, 2/17/10, 4/20/11, 7/20/11, 4/17/13, Complete review & revision approved 3/18/15, Complete review & revision approved 3/15/17, revision 6/21/17, 9/20/17, complete review 1/20/21, complete review 2/15/23

431.1 Overdue Fines

431.1-1 Most collections do not incur overdue fines. The exceptions are: console games, Hot Picks, Trending, iPods, Kindles, Library of Things, LeapPad tablets, Launchpads, Rokus, and STEM Kits. The overdue fines on these items are \$1.00 per day per item.

431.1-2 Fine calculation starts with the first day after the due date and is counted for every day the library is open. The maximum fine is equivalent to the overdue fine multiplied by 42 days or the price of the items, whichever is less.

431.2 Fees

431.2-1 The patron is responsible for ILL fees charged by the lending library or system. These may include charges for photocopies, census microfilm, and books or other materials. For out-of-state interlibrary loan materials the patron will be charged \$5.00 per request and \$10.00 if the item is out-of-state. The library will charge \$10.00 to libraries requesting Indian Prairie Library materials who are not in the cooperative.

431.2-2 Collection agency fees will be added to all referred accounts.

431.3

Lost Materials

Responsibility for proper care of borrowed materials rests with the cardholder. In the event materials are lost or damaged the cardholder or parent, if the patron is under 18 years old, will be liable for payment of charges and costs for repair or replacement. The library will consider accepting replacement items that are unused and in excellent condition but the final decision will rest with the selector. Materials not returned within 6 weeks 42 days of the due date will be considered lost. The patron will be billed the cost of item plus processing fees, collection agency costs, and billing fees. See Section No. 420 - Library Cards.

431.3-1 Indian Prairie Public Library Lost Materials

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

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

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

431.3-2 Interlibrary Loans

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

431.4 Damaged Materials

431.4-1 Indian Prairie Public Library Materials

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

431.4-2 Interlibrary Loan Materials

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

431.5 Payment

Cash, credit cards, **contactless payments (Apple pay, touch pay, etc.)** or personal checks will be accepted for payment. A **\$15.00** fee will be assessed for returned checks. Any fines and miscellaneous charges owed to another library can be paid at Indian Prairie Public Library.

432 Homebound Services

432.1 Eligibility

An institution or individual must have a valid Indian Prairie library card.

432.1-1 Individuals

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

432.1-2 Institutions

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

432.2 Materials

Any circulating item can be requested for homebound delivery as well as interlibrary loans. Exceptions may apply such as Library of Things items, equipment, new materials and high demand items. Indian Prairie reserves the right to decide whether or not a specific item can be supplied. A patron may have up to 20 items delivered to them at one time.

432.3 Loan Period

Items are checked out for 8 weeks for most items. Items can be renewed as permitted by library policy. Borrowing privileges will be suspended when an item is six weeks overdue.

432.4 Fines

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

432.5 Deliveries

Deliveries are scheduled according to availability of volunteers and staff. The patron must notify the Programming and Outreach Strategist forty-eight hours before the scheduled

delivery to make changes or additions. Library items will not be left unattended or unsigned for.

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433 Suspension and Limitation of Privileges

433.1 Suspension of Privileges

A cardholder's privileges will be suspended when an item is 14 days overdue or they have accumulated fines, fees, and/or bills that exceed \$5.00.

433.2 Residential Institutional Cardholder Suspension

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

433.3 Suspension of Family Privileges

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

433.4 Limitations

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

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SERVICES

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465 Computer and Internet Services

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

465.1 Library Responsibility

Staff will assist patrons with basic functions of computers, printers, and software programs 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 laws and with the library's policies.

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 can provide information to parents and children 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.

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465.3 Use of Computers

Priority access to the Internet is provided to IPPL library cardholders. Access may also be provided to guests who don't have an IPPL library card.

Computers in the adult area are provided for adults and children age 14 and up. Computers in the kids & teens area are provided for children high school age or under or for parents to use with a child or while their child is using the kids & teens area. 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. 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.

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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 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.

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 and correct personal information such as address, phone number and birthdate. Indian Prairie cardholders may view their records online through the catalog.

480.4 Search Warrant Policy

Library staff will cooperate with Law Enforcement Officials as required by federal laws 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 Executive Director will handle all requests to search Library records pursuant

to a Search Warrant. In the absence of the Executive Director the Deputy Director,
followed by the Librarian-in-Charge, will deal with a Search Warrant issue.

480.4.2 Identify Serving Officer

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

480.4.3 Review Warrant for Content

The Executive 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 Executive 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 Executive 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 Executive 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 Executive 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 Executive Director, the Library Board President and the Library Attorney.

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MATERIALS SELECTION POLICY

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This policy must be reviewed by the Board biannually.

MATERIALS SELECTION POLICY

501 - Philosophy

The Indian Prairie Public Library District strives to provide all people with access to diversified collections of literary, educational, informational, and recreational materials. Indian Prairie endeavors to build a popular collection representing varying points of view. The library will follow Serving Our Public: Standards for Illinois Public Libraries in determining the percentage of the budget allocated to materials each year.

505 - Access to the Collection

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

515 - Responsibility and Criteria for Selection

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

The library considers itself a popular materials library. Within that framework, as well as available financial resources and available space, staff use any of the following criteria to select materials:

Informational materials that are accurate and up-to-date

Popular within the community. In addition, the number of copies purchased is based on community demand.

Curriculum support.

Diversity of subjects, ideas and opinions.

Relevance to community interests and needs

Literary quality

Reputation and or significance of author,  or illustrator, or publisher.

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

Current or historical significance

Materials relevant to the Chicagoland area.

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

Price

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

Staff will purchase DVDs for youth rated G, PG and PG13 and games rated E, 10+, and Teen. Staff will not purchase CDs for youth marked with a "parental advisory". Games rated mature are purchased and shelved in the adult collection. In the adult collection, DVDs rated X or "NC-17" will not be added to the collection. The library does purchase DVDs that are not rated.

Staff will not purchase items created through the use of Artificial Intelligence.

Self-published titles will not be added to the collection.

525 – Gifts (see also 1100)

525.1 – Materials

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

The library will not accept donations of the following:

- encyclopedias
- magazines
- National Geographic
- Reader's Digest Condensed Books
- text books
- books that are musty, mildewed, or soiled
- books with ripped covers or pages or broken spines.
- record albums
- functional technology that is more than two years old
- VHS and cassette tapes

525.2 - Money

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

535 – Evaluation and Weeding of the Collection

Library staff continually evaluate and weed library collections using professional best practices and their professional judgment to make final determinations.

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

545 - Reconsideration of Library Materials

The Indian Prairie Public Library District strives to provide all people with access to diversified collections of literary, educational, informational, and recreational materials. IPPL endeavors to build a popular collection representing varying points of view. Responsibility for library materials used by children rests with their parents or guardians. While a person may reject materials for themselves or for their children, they cannot exercise censorship to restrict access by others. The Indian Prairie Public Library Board of Trustees supports intellectual freedom and endorses the principles expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View statement.

Individuals who would like to express concerns or ask questions about materials may choose to speak to the Executive Director or the Head of Resource Services at any time prior to submitting a Library Material Reconsideration form (Appendix E).

- The individual completing the form must be a resident of the Indian Prairie Public Library District or have purchased an Indian Prairie non-resident card.
- Only one title may be listed on the Library Material Reconsideration form.
- Only one challenge per household may be submitted from receipt of the Library Material Reconsideration form to the final disposition by the Executive Director or the Board.
- Challenged material must be read, listened to, or watched in full.
- All questions on the Library Material Reconsideration Form must be completed in order for the Request to proceed.
- Once a decision has been reached following a Request for Reconsideration, the title will not be reviewed again for three years from the date of the final decision.

The Board of Trustees will be notified of the receipt of a fully-completed Request for Reconsideration form that meets all of the criteria listed above. The Executive Director and the Library's professional staff will review the material and make a determination regarding the Reconsideration request. The Executive Director will promptly notify both the individual who filed the Library Material Reconsideration form and the Board of the decision in writing.

If the decision is not satisfactory to the individual, they may present their complaint to the Board of Trustees by submitting a written request to the President of the Board within 30 days asking that the matter be placed on the agenda of a regular, public Board meeting. The President of the Board will schedule the agenda item within a reasonable period of time and will provide written notice to the individual of the date and time of the Board meeting.

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

~~After discussion with the staff, patrons who wish to further pursue questions about reconsideration of materials shall then prepare a formal written complaint by completing the "Library Materials Reconsideration Form," (See Appendix E). The Board of Trustees shall be notified of the receipt of all completed Reconsideration forms. Upon receipt of a completed form,~~

the Executive Director and the professional staff will review the material, and make a decision regarding the action to be taken. The Executive Director shall then promptly, by written notification, inform the individual who has raised the question and the Board, of the decision which has been made. Information about all formal complaints made to the Executive Director and their disposition shall be a part of the monthly report of the Executive Director to the Board.

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

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

Appendices:

- A. Library Bill of Rights
- B. Freedom to Read Statement
- C. Freedom to View Statement
- D. Access to Digital Resources and Services
- E. Library Material Reconsideration Form

Approved 5/11/88, Rev. 5/16/90, 5/15/96, 1/21/09, 4/20/11, reviewed 4/17/13, reviewed 3/18/15, revision 1/20/16, complete review & revisions approved 3/15/17, complete review and revisions approved 1/20/21, complete review 2/15/23

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961 ; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>)

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be

directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991 ; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association U)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

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

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

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

Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the Library Bill of Rights, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the Library Bill of Rights and the Code of Ethics of the American Library Association. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.²

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the Library Bill of Rights. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a

responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities. .

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the Library Bill of Rights to ensure equitable access regardless of content or platform.

¹ "Guidelines for Library Policies

(<http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies>)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

² Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert. denied, 534 U.S. 994 (2001).

³ "Privacy: An Interpretation of the Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

⁴ Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," Telecommunications Policy 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012> (<https://doi.org/10.1016/j.telpol.2011.06.012>)

⁵ "Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

⁶ Internet Filtering: An Interpretation of the

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering>) Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering>)," adopted June 30, 2015, by the ALA Council.

⁷ If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 under previous name "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

See Also

- "Questions and Answers on Access to Digital Information, Services and Networks (<http://www.ala.org/advocacy/intfreedom/digitalaccessfaq>)," adopted June 5, 1997 by the ALA Intellectual Freedom Committee; revised November 17, 2000; January 16, 2010.
- "Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (<http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment>)," adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; March 29, 2014; and March 24, 2019.
- "Guidelines for Library Policies (<http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies>)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 under previous name "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

Library Materials Reconsideration Form

Author

Title

Book — Periodical — Other

Publisher

Request initiated by

Address

City _____ Zip _____ Phone # _____ email _____

Do you represent:

- ☐ Yourself
- ☐ An organization (name)
- ☐ Other group (name)

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

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

replace

*All questions must be answered fully.

Request initiated by: (Name)

· Address:

· Phone Number

· Email

Do you represent:

☐ Yourself

☐ An Organization: (Name)

☐ Other group: (Name)

Type of format:

Title:

Author:

Year of Publication:

Publisher:

How did you learn of this material?

Did you read/listen/view the material in full? (If the answer is no, the request for reconsideration will not proceed).

Have you read the Indian Prairie Public Library District Material Selection Policy? [link]

What are your concerns about the material? Include specific examples (text or images provided by groups or organizations will not be accepted).

How has the material been assessed in professional review sources? Include citations.

In your opinion, who would be negatively impacted by this material and in what way?

Do you believe that you should be able to restrict the reading choices of community members, including children other than your own? If yes, why?

In its place, what material would you recommend?

What action are you requesting of the Library?

Signature _____ Date _____

Received by _____ Date _____

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, and 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 7-8 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~~ a patron under age 13 is required to leave and does not have immediate prospect of transportation home, 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 individuals, 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 Executive Director.

If a patron is found to be harassing others, the patron must leave the library for the rest of the day and the Executive 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 and Use of Marijuana

Smoking or vaping of any type and tobacco chewing are prohibited in the library at all times. Marijuana may not be consumed or used on library property.

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 so offensive 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.

Students attending Hinsdale South High School are prohibited from using the library parking lot to park during the school day.

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 Executive 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 group must ensure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following an event.

609 — Animals

~~Only service animals and police animals are allowed in the library. "Service animal" means a dog or miniature horse. 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.~~ SEE ATTACHMENT

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, **at least** 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
- An Indian Prairie Library Foundation & Friends sale or solicitation approved by the executive director.

Community organizations or governmental entities within the library district may be given permission by the Executive Director to use the library as a collection point for items such as Citizen of the Year Nomination forms, scholarship applications, food collection, 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 ~~may~~ **will** be asked for ~~identification and required~~ to leave the building for the day. In the case of misconduct which is extreme, the offender will be asked to leave the building immediately, or the police may be called.

Patrons who cause repeated 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~~ **they** 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 Executive 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.

Children age 8 and under must be accompanied by **a person over 13 years of age** ~~an adult~~ while using the library. If a child is unattended, library staff will find the adult or contact the parent to inform them of library policy. If a child age 8 and under is left unattended a second time, the adult will be informed that if this occurs a third time the child will not be allowed in the library building. If the child is age 8 and under and left alone repeatedly, the library staff will inform the adult that the library will consider contacting the Department of Children and Family Services (DCFS).

If an unattended child age 8 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 **within 30 minutes** ~~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, complete review & revisions approved 3/21/18, revision approved 11/20/19, revision approved 1/15/2020, revisions approved 6/17/2020, complete review 10/20/21

Policy 609 – Animals

It is the policy of the Indian Prairie Public Library to prohibit all animals from entering the library, with the exception of service dogs and miniature horses; service dogs and miniature horses in training; police animals; or animals featured in programs sponsored by the Indian Prairie Public Library.

Service Dogs and Service Dogs in Training

According to the Americans with Disabilities Act (ADA), a service dog is individually trained to do work or perform tasks for people with disabilities. Examples include but are not limited to: guiding people who are blind; alerting people who are deaf; pulling a wheelchair; alerting and protecting a person who is having a seizure; reminding a person with mental illness to take prescribed medications; calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

- Handlers may bring their service animal into areas of the library where the public are normally allowed.
- Service animals must be under the full custody and control of their handler at all times, and must be housebroken. Service animals that urinate or defecate in the library shall be considered a threat to the public welfare, safety and health of other library patrons regardless of whether they are claimed to be house broken and shall be removed from the library by the handler.
- Service animals must be on a leash or harness at all times, unless the handler is unable to leash or harness the dog because of a disability, or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks.
- If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).
- Handlers of the service animal are solely responsible for the supervision and care of the service animal.
- Handlers must keep the service animal directly with them at all times.

Miniature Horses and Miniature Horses in Training

Federal regulations allow a miniature horse to be recognized as a lawful service animal. An individual with a disability may be allowed to utilize a miniature horse as a service animal, subject to all of the restrictions stated in this policy, but also subject to the following factors set forth by the ADA:

Whether the library can accommodate the miniature horse's type, size and weight. Generally, the horse should be no more than 34 inches tall at the shoulder, and weigh no more than 100 pounds.

- The horse must be trained to do work or perform tasks for the benefit of the individual with the disability.
- The handler of the horse must be in control of the horse, and the horse must be housebroken. Horses that urinate or defecate in the library shall be removed from the library by the handler whether they are claimed to be housebroken as threats to the public safety, welfare and health.
- The presence of the horse may not compromise legitimate safety requirements that are necessary for the safe operation of library service.

Emotional Support Animals

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA, and are therefore not allowed in the library. The provision of emotional support, well-being, comfort, companionship, or protection do not constitute work or tasks.

Protections

Users of service animals are not required to show papers or to prove a disability. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.

Staff may ask two questions:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

For the purposes of this policy, the terms assistance, guide, hearing or helping may be used interchangeably with service. Staff may not ask about the owner's disability.

A person with a disability may not be asked to remove his or her service animal or service animal in training from the library unless:

- The animal is out of control and the handler does not take effective action to control it
- The animal is not housebroken or urinates or defecates in the library.

When there is a legitimate reason to ask that a service animal be removed, library staff must give the person with the disability the option to obtain library services without having the service animal or service animal in training on the premises.

Fear of allergies, annoyance on the part of other patrons or employees, or fear of dogs or miniature horses are not valid reasons for denying access or refusing service to people with service animals or service animals in training.

Exception

The library may have animals in the building as part of its educational and recreational offerings. Police officers may also bring official police animals inside the building when it is necessary for police business.

Animal Endangerment

The library does not condone leaving non-service animals outside the library in a way that may endanger the animal or library patrons. The library reserves the right to contact the police regarding any unattended animals on its premises.

IL Service Animal Access Act: 720 ILCS 5/48-8

Code of Federal Regulations: 28 CFR 35.136(i)(1)

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 library 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.

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 limited. 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~~ **be approved by** 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 the kids & teens area. Distribution of materials relating to adults are distributed in the adult area. 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 to the Head of the appropriate department. If a resolution is not reached, the patron may appeal in person or in writing to the Executive Director. In the event that the decision made by the Executive 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, complete review 3/21/18, complete review 10/20/21

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 **and will have a start and end date which will be determined by the library and the displayer.**

Display materials must be removed the day after ~~display time ends~~ **the end date** 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 Kids & Teens area** 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.

Book displays created by library staff will showcase materials of general interest or relevance o the community. Displays do not necessarily reflect the views of the Indian Prairie Library or the Indian Prairie Library Board of Trustees.

Complete review & revision approved 3/21/12, Complete review 3/19/14, complete review 5/18/16, complete review 3/21/18, complete review 10/20/21

USE OF LIBRARY FACILITIES

635 Art Exhibits

The library's gallery is available for exhibits of framed or mounted art works by local artists and not-for-profit groups. **Artwork** may also be exhibited in the second floor display cases if they are available. **Artwork** by children may also be exhibited in the kids & teens area. 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.

Library staff are 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 Communications 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, 1st floor café, stairs, and the quiet study area. 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 Guest Services 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.

635.1 Recognition of Local Organizations

In recognition and appreciation of the contributions made by local organizations the library has established a portion of the art gallery as a place to honor those contributions.

Community organizations may contact staff to schedule a display that represents their contributions. The organization must prepare the display in a way that it can be easily hung on the gallery display system. Displays may be exhibited for up to three months. Once the display is removed, library staff will evaluate the items to determine if they can easily be added to the library's local history collection.

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, complete review 3/21/18, complete review & revisions approved 10/20/21

USE OF LIBRARY FACILITIES

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, during library programs, and **during** cultural and educational events.

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/events of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Executive Director.

Who may serve alcohol?

- Alcohol may be served by third party vendors/caterers/organizations.
- Alcohol may be served by BASSET (**Beverage Alcohol Sellers and Servers Training**) certified library staff or volunteers who are approved by the Executive Director **in accordance with local and state laws**.

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 Executive Director shall assure that the library maintains appropriate 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, complete review 3/21/18, complete review & revisions approved 10/20/21

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 **for up to 10 working days**. ~~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.

GIFTS AND DONATIONS

1100 Gifts and Donations

Gifts and donations help enrich the Library's services and programs and are sincerely appreciated. Donations can be made directly to the Indian Prairie Library Foundation and Friends (Foundation), a 501(c)(3) nonprofit organization which exists to handle monetary gifts, bequests, endowments, and other gifts of an enduring nature to support the Library's vital role in the community. Any donations or gifts to the library must be consistent with the library's mission, vision, values, policies and strategic plans. Donations are not intended to replace regularly budgeted Library expenditures, however, private resources can extend and enrich Library services.

1100.1 Monetary Donations

Cash contributions and gifts of real property, stocks, and bonds are welcomed and may be donated to the Foundation. It is the 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. The general nature or subject area of the materials to be purchased may be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policy of the library.

1100.3 Donations of Materials

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

The library will not accept donations of the following:

- encyclopedias
- magazines
- National Geographic
- Reader's Digest Condensed Books
- text books
- books that are musty, mildewed, or soiled
- books with ripped covers or pages or broken spines.
- record albums
- VHS and cassette tapes

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

The Library is a place of education, enrichment, and inspiration in the community. In keeping with these responsibilities, the Library does not accept donations of permanent displays or artistic decorations and instead focuses on rotating displays and works of art that serve to stimulate and enrich. The library may accept a gift of artwork or decorative item with the understanding the item will be liquidated for cash funds to support the library. In such cases, the donor must provide appropriate appraisal information to aid in understanding the value of the item.

Personal property such as furniture and equipment will be considered for acceptance on a case-by-case basis by the Executive Director. The library cannot appraise the value of donated items 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 Executive 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.

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

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

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

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

Monetary gifts of \$75.00 and \$150.00 to the Library or the Foundation are honored on the Reading Garden Brick Path.

Monetary gifts of \$250.00 - \$5,000.00 to the Library or the Foundation are honored on the Donor Tree in the Library Lobby. The Foundation donated the tree to the library and funds engraving expenses.

- ◆ \$250.00 - Engraved leaf
- ◆ \$1,500.00 - Engraved small stone
- ◆ \$5,000.00 - Engraved large stone

Donations over \$5,000.00 can be recognized by naming an area of the Library in honor of the donor or in memorial. This recognition is dependent on the size of donation and will be determined by the Board of Trustees. Generally the donation must cover the value of the area at the time of the donation.

The library does not guarantee that a named space will always remain the same. If the space is altered and there is no practical way to continue the name recognition in that area, the library will provide a comparable alternative to continue recognition. Naming rights will not continue if the individual or corporation for which the area is named is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library.

The Board shall be responsible for determining the manner in which the name is recognized (e.g., signage). The physical display of the naming rights may be decided or negotiated on a case-by-case basis. The Board may consider honorary naming rights for named rooms and special use areas to honor the service, commitment or other type of participation by an individual, civic or charitable group.

Donations of at least \$300.00 given to support library programs will be recognized in the library's promotion of said program with the name of the donor, the name of the person being memorialized, or a company logo, depending on the wishes of the donor, as well as in the Library newsletter and Foundation website.

1100.7-3 Non-monetary gifts given by a commercial business, which publicize the business, are subject to Board approval.

1100.8 Tax Deduction

Gifts to the Library and the Foundation are tax-deductible as provided by law as 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) and the Foundation is a 501(c)3 organization. Donors should consult with their tax advisor. All gifts will be acknowledged in writing by the library which serves as the donor's record and receipt. The Library or the Foundation cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.

1100.9 Fund Raising

The Indian Prairie Public Library has been enriched by contributions and fund raising efforts on its behalf. With the 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, complete review 3/21/18, complete review & revisions approved 11/17/21

Executive Director's Report February 2024

Per Capita Grant:

The 2024 Per Capita Grant Application has been filed and accepted by the State Library. Grant monies should be awarded sometime in late Spring.

Trustee Vacancy:

One candidate, who lives in Willowbrook, has expressed interest in the open position and will be attending the February Board Meeting. I met with the Candidate and reviewed the duties of a Trustee with her and the process for appointment. The Board may ask further questions of the candidate at the February meeting. If the Board wishes to appoint the candidate, there will be an action item under New Business. The candidate would then take the Oath of Office before the next meeting and attend the March meeting as an official Trustee. Just a reminder, the Board needs to fill the vacancy within 90 days otherwise the State Library will appoint a candidate.

License Plate Sticker Fee Service Charge:

The library currently charges a \$9 fee and the limit has been raised by the state to \$9.50 per sticker. There is an action item under New Business to increase our fee accordingly. The fee helps defray the cost of staff time to manage this program and sell the stickers.

Darien Vehicle Stickers/Darien Rotary Club:

I have agreed that the library be a point of sale for this year's Darien Vehicle stickers. As the stickers are not required, it is not a huge demand on staff time. Stickers are \$3 (cash only) and proceeds benefit the Darien Rotary Club. Stickers may be purchased at the Guest Services Desk.

New Legislator:

State Representative John Egofski has stepped down to take a Mayoral position and Nicole LaHa has been appointed as Illinois Representative for the 82nd District. I sent her a note of congratulations on behalf of the library.

Strategic Plan:

The process has officially begun and a lot of work has been going on behind the scenes the past few weeks. The community survey is live and will be highlighted on the back page of the Spring newsletter. We will also have a lobby display urging guests to complete the survey. The survey questions are attached to this report.

Here are the 60-minute community and staff focus groups scheduled in March:

General Adults: March 12 at 7 p.m. (via Zoom), March 13 at 9:30 a.m., March 14 at 4 p.m.

Teens: March 13 at 2:25 p.m.

General community: March 13 at 7:30 p.m.

Business leaders: March 14 at 8:30 a.m.

The Board's 90-minute focus group will be held on March 20 starting at 5:30 p.m. Since this is the regular Board meeting, the business agenda would start at the conclusion of the session.

Personnel Updates:

Jeanine Clinton has been promoted to Librarian: Technical Services Focus as of January 2nd.

Tori Castro has been promoted to Resource Services Readers Advisory Specialist II as of January 29th.

Megan Stepniewski has been hired as a Technology Desk Associate as of February 13th.

Melanie Alcantara is our new Resource Services Acquisitions Specialist, replacing Jeanine's former position. She starts on February 26th.

Marquitta Harris is leaving Indian Prairie for a full-time outreach position with the YWCA. Her last day with us was Tuesday, February 13. The good news is that Marquitta's role with the YWCA is outreach in Willowbrook. Marquitta will also stay on as a sub for both the Kids & Teens and Guest Services Desks.

IPPL Foundation & Friends:

The Book Sale brought in \$365 and movie Donations were \$24 in January.

Meetings:

- 1/18 Strategic Planning Kickoff Meeting with ReThinking Libraries
- 1/23 Policy Committee
- 1/25 Department Head Meeting
- 1/25 Person-In-Charge Training
- 1/25 Meeting with Gail and Jeanine to discuss Library of Things collection
- 1/29 Meeting with WorkNet DuPage regarding their paid internship programs
- 1/30 SWAN Fireside
- 2/1 Meeting with Jill, Amy, Sarah to discuss the upcoming Teen Job Fair (April 20)
- 2/1 Meeting with Jill and Kristen to discuss community survey group and focus groups
- 2/2 Meeting with ReThinking Libraries
- 2/6 SWAN Directors Meeting (Zoom)
- 2/7 Willowbrook/Burr Ridge Chamber Meeting
- 2/8 Department Head Meeting
- 2/21 Foundation and Board of Trustees Meeting

In January, I had 23 one-on-ones (Mary, Kristen, Cindy, Mark, Amy, Gail & Jill)

Continuing Education

- 2/7 Elevating Customer Satisfaction Webinar (2 hours)

Submitted by:



Laura Birmingham
Executive Director



Explore, connect, and be inspired.

Indian Prairie Public Library Survey 2024

We are planning for the library's future and we need YOU!

Indian Prairie Public Library wants to know what you think about library services. We need your feedback to help us develop our strategic plan and guide the library over the next several years.

Please help us by filling out this 10-15 minute survey. Your answers will be completely anonymous. Questions with an asterisk (*) indicate that an answer is required.

Thank you for your time and support.

Library Use

* 1. How often do you use your library in a typical year?

- | | | |
|------------------------------|--|------------------------------|
| ☐ Daily | ☐ Monthly | ☐ Rarely |
| ☐ Weekly | ☐ A few times a year | ☐ Never |

Library Use - Non-regular user

* 2. If you are not a regular library user, please tell us why not. (Check ALL that apply)

- | | | |
|---|--|--|
| ☐ I prefer to buy and own my own materials | ☐ My library card doesn't work | ☐ Staff isn't welcoming |
| ☐ I am a "virtual" library user (download books from library website or app) | ☐ I couldn't find what I wanted | ☐ I use my own technology |
| ☐ My children are grown | ☐ I never think of the library as an option | ☐ The building is not welcoming |
| ☐ I haven't used the library since I was a child | ☐ I am too busy to use the library | ☐ The library's location is not convenient for me |
| ☐ It is hard for me to get to the library (transportation) | ☐ I owe fees | ☐ Library events are uninteresting/irrelevant to me |
| ☐ The library's hours are not convenient | ☐ I use a different library | |
| ☐ Other (please specify) | | |

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5. What do you think are the two or three most important overall issues facing our community?

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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* 6. Thinking about the library's role in the community, do you think the library should be involved in the following areas?

[illegible]

Library Services

Services available at today's public libraries are continually changing to better serve the community. Please tell us how you rate these library services in terms of IMPORTANCE to this community.

* 7. Please rate the IMPORTANCE of the following library services.

	Must Have	Nice to Have But Not Critical	Don't Need	Don't Know/No Opinion
Adult programs (classes, author talks, crafts, movies, cultural events, health, career etc.)	☐	☐	☐	☐
Children's programs (storytimes, reading programs, crafts, movies, etc.)	☐	☐	☐	☐
Teen programs (book clubs, crafts, movies, gaming, and social events, etc.)	☐	☐	☐	☐
STEM/STEAM (Science, Technology, Engineering, Arts & Math) programs for youth and young adults	☐	☐	☐	☐
24/7 access to library materials (in a vending kiosk, lockers for holds, pickup, etc.)	☐	☐	☐	☐
Technology access and loaning (iPads, laptops, etc.)	☐	☐	☐	☐
Digital content (24/7 access to downloadable books, magazines, movies, etc.)	☐	☐	☐	☐
Technology for digital creativity and production (photo editing software, video cameras, green screens, etc.)	☐	☐	☐	☐
Meeting rooms (places for groups to gather, learn, and collaborate and support larger events)	☐	☐	☐	☐
Partnerships with various organizations within the community (senior centers, schools, etc.)	☐	☐	☐	☐
Small group meeting spaces/study rooms (spaces to meet, learn, and collaborate)	☐	☐	☐	☐
Training on new technology, equipment, and software/apps	☐	☐	☐	☐
Maker Studio	☐	☐	☐	☐
Access to Wi-Fi	☐	☐	☐	☐
Access to physical materials for browsing and checkout	☐	☐	☐	☐
Non-traditional items to check out (hotspots, musical instruments, STEM kits, tools, etc.)	☐	☐	☐	☐
Printing, faxing, scanning, copying	☐	☐	☐	☐
Programs held out in the community	☐	☐	☐	☐

What are we missing? What would you like to see?

Library Programs

Programs at today's public libraries are continually changing. Please provide your thoughts on programs at the library.

* 8. Have you or anyone from your immediate family attended programs at the Indian Prairie Public Library? (Check ALL that apply)

- | | | |
|--|---|---|
| ☐ Yes, adult programs | ☐ Yes, teen programs | ☐ Yes, virtual programs (Zoom) |
| ☐ Yes, children's programs | ☐ Yes, multi-generational programs | |
| ☐ No, we don't attend any programs. If no, why not? | | |

* 9. Do times for programs generally meet your needs?

- ☐ Yes ☐ No ☐ N/A or don't remember

If you answered no, what times are better for you?

* 10. What types of programs would you like to see at the library? Please check your top five (5).

- | | | |
|--|---|---|
| ☐ Book clubs/discussions, author programs | ☐ Classes about social media apps (Facebook, Instagram, Twitter, etc.) | ☐ Parenting workshops & programs |
| ☐ Programs about other cultures | ☐ Travel | ☐ Cooking/food |
| ☐ Movie nights | ☐ Concerts | ☐ Science-related programs (STEM) |
| ☐ Game nights (board games, trivia, etc.) | ☐ Health and wellness (fitness, self-defense, mindfulness, healthy eating, etc.) | ☐ Anime/Manga club |
| ☐ Arts & crafts programs | ☐ Programs for seniors | ☐ Homework help |
| ☐ How-to classes/workshops (play guitar, gardening, make or fix things, etc.) | ☐ Genealogy programs | ☐ Summer reading |
| ☐ Job search and employment | ☐ History programs | ☐ Video gaming/e-sports/e-tournaments |
| ☐ Small business/startups/entrepreneurship | ☐ Comic-con & fandom programs | ☐ Teen advisory group |
| ☐ Life skills (financial literacy, adulting, etc.) | ☐ Maker lab activities (3D printing, sewing, robotics, coding, etc.) | ☐ English language learning (ELL) programs |
| ☐ Technology classes (computers, how-to for iPads, smartphones, tablets, e-readers, etc.) | ☐ Storytimes (baby, toddler, pre-school, foreign language) | ☐ Winter reading program |

Other (Please share specific examples here)

Diversity, Equity, and Inclusion

Libraries value all members of their community. Services should be available that are useful to all.

Diversity is including or involving people from a range of different social, economic, and ethnic backgrounds and different genders, abilities, etc.

Equity is enabling all to realize their full potential by being just, impartial, and fair.

Inclusion is including or being included within a group in a way involving authentic and empowered participation and a true sense of belonging

* 11. What do you think is your library's main role in equity, diversity, and inclusion? (Please check ALL that apply.)

- | | |
|--|---|
| ☐ Education (e.g.: programs, speakers, distribution of information) | ☐ Staff training and hiring practices |
| ☐ Materials that address equity, diversity, inclusion, and social justice | ☐ Link to other community organizations and services |
| ☐ Place for community engagement | ☐ The library doesn't have a role |

* 12. For each of the following aspects of the library, please indicate whether you feel they are addressing the community's equity, diversity, and inclusion needs.

	Strongly Agree	Somewhat Agree	Neither Agree or Disagree	Somewhat Disagree	Strongly Disagree	Don't Know/ NoOpinion
Materials	☐	☐	☐	☐	☐	☐
Diversity of staff	☐	☐	☐	☐	☐	☐
Programming	☐	☐	☐	☐	☐	☐
Policies	☐	☐	☐	☐	☐	☐
Facility	☐	☐	☐	☐	☐	☐
Outreach	☐	☐	☐	☐	☐	☐
Community partnerships	☐	☐	☐	☐	☐	☐
Marketing	☐	☐	☐	☐	☐	☐
Community engagement	☐	☐	☐	☐	☐	☐

Library Communications

Indian Prairie Public Library uses a variety of methods to communicate its news to the community. We are interested in finding out how you would prefer to learn about library news and events.

* 13. Please mark your preferred methods of finding out about library news and events. (Check ALL that apply)

- | | | |
|--|---|--|
| ☐ Emails from the library | ☐ Social media (Instagram, Facebook, Twitter) | ☐ Other organizations (school districts, clubs, etc.) |
| ☐ Library website | ☐ Local newspapers | ☐ Library newsletter |
| ☐ Posters/flyers/calendars at the library | ☐ Radio | ☐ Text to my mobile phone |
| ☐ Digital signage at the library | ☐ Word of mouth (friends or neighbors) | |
| ☐ Other ideas and/or comments: | | |

Library Comments

Is there something we've forgotten? Please provide any additional thoughts, ideas, and/or suggestions you have about Indian Prairie Public Library.

14. Please provide any additional comments about your needs for Indian Prairie Public Library.

Additional Information

Please take an additional minute to tell us about yourself. This will help us better understand and organize the information you've shared.

* 15. Do you have an Indian Prairie Public Library card?

☐ Yes ☐ No ☐ Not sure

If no, why not?

16. Do you have internet access at home?

☐ Yes ☐ No ☐ Not sure

* 17. In what city / community do you live?

☐ Darien	☐ Clarendon Hills	☐ Indian Head Park
☐ Willowbrook	☐ Countryside	☐ Westmont
☐ Burr Ridge	☐ Downers Grove	☐ Willow Springs
☐ Other (please specify)		

18. What is your age?

☐ Under 19	☐ 36 - 45	☐ 66 - 75
☐ 19 - 25	☐ 46 - 55	☐ 76 and over
☐ 26 - 35	☐ 56 - 65	☐ Prefer not to answer

* 19. Do you have a child/children under 18 years old living in your household?

☐ Yes ☐ No

Additional Information - Continued

20. How would you describe yourself? (check ALL that apply)

☐ American Indian or
Alaskan Native

☐ Black or African American

☐ Native Hawaiian or
other Pacific Islander

☐ Asian

☐ Hispanic, Latino, or Spanish

☐ White

☐ Other (please specify)

21. What languages other than English are spoken in your home? (check ALL that apply)

☐ Arabic

☐ Chinese (Mandarin)

☐ Filipino

☐ Hindi

☐ Lithuanian

☐ Polish

☐ Russian

☐ Spanish

☐ Other (please specify)

Thank You

**Thank you for completing this survey and helping to make
Indian Prairie Public Library the best it can be.**

Visit our website (ippl.info/about/strategic-plan) for more information and updates on our
strategic planning process.

Deputy Director's Report: January 2024

Building & Grounds:

Our new generator is finally fully operational and has passed all inspections from the City of Darien. We have scheduled a test for the morning of Tuesday, Feb. 27 so Tony and Joe can see exactly which systems remain operational and which do not during a power outage, and so they can see how well everything comes back online after power is restored.

Additionally, Joe closed 22 building tickets in January. Highlights include: 1) Install a chair rail in Littletown, 2) Fix the first-floor staff restroom toilet, and 3) Install a new data port in the Teen Lounge.

Meetings:

Department Head meetings: 1/11 & 1/25

Library Board meeting: 1/17

Strategic Planning meeting: 1/18

Summer Reading Planning Meeting, 1/29

Regular check-in meetings with Joe, twice/week (ongoing)

Regular check-in meetings with Tony, once/week (ongoing)

Staff Training:

I trained Jeanine as a Person-In-Charge so she would be able to assume all the new duties associated with her new role as Librarian, Technical Services Focus.

I also conducted training for all Persons-in-Charge on Homelessness and De-Escalation.

Technology Highlights:

I worked with Springshare support staff to increase the number of equipment booking slots we have available for the Maker Studio equipment. Now, guests can book appointments for the White Toner Printer, the Heat Press (independently of the sublimation printer) and the Serger sewing machine.

In addition to closing 19 technology tickets in January, Tony completed a lot of back-end IT work for us. Highlights include: 1) Worked with Jack to expand our documentation on accounts and troubleshooting for the Oculus and Switch devices, 2) Did maintenance and cleanup on our

WSUS server to better support regular software updates, and 3) Fully configured the new switch, which now handles all our Wi-Fi access points and the PBX phone system.

The WorkNet DuPage Kiosk stats for January showed 93 navigations and 3 applications for assistance.

Report Submitted by: Kristen Lawson

Jill Yott, Communications Coordinator, Report for Board of Trustees January 2024

In the Gallery—January

Display cases: Arthur Daigle and Mid-Kid Art Club Art

1st floor gallery: Joby Kennedy

2nd floor gallery: Donna Vorreyer

Notable Projects/Meetings/Workshops

- Gail and I met about databases and upcoming projects.
- Laura, Kristen, and I met with Rethinking Libraries regarding the Strategic Agenda.
- Mark and I met about programming and the website.
- Amy and I met in January to talk about programs.
- Amy, Erin, Kristen, and I met about summer reading 2024.
- I met with Patron Point about the webinar I'm presenting for on Feb. 29.
- Worked on Memory Kit templates with Kate.
- Worked on 100 Books Before Graduation with Jordan and Sarah.
- Created new signs for the Maker Studio.
- Reviewed Jordan's new endcap signs.

March/April/May Newsletter

The March/April/May newsletter was in prime production process in January, and went to the printer on February 5. It's due to the post office around February 21.

Outreach/Community Promotions (attached)

- Virtual backpack for the schools for February
- Hinsdale South High School ads for February

Website

Paul and I did various updates on the site. This ranged from making database revisions to simple revisions on existing pages.

Yelp & Google

People are using Yelp and Google to access the library.

In the month of January, through Yelp 37 people used us to find out more information about the library.

In the month January through Google . . .

- 435 called us
- 1,285 asked for directions to get to us
- 5,041 Googled our name

A recent five-star review

One the best libraries anywhere. Children's section separated from adults. Recent renovations very helpful. Events include astronomy. Lots of interest groups include garden and other clubs. Actual garden surrounding the building is phenomenal, with a rock garden

and raised containers for flowers, crops.

General Enews Subscribers

After what seemed like quick growth for months, the subscribers leveled off after some emails were purged and new ones were added. No matter what, we send out our enews to over 21,600 subscribers.

December 31	21,631
January 31	21,656
Loss/Gain in subscribers	+25

Enews Open Rate

We sent our regular enews, plus one emergency closing. The open rates were steady. We do have a new configuration that Tony needs to add to our email to address the new filters that were

Date	Open Rate
January 4	41 percent
January 11	40 percent
January 12 Library Closing	42 percent
January 18	39 percent
January 25	36 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	74 percent
Welcome two	65 percent
Welcome three	58 percent

Social Media November/December

Wow! We gained a lot likes and followers on Facebook in January. There is no single post that caused this according to Facebook. But, in mid-January, I shared a couple of early morning sunrise pictures from our windows at LittleTown that did extremely well engagement-wise. In

addition, we had a library closing for weather, and people also engaged with that messaging as well. I shared the sunrise photos below in case you missed it.

Social Channel	Likes/Followers	+/- (December 31)
Facebook (likes)	2,424	+28
Facebook (follows)	2,643	+36
Instagram	1,112	+7
Twitter	1,155	No change
LinkedIn	232	+6
YouTube	223	+1





Why should little kids have all the fun winning prizes for reading?

Join the 100 Books Before Graduation reading challenge.

Books for school count too!

Visit 100books.ippl.info to get started.



PROGRAMMING & FUN AT IPPL

We have even more programs for all ages.
Visit **calendar.ippl.info** for all the details!

DROP-IN MID-KIDS STUDIO TIME

**Tuesdays, Mar. 5 & 19, Apr. 2 & 16, and May 7 & 21,
4–5 p.m.**

Grades 2–6.

Drop in for after-school creative time to make crafts and projects with the assistance of Maker Studio staff.



CAT CAFÉ WITH WEST SUBURBAN HUMANE SOCIETY DROP-IN

Monday, Mar. 25, 4:30–6 p.m.

Ages 14 & under must attend with an adult.

Volunteers from the West Suburban Humane Society spotlight their favorite cats that need a home. Attendees are admitted on a first-come-first-served basis. The duration of the program may be adjusted to maintain cat well-being.



HATCHING THIS SPRING!

We are partnering with the Darien Dragons 4-H Club for our annual incubation project. Eggs arrive in Mid-April and can be visited in the Kids & Teens area. Watch **ippl.info** for details.



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

This message is NOT a Cass School District 63 sponsored event.

Guest Services
January 2024

Circulation

Total checkouts and renewals for January was 57,406. 68% of our checkouts and renewals were done by self-service. 26% of our checkouts and renewals were done at the desk and 6% were done at the drive up.

The library had 24,658 in-person visitors and 788 patrons used the drive-up. Staff checked out or renewed 1,817 items at the drive-up. 1,343 holds were placed in January for pickup at the drive-up.

Community

Passports: We accepted 115 passports in January.

License plate sticker renewals: We sold 37 License plate stickers in January.

Library Cards: 206 library cards were issued: 127 were resident and 79 non-resident. 38 cards were initiated remotely.

Total number of Library cards: 27,249

Birthday gift: Staff handed out 14 birthday gifts in January.

Meetings

February 7	Circulation Round Table	Wheaton Public Library
February 27	SWAN updates	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

				Circulation Statistics										
		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Month		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
July		87,602	80,022	75,425	67,595	59,767	65,323	64,326	# 38,174	# 48,269	50,710	58,718		
Aug.		77,621	72,824	67,971	63,720	56,603	61,591	60,815	# 44,438	# 44,949	50,259	61,685		
Sept.		65,873	64,241	57,006	53,375	48,001	* 43,966	55,401	# 44,419	# 40,926	42,524	53,672		
Oct.		70,857	65,894	60,141	56,236	51,829	56,250	56,681	# 45,228	# 43,085	42,952	56,408		
Nov.		68,912	64,203	59,906	53,280	51,105	53,902	53,513	# 43,386	# 42,654	43,005	51,651		
Dec.		62,642	62,656	56,512	50,932	48,477	51,627	50,504	# 39,447	# 42,669	41,917	52,438		
Jan.		71,590	69,608	64,231	58,950	53,767	56,972	57,138	# 42,870	# 47,860	44,846	57,406		
Feb.		65,225	60,286	60,625	54,369	52,259	53,962	54,801	# 40,445	# 42,102	42,325			
Mar.		74,816	64,857	65,904	61,856	58,144	59,223	# 33,850	# 46,377	# 47,000	48,922			
Apr.		68,376	71,904	60,424	54,820	52,453	54,270	# 11,631	# 29,586	# 44,598	43,707			
May		61,687	62,018	58,528	54,893	51,329	54,751	# 15,670	# 45,473	# 42,153	43,553			
June		74,986	71,702	71,568	60,867	60,743	59,443	# 26,631	# 46,565	47,887	51,985			
Yearly														
Total		850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	546,705	391,978	0	
& Ill sent added														
^Missing data--used an average number to get a total														
*Parking lot construction														
#Covid 19														
\$-closed 2 weeks														

Programming and Outreach Department – January 2024

Community

On Jan. 8, Jack Schultz, Technology and Maker Studio Senior Librarian, and Beth Skolba, Specialist, facilitated a wood puzzle activity (with pieces created using a Maker Studio machine) at Anne M. Jeans School with 24 students in the after-school program.

Marquitta Harris, Strategist, and Kate Kresek, Specialist, interacted with 8 residents at Burr Ridge Senior Living to provide a mini-library that resulted in 8 checkouts, 1 hold, and 4 questions.

The 2nd Preschool Fair was held on Saturday, January 27, 2024 with Erin Fergus, Senior Librarian, facilitating. Fifteen families with 39 total people attended the event. All but two of our served school districts sent flyers with information. We had 7 private preschools/daycares in person and guests could also pick up information about joining or attending upcoming events hosted by the Darien Garden Club-Sprouts program. We received positive feedback from guests with comments like "That was fun" and "Thanks for having this". The representatives from our area schools also had good things to say about the event and would like to continue attending in the future.

The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 146 items.

One hundred seventy-nine seed packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Support Associate.

Programs – January 2024

In January, we had 75 programs attended by 2,175 guests.

Early Literacy/Families

1/6	Rollick & Roll	Amy	11
1/8	Preschool Play	Erin	32
1/9	Talented Toddlers	Chrissy	37
1/10	Talented Toddlers	Amy	23
1/11	1,000 Books Before Kindergarten Storytime	Jordan	19
1/12	Baby Brilliance (canceled: library closure)	Erin	
1/15	Preschool Play	Erin	14
1/16	Talented Toddlers	Amy, Chrissy	16
1/17	Talented Toddlers	Erin, Beth	27
1/19	Baby Brilliance	Erin	25
1/22	Preschool Play	Erin	19
1/23	Talented Toddlers	Chrissy	8
1/24	Talented Toddlers	Erin, Beth	30
1/25	Baby Brilliance	Erin, Amy	33

1/27	Preschool Fair	Erin	39
1/29	Preschool Play	Erin	21
1/30	Talented Toddlers	Erin, Beth	44
1/31	Nature Storytime with the Morton Arboretum	Erin, Beth	38

Mid-Kids

1/4	Crafty Kids	Chrissy	32
1/10	Read to a Dog	Chrissy	13
1/24	Homeschooling SMART: Snow Science	Amy	22

Crafty Kids was a highly successful program that was one of several programs that took place during the traditional winter school break time that extended for many into the first week in January. The children used various materials from our collection of art supplies such as empty Kleenex boxes, paper towel rolls, construction paper, pipe cleaners, buttons, yarn, feathers, gems and sequins. Staff was impressed with the creativity and imaginative designs from participants as they had created life size robots, towers, pets and other creations. The kids had a great time using their imaginations and socializing.

This month's Homeschooling SMART program featured activities all about snow. Participants first caused an endothermic reaction while creating fake snow and then used their critical thinking skills in a STEM activity that challenged them to create a snow scoop to "plow" a one inch path through their newly created snow. With the remaining time, guests explored snowflake symmetry and were invited to create symmetrical snowflakes on paper.



Teens

1/2	Teen Volunteer Card-Making Drop-in	Sarah	7
1/3	Teen Volunteer Card-Making Drop-in	Sarah	7
1/4	Teen Volunteer Card-Making Drop-in	Sarah	5
1/5	Teen Volunteer Card-Making Drop-in	Sarah	4
1/10	Teen Drop-in Lounge (canceled: no early release)	Sarah	
1/11	Teen Dungeons and Dragons	Sarah	5
1/12	Teen Service Party (canceled: library closure)	Sarah	
1/16	Middle School Writing Club	Sarah	2
1/17	Teen Drop-in Lounge	Sarah	3
1/17	Online: The College Admissions Process from Start to Finish	Sarah	22
1/21	College Prep Help Hour	Sarah	0
1/31	Teen Drop-in Lounge	Sarah	4

The multiple Teen Volunteer Card-Making Drop-in programs were offered again this year in response to a recognized substantial uptake in teen volunteering interest during the traditional winter break period. The 107 completed cards completed by 23 participants were then distributed to local residents by our P&O staff who partner with assisted living facilities. The programs provided teens with a schedule-friendly volunteer option, especially for those looking to earn and complete service hours. One example of an organization that requires service hours at local schools is the National Honor Society. Applications are due typically from mid-January to early February every year and include a 25 hour volunteering requirement.

IPPL partnered with Thomas Jaworski of Quest College Consulting on Jan. 17 to give a presentation via Zoom about the college application process. Mr. Jaworski walked attendees through the details of the college application process from researching options all the way to accepting admission. Many parents in attendance expressed appreciation for the information, as the process has changed quite a bit since they themselves attended college.

Adults

1/3	Online: Chair Yoga	Amy	23
1/3	Safety Conversations: Fire Safety	Marquitta	1
1/4	Thursday Afternoon Movie: Book Club: The Next Chapter	T.J.	24
1/10	Online: Chair Yoga	Kate	25
1/11	Online: Illinois Libraries Present: Speculating About our AI Future with Cory Doctorow, Ken Liu, and Martha Wells	Jen	7
1/15	MLK National Day of Service Project	Kate	53
1/17	Online: Chair Yoga	Kate	21
1/18	Thursday Afternoon Movie: Jules	T.J.	17
1/18	The Inky Sea: Tattoos & the Navy	Kate	7
1/20	Vision Board Workshop	Marquitta	9
1/24	Online: Chair Yoga	Kate	19
1/25	A Taste of Poison	Kate	23
1/27	Getting Organized	Marquitta	27
1/31	Adult D & D	Sarah	20

On January 25, professor and author Dr. Neil Bradbury gave a presentation based off his book *A Taste for Poison: Eleven Deadly Molecules and the Killers who Used Them*. His presentation was a unique combination of science, true crime and murder mystery. Our guests enjoyed a lively Q & A with Dr. Bradbury as well as learning the symptoms to expect if you are poisoned, and if you have time, what to tell the paramedics you have been given.

During the MLK National Day of Service program on 1/15, we offered guests of all ages an opportunity to come together to work on a service project. Staff provided supplies and materials for over 50 guests to make fleece tie blankets for Camden's Comfort Project which

donates the blankets to babies in the NICU. This year we made 50 blankets, an amount that more than doubles what participants made last year.

Groups

1/8	Adult Chess Group	Beth	9
1/6	In-Person ESL Conversation Group	Joe	6
1/10	Online: ESL Conversation Group	Joe	0
1/15	Adult Chess Group	Beth	7
1/20	In-Person: ESL Conversation Group	Joe	3
1/22	Adult Chess Group	Beth	8
1/24	Online: ESL Conversation Group	Joe	2
1/25	Genealogy Group	Joe	10

Passive Programs

1/1-1/31	Adult Puzzles in Cafe	Marquitta	40
1/1-1/31	Teen 100 Books Before Graduation Sign-ups	Jordan, Sarah	13
1/1-1/31	Teen Post: What are you listening to?	Sarah	10
1/1-1/31	aisle Brochure Completions	Jordan	4
1/1-1/31	1,000 Books Before Kindergarten Sign-Ups	Jordan	1
1/1-1/31	1,000 Books Before Kindergarten Completions	Jordan	1
1/1-1/31	Baby Book Bees Completions	Jordan	1
1/1-1/31	Mid-Kids Book Bags	Jordan	5
1/1-1/31	Scavenger Hunt: Find the Penguins	Beth	48
1/2- 1/19	Optical Illusion Coloring	Chrissy	410
1/2-1/3	Little Makers @ Home: New Year's Interview	Erin	40
1/2-1/4	Happy New Year Coloring	Erin	90
1/4-1/13	Color by Number Bird	Erin	100
1/7	Pop-Up: Giant Connect 4 Game	Chrissy, Amy	11
1/7	Pop-Up: Modular Origami Tutorial	Chrissy	3
1/8-1/19	Little Makers @ Home: Winter Graphing	Erin	75
1/14-1/28	Snowboard Bear	Erin	260
1/19-1/28	Little Makers @ Home: Trace the Lines	Erin	90
1/22-1/30	I Spy Winter	Chrissy	260
1/29-1/31	Valentine Snail	Erin	100

Submitted by:

Amy Merda, P & O Dept. Head

2/14/23

Resource Services Report for January 2024

Submitted by Gail Graziani, Head of Resource Services

Staff Updates

- Jeanine Clinton was promoted effective January 1, 2024 to Resource Services Librarian: Technical Services Focus.
- Tori Castro assumed a new job title of Resource Services Readers' Advisory Specialist II as of January 29th. Her new role includes collecting database statistics, additional involvement with adult displays and collections, and facilitating the Homebound program.
- Interviews for the Acquisitions Specialist position are underway.

Collection Updates

- Jen Ripka, Resource Services Librarian, trained Tori Castro on collection development procedures for the adult Graphic Novel and Manga collections.
- Anna Hinkley, Resource Services Specialist, is creating separate records for the various kits to make it easier for guests to locate items when searching by topic in the catalog.
- Hannah Frost, Resource Services Associate, is assisting with the above kit project by taking photographs, editing, and uploading the images to the catalog.
- Diane Nickolaou, Resource Services Associate II, has begun adding placards to the catalog in order to link guests to our online resources, such as Consumer Reports, directly from the catalog.
- Jeanine Clinton, Resource Services Librarian, completed a project to ensure that devices including Rokus and Library of Things items, are clearly labeled to show which department receives and checks in the devices.
- Jeanine Clinton updated the subcategories and spine labels for the Money Management section.

January Collection Totals

Print Books	101,184
A/V Materials	36,126
Other Physical Materials (Kits, Games, Puzzles)	1,501
eBooks (OverDrive & Hoopla)	922,385
eAudio & Music (Overdrive & Hoopla)	637,466
Digital Video (Hoopla & Kanopy)	63,043

Library Displays

1st Floor

- New Year, New You
- Vegan-uary
- Can I Get a Shelfie?
- Hidden Gems

2nd Floor

- Winter Fun
- Winter Reads
- National Hobby Month (Jan 2-Jan 13)
- Martin Luther King Jr. (Jan 13-Jan 16)
- Who's Who of Owls (Jan 16-Jan 31)

Monthly Highlights

- Joe Popowitch, Resource Services Librarian, hosted a meeting with staff from nine libraries that are part of "Neighbors Together," a group formed to raise awareness of Literacy DuPage's services. 2023 activities at the participating libraries included hosting book groups, drop in hours, and other programming related to English language learning.
- Joe Popowitch prepared for the upcoming AARP Tax-Aide program at the library by updating the appointment spreadsheet, working with the AARP coordinator to ensure that all equipment is compatible, and sharing information with staff.
- T.J. Szafranski, Senior Resource Services Librarian, is preparing data from the past year for the annual collection development report detailing circulation changes.
- Jordan Calabrese, Youth and Teen Resources Librarian, launched the Mid-Kid Book Bag program which joins the Teen Book Bag program in providing a specially chosen book and giveaways to participants who register.
- Jordan Calabrese launched the 100 Books Before Graduation program to encourage high school-aged students to read 100 books before graduation and earn prizes.
- Jen Ripka presented to the Library Board of Trustees on trends in digital resources.
- Tori Castro created book club information packets for the 12 initial titles for the Book Club to Go project and created an informational sheet for each bag.

On-Call Librarian Interactions

Assistance	392
Reference	78
One-to-One Training	13
Readers' Advisory	9
Directional	8
TOTAL	500

Community

- Tori Castro prepared book club discussion materials for 11 book clubs, four on new titles never before requested, and seven on previously requested titles.
- Joe Popowitch coordinated 8.25 volunteer hours for the Veterans History Project.

Programs

Date	Name	Program	Attendance
1/4/24	T.J.	Thursday Movie: <i>Book Club, the Next Chapter</i>	24
1/6/24	Joe	In-Person ESL Conversation Group	6
1/11/24	Jen	Illinois Libraries Present: Authors Doctorow/Liu/Wells	7
1/11/24	Jordan	1,000 Books Before Kindergarten Storytime	19
1/18/24	T.J.	Thursday Move: <i>Jules</i>	17
1/20/24	Joe	In-Person ESL Conversation Group	3
1/24/24	Joe	Online ESL Conversation Group	2
1/25/24	Joe	Genealogy Meeting	10

Youth Passive Programs

Program	Engagement
Monarch Challenge	3 completed brochures
Bluestem Challenge	1 completed brochure
1,000 Books Before Kindergarten	2 new signups & 1 completion
Baby Book Bees	1 completion
100 Books Before Graduation	13 signups
Mid-Kid Book Bags	6 requests received

Continuing Education & Contributing to the Profession

- Joe Popowitch attended the following meetings:
 - Person in Charge: De-Escalation
 - Ingram iPage Demo
- Jordan Calabrese attended the following webinars/meetings:
 - Person in Charge: De-Escalation
 - Ingram iPage Demo
 - Inspiring Your Young Learners with RAILS and Gale Resources (RAILS)
- Jen Ripka attended the following webinars/meetings:
 - Person in Charge: De-Escalation
 - Ingram iPage Demo
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Sustainability Resources Committee Meeting (ALA)
 - The Evolving Books Landscape (Midwest Tapes/hoopla)
- Jeanine Clinton attended the following meetings:
 - Person in Charge: De-Escalation
 - Ingram iPage Demo
 - Multi-session Person in Charge Training
- T.J. Szafranski attended the following webinars/meetings:
 - Person in Charge: De-Escalation
 - Ingram iPage Demo
 - LibraryIQ webinar (RAILS)

Technology & Maker Services Board Report

January 2024

Classes/Programs

Number of Classes: 13 - Total Attendance: 114

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
1/4	6-7p	Intro To Sewing	All	Jack	6
1/4	7-8p	Intro To Sewing	All	Jack	8
1/6	9:30-11a	Sewing Pillows	All	Jack	5
1/8	6:30-7:30p	Intro to laser etching	All	Beth	8
1/10	6-7:30p	Laser & Sub Art	Adult/Teen	Luke	9
1/18	6-7:30p	Screen printed Tees	All	Jack	8
1/19	6-8p	After Hours Create & Sip	Adults 21&up	Jack	29
1/23	6:30-7:30p	Intro to Wood Carving	All	Mark	11
1/29	6-7:30p	Valentines Day Cards	All	Beth	9

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
1/9	4-5p	Sphero Coding	Jack	Kids	3
1/17	2-3:30p	Google Suites	Adults	Beth	9
1/25	9:30-11a	iPhone/iPad Basics	Adults	Luke	9
1/30	4-5p	Digital Circuits	Kids	Jack	0

Statistics:

- Computer Usage
 - Adult Users: 1,417 Hours: 1,174
 - Adult laptop: 19 Hours: 20
 - K&T Users: 619 Hours: 286
 - K&T Laptops: 4 Hours: 6
- Technology Desk Assistance- 585
- 1-on-1 Training- 8
- Wireless Usage- Total Unique Access: 6,471

Maker Services/Maker Studio

- In the process of editing and improving our 3D printing charges, process, and rules, to better serve patrons.

- In the process of weeding and updating signage and projects in the maker studio, it will be a more current and cleaner look.

Classes/Programs

- Passive program- 1-1. Total attendance: 20

Made in a class

Sublimation Sequence Pillows-- Pillows



Sublimation on wood & acrylic-- Earrings

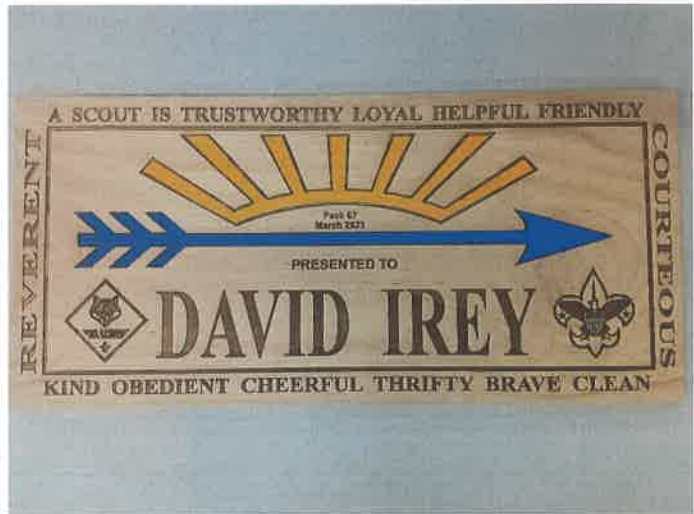


Valentine's Day Cards



Screen-printed T-shirts



Made Using Equipment**Laser– Year remembrance hanging****Laser– Year remembrance hanging****Embroidery Machine– Sweater****Laser Cutter and Vinyl Cutter – Cub Scout Graduation Award**

Coca-Cola T-shirt – White toner printer



Etched cork coaster – laser cutter



Statistics

- Maker Assistance- 449
- Maker 1-on-1 Training- 99

Equipment Usage

- 3D Printers- 23
- Button Maker- 2
- Candle Maker- 1
- Carving Machine - 5
- Cricut (Vinyl)- 4
- Digital Editing (iMac)- 2
- Embroidery Machine- 22
- Hat/ Mug Press - 10
- Knitting Machine- 5
- Laminator - 2
- Laser Cutter- 40
- Poster Printer- 15
- Sewing Machine- 5
- Silhouette (Vinyl)- 4
- Sizzix (die cut/embossing)- 9
- Sublimation Printer- 14
- White Toner Printer - 8

Outreach & Projects

- Kate held two one-on-ones this month. She helped one patron cut out the pieces for the 3D Dragon puzzle on the Laser cutter and provided clues on how to assemble the piece based on the example that lives above the machine. She showed the second patron how to make the fuzzy embroidered flamingos that are currently on our mannequin's apron. The patron put the design on two of her own cooking aprons.
- Kate also made several examples that now live in the Maker Studio. She 3D printed a rose brooch and painted it with nail polish which makes it look like a real enamel pin. She refined the embroidery earrings technique, adding second and third colors to the designs. New designs include realistic butterfly wings and lime slices. She laser cut living hinge earrings. She also created a new technique for embroidered iron-on patch designs that don't require linen. This means that the edge of the patch will be clean and not frayed.
- Kate created a new class on how to make embroidery earrings. This will be an intermediate level class.
- Luke is continuing to develop examples for his Mixed Media class in April so that patrons have some concrete examples to refer to for inspiration when crafting their own pieces of art. He has been heat-pressing images on to dye-sub-ready aluminum sheets and has established a good time and temperature for best results sublimating on to this substrate. He had a 1-on-1 with a patron this month who had just purchased a new Mac laptop and needed some assistance especially with retrieving, saving and organizing his MS Word documents.
- Jack has been exploring the process for using white toner printing with substrates to add images to hard surfaces like wood, ceramic, and glass.
- Mark attended the "I'm a Manager, Now What?" webinar
- Mark attended the "Project Outcome 101" webinar
- Mark Trained new hire Megan Stepniewski – we are now fully staffed!
- Kristen got us new headphones for all the public computer stations. The old ones were worn out.
- Mark worked with Kristen and Jill to add the white toner printer and serger pictures to the website along with breaking out the heat press on the website so that it could be reserved by itself.
- Jack and Mark attended the latest PIC training

STATISTICS FOR	Jan-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	24,556	20,084	170,560	136,532	24.92%
Teen	1,253	1,448	8,869	9,615	-7.76%
Kids	16,009	12,666	116,100	88,532	31.14%
ILLS Sent	3,046	2,502	20,078	18,170	10.50%
TOTAL	44,864	36,700	315,607	252,849	24.82%
Electronic Circulation	12,542	8,146	76,371	63,364	20.53%
GRAND TOTAL CIRC.	57,406	44,846	391,978	316,213	23.96%
% Reciprocal Borrowing	11%	10%	10%	10%	
Patron Visits	25,436	28,235	204,420	198,621	2.92%
<u>Current Cards</u>					
Resident	127	186	24,978	22,419	11.41%
Non-Resident	79	52	2,271	1,007	125.52%
TOTAL	206	238	27,249	23,426	16.32%
<u>Patron Assistance</u>					
Adult - Reference	1,924	2,661	16,419	15,969	2.82%
Kids - Reference	899	814	6,328	5,103	24.01%
Technology - Reference	1,034	1,109	6,033	7,757	-22.23%
TOTAL REFERENCE	3,857	4,584	28,780	28,829	-0.17%
Adult - Other	63	122	652	1,099	-40.67%
Kids - Other	39	80	287	677	-57.61%
Technology - Other	6	28	85	224	-62.05%
TOTAL OTHER	108	230	1,024	2,000	-48.80%
GRAND TOTAL ASST.	3,965	4,814	29,804	30,829	-3.32%
<u>ILL/Reserves</u>					
Holds	8,840	7,560	59,232	47,707	24.16%
ILLs Sent	3,046	2,502	20,078	18,170	10.50%
ILLs Checked Out	4,155	3,938	27,987	27,867	0.43%
ILLs Received	4,891	4,635	32,923	34,190	-3.71%
<u>Programs - Adult</u>					
# Programs	14	27	98	141	-30.50%
Attendance	276	393	1,803	1,853	-2.70%
<u>Programs - Tech & Maker</u>					
# Programs	13	19	89	119	-25.21%
Attendance	114	158	660	873	-24.40%
<u>Individual Technology Training</u>					
# of Patrons	127	447	1,139	2,347	-51.47%
<u>Groups</u>					
# Programs	8	9	73	88	-17.05%
Attendance	45	66	667	553	20.61%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	12	4	52	37	40.54%
Attendance	59	9	319	155	105.81%
<u>Programs - Kids</u>					
# Programs	21	14	125	186	-32.80%
Attendance	503	328	3,015	3,466	-13.01%
GRAND TOTAL ATT.	1,124	1,401	7,603	9,247	-17.78%

STATISTICS FOR	Jan-24	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	2	21	14	50.00%
Attendance	40	25	487	95	412.63%
<u>Passive Programs - Teen</u>					
# Programs	3	2	17	16	6.25%
Attendance	23	13	137	327	-58.10%
<u>Passive Programs - Kids</u>					
# Programs	18	10	105	77	36.36%
Attendance	1,249	1,242	10,298	6,628	55.37%
<u>Computers - Patron Use</u>					
Adult Computers	19	1,630	9,011	11,243	-19.85%
Kids Computers	1,417	493	5,271	2,926	80.14%
Teen Laptop	619	7	643	75	757.33%
Adult Laptop	4	30	97	129	-24.81%
TOTAL PATRON USE	2,059	2,160	15,022	14,373	4.52%
<u>Hours Used</u>					
Adult Computers	20	1,317	7,100	8,758	-18.93%
Kids Computers	1,174	217	2,967	1,392	113.15%
Teen Laptop	286	6	307	89	244.94%
Adult Laptop	6	25	104	168	-38.10%
TOTAL HOURS USED	1,486	1,565	10,478	10,407	0.68%
<u>Wireless Total Connections</u>	6,471	6,436	50,202	45,041	11.46%
<u>IPPL Total Web Site Access</u>	14,612	12,520	91,862	82,796	10.95%
<u>IPPL Total Page Views</u>	50,647	43,565	348,617	278,566	25.15%
<u>Subscription Database Logins</u>	3,138	3,278	18,883	19,294	-2.13%
<u>Outreach-Homebound</u>					
Items Delivered	146	136	1,212	1,045	15.98%
<u>Volunteers</u>					
Number Active	56	11			
Hours Worked	203	25	861	402	114.18%
<u>Staff Training Hours</u>	49	75	467	440	6.14%
<u>Room Use</u>					
Conference Rooms	754	664	5,273	3,733	41.25%
Meeting Rooms					
Library	47	58	333	415	-19.76%
Non-Library	23	20	131	106	23.58%
Board Room					
Library	20	15	145	124	16.94%
Non-Library	27	17	159	121	31.40%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - Jan 2024

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	322	0	0	322
Non-Fiction	31,976	209	390	31,795
Fiction	29,385	248	410	29,223
ADULT TOTALS	61,683	457	800	61,340
KIDS				
Non-Fiction	11,250	54	327	10,977
Fiction	24,537	163	531	24,169
Books + Audio (Vox, WonderBooks)	205	0	5	200
KIDS TOTALS	35,992	217	863	35,346
TEEN				
Non-Fiction	641	7	3	645
Fiction	3,936	45	128	3,853
TEEN TOTALS	4,577	52	131	4,498
BOOK TOTALS	102,252	726	1,794	101,184

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	6,115	20	8	6,127
Music CDs	4,345	4	8	4,341
Playaway	341	2	0	343
ADULT TOTALS	10,801	26	16	10,811
KIDS				
Audiobooks on CD	605	0	1	604
Music CDs	235	1	0	236
Playaway	121	5	0	126
KIDS TOTALS	961	6	1	966
TEEN				
Audiobooks on CD	138	0	0	138
Playaway	12	0	0	12
TEEN TOTALS	150	0	0	150
AUDIO TOTALS	11,912	32	17	11,927

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	20,379	63	159	20,283
ADULT TOTALS	20,379	63	159	20,283
KIDS				
DVD & Blu-ray	3,908	14	6	3,916
KIDS TOTALS	3,908	14	6	3,916
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	24,287	77	165	24,199

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Console Games	580	4	0	584
Library of Things (incl. Rokus, iPods, Kindles)	158	0	1	157
CD-ROMs	12	0	0	12
ADULT TOTALS	750	4	1	753
KIDS				
Kits (STEM, Book bundles, etc.)	218	0	0	218
Puzzles	25	0	0	25
Tablets (Fire HD, Launchpads)	23	0	1	22
Console Games	313	10	0	323
Board Games - Juvenile	28	0	0	28
KIDS TOTALS	607	10	1	616
TEEN				
Equipment (CD Players, etc.)	18	2	0	20
Console Games	7	0	2	5
Board Games	107	0	0	107
TEEN TOTALS	132	2	2	132
OTHER TOTALS	1,489	16	4	1,501
COLLECTION TOTALS	139,940	851	1,980	138,811

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Jan 2024

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	811,718	78,701	890,419
eMedia (OverDrive Consortium)	24,215	6	24,221
eMedia (OverDrive Advantage)	7,529	25	7,554
Preloaded Adult eReaders	183	8	191
eBook Totals	843,645	78,740	922,385
AUDIO	Previous Month Totals	Added Items	Current Totals
Audiobooks			
Hoopla	190,904	30,369	221,273
eMedia (Overdrive Consortium)	6,911	57	6,968
eMedia (OverDrive Advantage)	2,172	14	2,186
Preloaded Adult iPods	167	2	169
Music			
Hoopla	372,400	34,470	406,870
Audio Total	572,554	34,543	637,466
VISUAL	Previous Month Totals	Added Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	27,464	1,768	29,232
Kanopy	31,347	706	32,053
Preloaded Adult Roku Titles	1,524	6	1,530
Preloaded Family Roku Titles	227	1	228
Visual Totals	60,562	2,481	63,043
Total Audio/Visual	633,116	37,024	700,509
Collection Totals	1,476,761	115,764	1,622,894

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

1/31/2024

Balance on hand as of December 31, 2023.....	3,589,676.32
Cash Receipts for January.....	35,236.07
Cash Disbursements for January.....	459,693.31
Cash on hand as of January 31, 2024.....	3,165,219.08

Investments

Illinois Funds (Money Market) - Average Monthly Rate 5.462%

General.....	630,476.51
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 3.82%.....	1,066,401.13
Republic Bank - Checking General.....	40,114.52
Republic Bank - Payroll Account.....	1,847.99
Republic Bank - License Sticker Account.....	4,400.33
Petty Cash/Circulation.....	604.00
Balances as of January 31, 2024.....	3,165,219.08

FUND BALANCES AS OF 1/31/2024

Corporate Fund.....	3,196,537.45
Building & Maintenance Fund.....	403.75
I.M.R.F. Fund.....	(9,083.29)
Liability Fund.....	(4,941.63)
Social Security Fund.....	(11,988.33)
Special Reserve Fund.....	-
Current Liabilities.....	(5,708.87)
Grand Total All Funds.....	3,165,219.08

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Indian Prairie Public Library District
Consolidated Revenue Report for January 2024

Percent of Year: 58.33

	RECEIVED January 2024	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	4,128,339.51	99.97%	4,129,698.00	1,358.49
41150 · Non-current Property Taxes	0.00	743.09	0.00%	0.00	-743.09
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	4,129,082.60	99.99%	4,129,698.00	615.40
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	100.00%	64,740.70	0.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	100.00%	64,740.70	0.00
INTEREST					
43500 · Interest - Investment	6,994.44	52,904.87	264.52%	20,000.00	-32,904.87
TOTAL INTEREST	6,994.44	52,904.87	0.00%	20,000.00	-32,904.87
DESK MONIES					
45100 · Copier	176.50	1,483.87	74.19%	2,000.00	516.13
45120 · Computer Copies	1,233.26	7,154.21	59.62%	12,000.00	4,845.79
45130 · Fax	284.78	4,391.13	125.46%	3,500.00	-891.13
45200 · Fines/Fees	459.33	2,778.88	55.58%	5,000.00	2,221.12
45250 · Gifts/Donations	3.10	5.20	5.20%	100.00	94.80
45300 · Lost Materials	769.06	3,889.29	70.71%	5,500.00	1,610.71
45350 · Non-Resident Fees	12,105.44	67,721.71	75.25%	90,000.00	22,278.29
45550 · Meeting Room Rental	500.00	1,625.00	162.50%	1,000.00	-625.00
45600 · ILL Fees	0.00	207.34	59.24%	350.00	142.66
45650 · Maker Studio	897.86	5,528.16	184.27%	3,000.00	-2,528.16
46700 · Passport Fees	4,165.00	22,015.00	88.06%	25,000.00	2,985.00
45800 · License Stickers	271.95	1,756.65	117.11%	1,500.00	-256.65
TOTAL DESK MONIES	20,866.28	118,556.44	79.60%	148,950.00	30,393.56
OTHER INCOME					
46500 · OCLC Refund	0.00	539.75	0.00%	500.00	-39.75
46700 · Miscellaneous	684.55	2,430.55	243.06%	1,000.00	-1,430.55
46800 · Collection Agency Fee	20.00	90.00	90.00%	100.00	10.00
TOTAL OTHER INCOME	704.55	3,060.30	191.27%	1,600.00	-1,460.30
TOTAL	28,565.27	4,368,344.91	100.08%	4,364,988.70	-3,356.21
49000 · Operating Transfer In	6,349.95	40,865.20			
GRAND TOTAL	34,915.22	4,409,210.11	101.01%	4,364,988.70	-44,221.41

Operating Transfer Out reflects \$40,865.20 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25

CG Professional Services for Generator \$18,808.95

Indian Prairie Public Library District Consolidated Expenditures Report for January 2024

Percent of Year: 58.33

	January 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	272,596.32	1,438,031.03	61.33%	2,344,628.00	906,596.97		
61310 - Benefits - Medical / Life Ins.	20,820.74	122,563.75	51.57%	237,660.00	115,096.25		
61330 - Benefits - IMRF	27,785.95	132,044.07	58.65%	225,134.00	93,089.93		
61340 - Benefits - FICA	20,393.04	96,335.24	55.54%	173,445.00	77,109.76		
61400 - Staff Development	749.97	7,438.10	33.96%	21,900.00	14,461.90		
61600 - Board Development	0.00	671.32	67.13%	1,000.00	328.68		
61710 - Workers Compensation	0.00	3,692.00	90.42%	4,083.00	391.00		
61720 - Unemployment Insurance	0.00	1,613.96	46.11%	3,500.00	1,886.04		
TOTAL PERSONNEL	342,346.02	1,802,389.47	59.85%	3,011,350.00	1,208,960.53	3,250,000.00	55.46%
MATERIALS							
62100 - Books	10,364.43	71,796.66	45.36%	158,300.00	86,503.34		
62200 - Periodicals	6,196.23	12,985.47	70.96%	18,300.00	5,314.53		
62300 - Audio	1,031.88	10,282.42	37.67%	27,300.00	17,017.58		
62400 - Video	2,631.39	17,576.92	46.93%	37,450.00	19,873.08		
62500 - Multi-Media	91.35	972.74	48.64%	2,000.00	1,027.26		
62600 - eMaterials	12,072.44	145,010.70	65.88%	220,100.00	75,089.30		
62700 - Console Games	0.00	2,675.92	35.68%	7,500.00	4,824.08		
62800 - Damaged Item Replacement	177.59	2,028.45	33.81%	6,000.00	3,971.55		
62900 - Materials Supplies	1,560.33	12,294.09	58.54%	21,000.00	8,705.91		
TOTAL MATERIALS	34,125.64	275,623.37	55.35%	497,950.00	222,326.63	525,000.00	52.50%
BUILDING							
63200 - Cleaning Service	6,436.61	45,038.81	54.26%	83,000.00	37,961.19		
63300 - Utilities (1-8-11 - Gas)	1,695.89	6,772.02	27.97%	24,210.00	17,437.98		
63300 - Utilities (1-8-12 - Electric)	10,368.61	46,379.51	84.33%	55,000.00	8,620.49		
63300 - Utilities (1-8-13 - Telephone)	242.31	1,424.01	56.96%	2,500.00	1,075.99		
63300 - Utilities (1-8-14 - Water/Sewer)	719.07	5,507.56	45.90%	12,000.00	6,492.44		
63300 - Utilities (1-8-15 - Garbage Disposal)	509.27	3,839.52	59.07%	6,500.00	2,660.48		
63350 - Building Supplies	16.98	6,832.25	48.80%	14,000.00	7,167.75		
63400 - Maintenance Supplies	670.61	4,085.28	37.14%	11,000.00	6,914.72		
63500 - Security System Monitoring	112.50	825.00	82.50%	1,000.00	175.00		
63600 - Property Maintenance	8,000.00	18,911.21	37.82%	50,000.00	31,088.79		
63800 - Building Maintenance/Repair	18,756.20	64,409.13	107.35%	60,000.00	-4,409.13		
TOTAL BUILDING	47,528.05	204,024.30	63.92%	319,210.00	115,185.70	350,000.00	58.29%
OPERATIONS							
64100 - Payroll Service	660.00	4,620.00	57.75%	8,000.00	3,380.00		
64200 - Supplies - Office	661.37	3,029.16	50.49%	6,000.00	2,970.84		
64300 - Photocopy Supplies	263.11	1,854.15	74.17%	2,500.00	645.85		
64400 - Guest Services Supplies	2.46	53.55	3.57%	1,500.00	1,446.45		
64500 - Postage	-232.32	6,024.38	75.31%	8,000.00	1,975.62		
64550 - Passport Postage	408.30	2,382.91	52.95%	4,500.00	2,117.09		
64600 - Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 - Travel	38.45	585.95	58.60%	1,000.00	414.05		
64800 - Organizational Memberships	250.00	2,576.00	85.87%	3,000.00	424.00		
64900 - Bank Fees	285.52	1,961.08	98.05%	2,000.00	38.92		
TOTAL OPERATION	2,336.89	23,087.18	62.40%	37,000.00	13,912.82	45,000.00	51.30%
TECHNOLOGY							
65100 - Supplies-Toner	3,438.00	11,883.09	79.22%	15,000.00	3,116.91		
65160 - Supplies-Technology Services	19.90	53.73	26.87%	200.00	146.27		
65170 - Supplies-Maker Studio	842.82	4,060.43	90.64%	4,480.00	419.57		
65200 - Technology-Prof Services	1,246.25	6,861.25	114.35%	6,000.00	-861.25		
65300 - Purchase of Equipment	758.25	42,261.49	93.89%	45,010.00	2,748.51		
65350 - Library of Things	260.91	2,483.48	62.09%	4,000.00	1,516.52		

Indian Prairie Public Library District Consolidated Expenditures Report for January 2024

Percent of Year: 58.33

	January 24	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	1,123.89	13,949.24	63.68%	21,905.00	7,955.76		
65500 · Software	3,425.20	9,377.37	68.82%	13,626.00	4,248.63		
65600 · SWAN	13,040.48	39,451.88	77.81%	50,701.00	11,249.12		
65700 · Telecommunications	1,179.95	6,230.20	51.40%	12,121.00	5,890.80		
TOTAL TECHNOLOGY	25,335.65	136,612.16	78.95%	173,043.00	36,430.84	200,000.00	68.31%
CONTRACTUAL SERVICES							
66100 · General Professional Services	4,117.50	15,217.50	44.11%	34,500.00	19,282.50		
66200 · Credit Bureau	68.95	502.35	50.24%	1,000.00	497.65		
66300 · Copier	205.76	1,658.98	55.30%	3,000.00	1,341.02		
66400 · Copier Maintenance Contract	117.93	1,071.22	53.56%	2,000.00	928.78		
66500 · Background Screenings	0.00	703.29		1,000.00			
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	4,510.14	19,153.34	45.93%	41,700.00	22,249.95	45,000.00	42.56%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	14,623.00	100.00%	14,623.00	0.00		
67200 · Bonding	0.00	1,367.33	100.54%	1,360.00	-7.33		
67300 · Officers & Directors Liability	0.00	2,153.00	100.00%	2,153.00	0.00		
67400 · Umbrella Liability	0.00	2,775.00	100.00%	2,775.00	0.00		
TOTAL INSURANCE	0.00	20,918.33	100.04%	20,911.00	-7.33	25,000.00	83.67%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	22,831.04	47.96%	47,600.00	24,768.96		
68111 · eNewsletter	45.90	204.30	2.23%	9,150.00	8,945.70		
68210 · Marketing Advertising	0.00	450.99	60.13%	750.00	299.01		
68310 · Marketing Supplies	-418.07	278.48	21.42%	1,300.00	1,021.52		
68410 · Marketing-Information Printing	0.00	850.94	17.02%	5,000.00	4,149.06		
68500 · Legal Notices	23.45	841.24	56.08%	1,500.00	658.76		
TOTAL COMMUNICATIONS	-348.72	25,456.99	38.99%	65,300.00	39,843.01	75,000.00	33.94%
PROGRAMMING							
68600 · Programming	2,575.00	14,006.91	36.10%	38,800.00	24,793.09		
TOTAL PROGRAMMING	2,575.00	14,006.91	36.10%	38,800.00	24,793.09	45,000.00	31.13%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%		0.00		
69250 · Equipment/Furnishings	0.00	0.00	0.00%		0.00		
69800 · Operating Transfer Out	6,349.95	40,865.20	0.00%		-40,865.20		
69900 · Contingency	719.00	8,500.19	24.29%	35,000.00	26,499.81		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	471,827.57	2,611,502.64	61.59%	4,240,264.00	1,628,761.36		
70000 · Operating Transfer Purchases	6,349.95	40,865.20	0.00%				
GRAND TOTAL	478,177.52	2,652,367.84	62.55%	4,240,264.00	1,587,896.16	4,560,000.00	58.17%

Operating Transfer Out reflects \$40,865.20 from Corporate Reserves

70000 · Operating Transfer Purchases - Premier Landscape Contractors, Inc. \$10,500.00; TLS K&T Desk \$11,556.25

CG Professional Services for Generator \$18,808.95



January 10, 2024

Dear Friends:

Investors, traders, and economists entered 2023 cautiously with recessionary fears on the horizon. One of the longest anticipated economic cycles, the next recession, was still 6 months out on the horizon. The "experts" had been predicting this recession, some hard, some soft, for the last year and a half.

To the surprise of most, just days into the New Year, the S&P 500 Index took off on an Artificial Intelligence (AI) fueled rally that dominated the year. Anticipation of lower interest rates supported the move. Unfortunately, the market advance was narrowly focused on a small group of large tech stocks, coined the "Magnificent Seven", thought to benefit from the future of AI. The seven stocks: NVIDIA, Apple, Microsoft, Alphabet, Amazon, Tesla and Meta, quickly stole the limelight of the old FANG stocks and valuations exploded. The S&P took a breather in October but ended the year with a Santa Claus rally and was up 26.3% for the year. The Mag 7 was up over 70% for the year and skewed performance across the board. Taking those 7 out of the S&P 500 and the remaining 493 stocks were up about 6%. The DJIA was up 16.2%.

The FED Fund rate started the year at 4.25-5.00% and after 4 additional increases, peaked in July at 5.25-5.50%. The highest level in 16 years and up from near zero in March of 2022. The FED had raised rates at a historical rate, 11 times and +5% in 15 months.

With rates at near zero in 2022 and the trend forward well telegraphed, in March hawkish language from the FED still caused extreme stress in the regional bank arena. Driven by commercial loan and bond portfolios underwater in front of higher rates, three regional banks suffered liquidity issues in a matter of hours. Regulators intervened and the markets stabilized. After a decade of money funds yielding near zero, record fund flows went from cash to money funds and investors enjoyed 5%+ in overnight money.

Inflation continued to persist, interest rates raced higher, armed conflict in Ukraine dragged on and in October war in Gaza erupts and markets moved higher. "Climbing a Wall of Worry" is a phrase Wall Street often uses for this market reaction.

Despite coming off the worst performing bond market in over a hundred years, the pain for bonds continued into 2023. The long Govt Bond ETF (VGLT) had a 2-year (2022-2023) sell off over 27%. The broader bond market and intermediate duration, iShares Core U.S. Aggregate Bond's (AGG), 2-year slide is over 8%. The bond selloff peaked in October with the benchmark 10 Year US TSY crossing over a 5%

yield for the first time in 16 years. Interest rates quickly declined, and the bond market rallied into yearend. The 10 Year US TSY started the year yielding 3.82% and ended at 3.86%, with a historic ride in between.

Growth stocks dominated the 2023 landscape on the upside, but the trailing 2-year performance numbers were still down a little over 1%. The average balanced investment account (stocks and bonds) is still negative for the trailing 24 months.

MPI's combination of growth and value stocks, as well as shorter duration fixed income, has played well in the last 2 years. After years of maintaining short duration bond portfolios, we extended durations in late summer locking in yields not available for several years.

The economic landscape in 2024 is just as uncertain as 2023 with new variables certain. The U.S has highly visible elections in November, as well as 46% of all world democracies, the highest level of elections worldwide since records started in 1800. Leadership worldwide is certain to have changes. The U.S. is running a deficit of \$1.7 T, 6% of GDP, double its long-term average and record Govt debt levels continue to rise.

We enter 2024 cautiously optimistic for a year of modest growth with little risk of a severe recession. The anticipated first FED rate cut as early as March, will be totally dependent on economic data released in Jan & Feb. The December job report just released was stronger than expected and caused the stock & bond markets to retreat. At this point in time the bond market has priced in 4 rate cuts totaling approximately 100 basis points for 2024. The timing of FED easing in 2024 will be data driven. We also know full well in this volatile world you need to be ready to adjust accordingly. We currently have a bias for value stocks, intermediate duration fixed income and remain disciplined and conservative in our investment approach.

As we proudly enter our 39th year as an independent registered investment advisor, Matt, Christina, and I sincerely thank all our clients, associates, and friends for your years of support in making our firm a success. We wish you a healthy and prosperous 2024.

Sincerely,



David W. Pequet



MPI Wealth Management, LLC.

15 Salt Creek Lane, Suite 404

Hinsdale, IL 60521

Client Update Report

Account

Indian Prairie Public Library District

Corporate Account

Schwab Account #6415-7790

12/31/2023

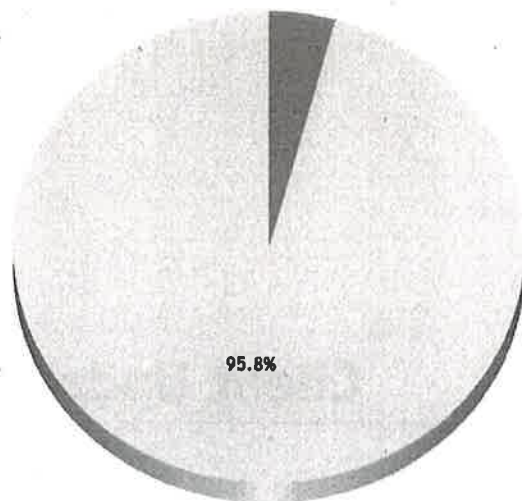


Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Holdings Overview

US Dollar
12/31/2023

Portfolio Allocation as of 12/31/2023

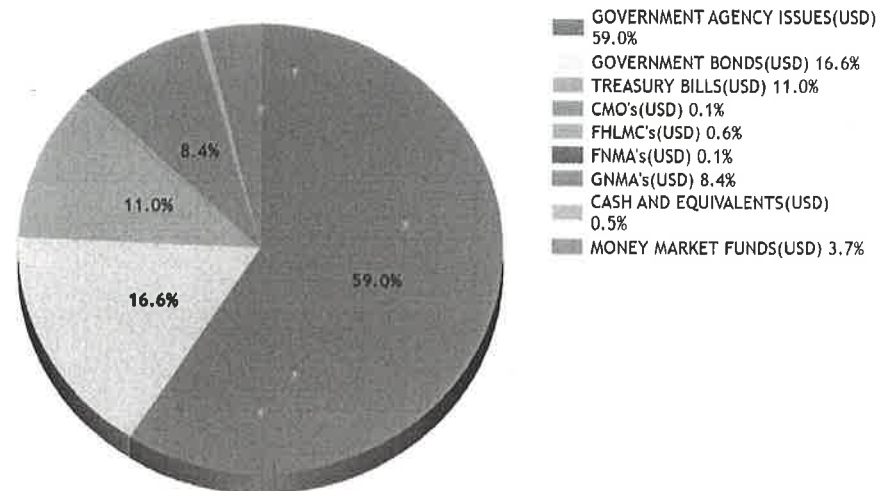


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	57,178.82	4.2	4.2
Fixed Income	1,298,667.88	95.8	95.8
Equity Total	1,355,846.70	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	142,289.12	10.5
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	135,061.52	10.0
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	132,833.57	9.8
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	132,430.31	9.8
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	130,707.48	9.6
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	126,729.68	9.3
3622acsk7	GNMA Pass-Thru C Platinum 30 Year 5.500% Due 9/20/2053	100,518.48	7.4
91282chd6	United States Treas Notes 4.250% Due 5/31/2025	100,004.50	7.4
912797gd3	United States Treas Bills 0.000% Due 1/18/2024	99,765.27	7.4
91282cht1	United States Treas Notes 3.875% Due 8/15/2033	76,148.44	5.6
Top 10 Holdings Total		1,176,488.38	86.8

Equity Allocation by Security Type





Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Performance by Asset Class

Net of Fees | US Dollar
12/31/2022 - 12/31/2023

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2022	181,154.40	0.00	1,102,478.09	0.00	1,283,632.49
Accrued Interest	0.00	0.00	2,850.38	0.00	2,850.38
Purchases/Contributions	605,945.69	0.00	730,533.43	0.00	0.00
Sales/Withdrawals	-730,533.43	0.00	-606,149.99	0.00	-204.30
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	7,822.21	0.00	7,822.21
Unrealized Gains	0.00	0.00	42,923.40	0.00	42,923.40
Interest Income	277.00	0.00	16,244.48	0.00	16,521.48
Dividend Income	4,235.86	0.00	0.00	0.00	4,235.86
Change in Accrued Interest	0.00	0.00	1,965.88	0.00	1,965.88
Management Fees	-3,900.70	0.00	0.00	0.00	-3,900.70
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 12/31/2023	57,178.82	0.00	1,293,851.62	0.00	1,351,030.44
Accrued Interest	0.00	0.00	4,816.26	0.00	4,816.26
Average Capital Base	140,327.90	0.00	1,146,153.85	0.00	1,286,481.75
Total Fees	-3,900.70	0.00	0.00	0.00	-3,900.70
Total Gain after Fees	612.16	0.00	68,955.97	0.00	69,568.13
IRR for 1.00 Years	0.44%	0.00%	6.02%	0.00%	5.41%



Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
12/31/2023

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.99	149,978.16	89.87	134,799.02	9.9	4.3
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	104.85	157,274.18	94.46	141,689.12	10.5	4.0
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.97	149,955.41	88.35	132,532.45	9.8	4.1
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.73	149,591.84	87.95	131,931.56	9.7	4.1
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	86.84	130,261.65	9.6	4.1
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.96	149,946.35	84.20	126,295.68	9.3	4.2
	Accrued Interest				2,542.21	0.2	
			906,745.94		800,051.69	59.0	4.2
GOVERNMENT BONDS(USD)							
50,000	United States Treas Notes 2.125% Due 9/30/2024	97.80	48,900.89	97.95	48,974.61	3.6	4.9
100,000	United States Treas Notes 4.250% Due 5/31/2025	99.09	99,093.38	99.64	99,644.53	7.3	4.5
75,000	United States Treas Notes 3.875% Due 8/15/2033	92.53	69,401.15	100.08	75,058.59	5.5	3.9
	Accrued Interest				1,716.89	0.1	
			217,395.41		225,394.63	16.6	4.4
TREASURY BILLS(USD)							
100,000	United States Treas Bills 0.000% Due 1/18/2024	99.74	99,738.63	99.77	99,765.27	7.4	4.7
50,000	United States Treas Bills 0.000% Due 6/6/2024	97.76	48,878.95	97.81	48,905.83	3.6	5.1
	Accrued Interest				0.00	0.0	
			148,617.58		148,671.11	11.0	4.8
CMO's(USD)							
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	1,261.43	98.39	1,149.20	0.1	2.2

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Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
12/31/2023

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	723.62	102.68	687.32	0.1	3.0
	Accrued Interest				6.96	0.0	
			1,985.05		1,843.48	0.1	2.5
FHLMC's(USD)							
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	450.80	100.56	413.99	0.0	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	1,177.50	98.42	1,108.62	0.1	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	5,752.40	98.31	5,269.77	0.4	5.1
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	826.42	99.57	767.66	0.1	1.7
	Accrued Interest				25.93	0.0	
			8,207.11		7,585.96	0.6	3.9
FNMA's(USD)							
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	1,265.87	98.15	1,165.30	0.1	4.7
	Accrued Interest				3.96	0.0	
			1,265.87		1,169.26	0.1	4.7
GNMA's(USD)							
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	841.17	99.30	773.43	0.1	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	5,366.07	100.76	4,830.56	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	2,698.04	101.16	2,504.46	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	1,533.42	102.23	1,438.37	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,170.08	101.17	2,014.00	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	819.66	101.16	759.76	0.1	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	740.04	103.61	715.02	0.1	2.3

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Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Portfolio Appraisal

US Dollar
12/31/2023

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	348.42	103.61	331.39	0.0	2.5
100,000	GNMA Pass-Thru C Platinum 30 Year 5.500% Due 9/20/2053	96.46	95,551.92	101.02	100,064.47	7.4	5.4
	Accrued Interest				520.30	0.0	
			110,068.81		113,951.76	8.4	5.1
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		6,442.96		6,442.96	0.5	0.0
			6,442.96		6,442.96	0.5	0.0
MONEY MARKET FUNDS(USD)							
50,735.86	Schwab Charles Family Fund Treas Oblig Inv	1.00	50,735.86	1.00	50,735.86	3.7	5.0
			50,735.86		50,735.86	3.7	5.0
Total Portfolio			1,451,464.60		1,355,846.70	100.0	4.4

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Disclaimer & Terms

12/31/2023

A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Wealth Management, LLC. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

Keeping MPI Wealth Management, LLC. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at (630)325-6900. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Wealth Management, LLC., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.

Indian Prairie Public Library
Policy Committee Minutes
January 23, 2024 – 5:30 p.m.

Call to order 5:30 p.m.

Present: Palmisano (CP), Raftis, Damon, Birmingham

Absent: none

The committee reviewed and discussed the following policies:

- 210 Public Comment
- 410 Hours of Operation
- 415 Closings - Stacy brought up the fact that RAILS will now be closed on MLK Day and Juneteenth and that there will be no delivery. The committee discussed the dates and do not recommend closing on those days as we are a place for people to come when schools and other places are closed.
- 465 Computers and Internet
- 470 Web Site
- 480 Privacy
- 620 Community Information Flyers and Poster Display
- 621 Distribution of Free Publications
- 635 Art Exhibits
- 1100 Gifts & Donations

The committee reviewed suggested changes to the following policies:

- 420 Library Cards – includes information about Cards for Kids and cards for disabled Veterans (which are both required by state law)
- 430 Circulation of Materials – Minor cleanup of collections and what we do in practice
- 431 Fines and Charges – Minor updates
- 433 Suspension and Limitation of Privileges – Minor updates
- 500 Material Selection Policy and Reconsideration Form – Both the policy and the form have been revised with recommended changes
- 600 Use of Facilities
 - 602 Harassment – Just a minor update to reflect what we would do in practice
 - 609 Animals – expands the current Animals policy to clarify and cite the Americans with Disabilities Act; there was some discussion on whether miniature horses are still listed in the law and Laura will verify.
 - 611 Serious or Repeat Violations of Library Rules – Another minor update to reflect what we do in practice
 - 612 Safety and Well-Being of Children – Minor update to language
 - 630 Displays – Just a minor update in language
 - 670 Alcoholic Beverages – Some clarification has been added
 - 805.6 Jury Duty – this has been updated to remove the part where staff turn in their jury duty pay as now jurors receive a debit card

Policy Committee Minutes
January 23, 2024 – 5:30 p.m.

The committee reviewed two brand new policies:

1. Emergency Succession Plan - this is required by the state library.
2. Board Members Speaking for the Board to the Public or Media – this will be added to the Bylaws under Article 3.

All policy updates will be listed on the February Board agenda.
The meeting adjourned at 6:48 p.m.

Emergency Succession Plan for the Indian Prairie Public Library

Introduction

The Board of Trustees of the Indian Prairie Public Library recognizes that this is a plan for contingencies due to disability, death or departure of the Executive Director. If the Indian Prairie Public Library is faced with the unlikely event of an untimely vacancy, the Indian Prairie Public Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board has reviewed the job description of the Executive Director. The job description is attached. The Board has a clear understanding of the Executive Director's role in organizational leadership and operations.

Succession Plan in the Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months in which it is expected that the Executive Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation. The Board is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Deputy Director is to immediately inform the Board President of the absence. As soon as it is feasible, the Board President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Executive Director would be: 1) Deputy Director.

Should the standing appointee to the position of Acting Executive Director be unable to serve, the first and second back-up appointees for the position of Acting Executive Director will be:

2) Head of Guest Services

3) Head of Programming & Outreach

If this Acting Executive Director is new to their position and fairly inexperienced with the library (less than one year) the Board may decide to appoint one of the back-up appointees to the Acting Executive Director position, or to serve as Acting Co-Director along with the Deputy Director, with a division of tasks.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

Board Oversight

The trustee responsible for monitoring the work of the Acting Executive Director shall be the Board President.

The Board President will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of the Indian Prairie Public Library:

- SWAN
- RAILS
- The City of Darien
- The Village of Willowbrook
- The Village of Burr Ridge

Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the Indian Prairie Public Library should be determined by the Executive Director and the Board President. They will decide on a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention that the Executive Director will work their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board will give immediate consideration, in consultation with the Acting Executive Director, to either temporarily fill the management position left vacant by the Acting Executive Director or hire an interim Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced Executive Director in the position.

Determination if an Interim Executive Director is Needed

The criteria that the Board and Acting Executive Director should consider when determining whether or not to hire an Interim Executive Director (or consultant to the Acting Executive Director) are as follows:

1. Time of year

2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Kathy Parker, one of the co-authors of The Public Library Director's Toolkit, has her own consulting agency and could assist with this process, as well as with finding a suitable interim Executive Director. She can be reached at info@librarydirectorstoolkit.com.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the library would be determined by the Executive Director and the Board President. They will decide on a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention that the Executive Director will work their way back up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedure and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a search committee within 30 days to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. The search committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

Board Members Speaking for the Board to the Public or Media

Individual Library Trustees may not speak to the public or media on behalf of Library Trustees unless authorized by the Board to do so.

When speaking to the public or media about the Library or Board action, Library Trustees should be careful to define when their remarks represent personal opinion and when their remarks represent official Board position. Library Trustees must be aware that they are always seen as members of the library board even when the designate comments as personal.

License Plate Sticker Fee Increase

As the limit has been increased by the state, the library can increase the license plate sticker fee from \$9 to \$9.50 effective immediately.

The fee helps to offset the cost to the library.



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.