

Indian Prairie Public Library Board Agenda
May 21, 2025

Board of Trustees Regular Meeting
May 21, 2025 – 6:30 p.m.

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

- A. Trustee Oaths of Office (Administered by Board Secretary)
Themis Raftis, Christina Rodriguez, Samia Wahab
- B. Roll Call
Donald Damon, Marian Krupicka, Stacy Palmisano,
Themis Raftis, Christina Rodriguez, Victoria Suriano, Samia Wahab
- C. Election of Officers

- D. Mission Statement: We enrich our community by providing opportunities to explore, connect, learn and create.

Vision Statement: People are inspired and empowered. Dreams are developed and realized.

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

- E. Public Comment

- F. Communications and Announcements
 - 1. Giannoulis to Birmingham re: Legislative Update
 - 2. Foster to Popowitch re: AARP Tax-Aide

Page 3
 Page 5

- G. Omnibus Consent Agenda
 - 1. Minutes of Regular Board Meeting, April 16, 2025
 - 2. Action on Bills/Additional Bills
 - 3. Review of Policies
 - 200 By-Laws
 - 431 Overdue Fines
 - 440 Information Services
 - 450 Library Sponsored Programming
 - 455 Group Tours/Programs
 - 456 Proctoring
 - 471 Social Media
 - 474 Maker Studio
 - 475 Miscellaneous Equipment
 - 490 Patron Grievance

Page 6
 Page 8
 Page 12
 Page 13
 Page 21
 Page 22
 Page 24
 Page 25
 Page 25
 Page 26
 Page 29
 Page 31
 Page 32

Action

Omnibus Consent Agenda (continued)

613 Health Guidelines	Page 33
650 Conference Rooms	Page 34
660 Meeting Rooms	Page 35
680 Video Surveillance	Page 39
690 Photography & Video	Page 40
700 Identity Protection	Page 41
800 Personnel	Page 44
1000 Emergency Closing	Page 87

4. Motion to Delete Executive Session Tapes from
January 18, 2023 and November 15, 2023

H.	Items Deleted from Omnibus Consent Agenda		Action
I.	Library Director's Report Information	Page 88	
J.	Department Reports		Information
	1. Deputy Director's Report	Page 89	
	2. Marketing	Page 91	
	3. Guest Services	Page 97	
	4. Programming & Outreach	Page 99	
	5. Resource Services	Page 104	
	6. Technology & Maker Services	Page 107	
K.	Staff Report – Summer Reading 2025 Kristen Lawson, Deputy Director		Information
L.	Reports		
	1. Treasurer's Report	Page 116	Information
	2. Building and Grounds Committee (no report)		
	3. Finance Committee (no report)		
	4. Planning/Outreach Committee (no report)		
	5. Policy Committee (Damon)		Information
	6. Policy Committee Meeting Minutes, 4/29/25	Page 127	Action
M.	Unfinished Business None		
N.	New Business		
	1. Committee Appointments	Page 128	Action
O.	Scheduled Meetings Building & Grounds Committee, May 28 at 5:30 pm Finance Committee, June 3 at 5:30 pm		
P.	Adjournment		



Legislative Update - Illinois Libraries

From Giannoulas, Alexi <AGiannoulas@ILSOS.GOV>

Date Thu 4/17/2025 10:24 AM

To Laura Birmingham <laurab@ippl.info>

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Dear Library Colleagues,

I'm writing to share some important news about proposed legislation that our office is spearheading designed specifically to improve security at libraries and enhance safety for librarians across Illinois.

House Bill 2747 and Senate Bill 1550, which were introduced in the General Assembly earlier this year, were both approved last week in their respective chambers. The bills would allow the Secretary of State's office to issue funding grants to increase security measures at public, school and academic libraries.

As you're well aware, our libraries and library workers have unfortunately faced an increased onslaught of threats of violence and acts of intimidation. The personal safety and welfare of many of you has been placed at risk for simply doing your jobs.

While current state law contains penalties for threats targeting schools, public officials and human services providers, it does not include the same protections for all libraries and all librarians.

Like you, I firmly believe that libraries should serve as welcoming places for life-long learning and community engagement. Under the legislation, grant applicants would have the ability to use grant funds to install things like security cameras, silent alarms, or security check points, for which funding is not always available and for which these grants have never been authorized to support.

I understand these are challenging times for all of you, especially with the recent federal cuts to library funding across the nation. But your personal safety at work should not be your primary concern.

HB 2747, sponsored by State Representative Mike Coffey of Springfield, now heads to the Illinois Senate and Senate Bill 1550, sponsored by State Senator Laura Murphy of Des Plaines now heads to the House of Representatives. These bipartisan bills also have strong support from the Illinois Library Association and the Illinois Municipal League.

Moving forward, we'll need your help getting this legislation across the finish line. We'll keep you updated on the progress of both bills and alert you when they get assigned to Senate and House committees, at which time you will have the ability to submit your support online.

As always, thank you for all that you do!

Sincerely,

Alexi

4



5

Illinois 1 District 24
Brookfield - Darien
Riverside

Dean Foster, Coordinator | 1441 Virginia St | Downers Grove, IL 60515
630-493-1554 cell | Google 331-465-1008 | aarpdist25il@gmail.com

May 2, 2025

Joe Popowitch
Indian Prairie Library
400 Plainfield Road
Darien, IL 60561

Thank you so much for providing facilities and scheduling services for the Tax-Aide volunteers who performed free tax filing services at the Indian Prairie Library during February, March, and April. It may interest you to note that the IRS has confirmed that your volunteers e-filed 439 (334 Senior) federal returns under the supervision of site coordinator Bill Chromizky.

According to the IRS metrics, the tax returns prepared at Indian Prairie Library generated more than \$424,462 in refunds averaging over \$1,468. Some 152 of the Tax-Aide return computations totaled \$338,094 in taxes due to the IRS at an average of \$2,224.

The Tax-Aide program of free tax return preparation is supported by the AARP Foundation under the supervision, informational and financial support of the Internal Revenue Service. The program was initiated decades ago by the IRS to assist senior citizens and now serves all ages of taxpayers in the middle to low-income levels – with an emphasis on those over age 60. Volunteer tax return preparers are certified annually after studying materials provided by the IRS and attending classes conducted by experienced volunteers.

Without the support of organizations such as yours that provide space and appointment services, the more than 35,000 Tax-Aide volunteers around the country would have a hard time meeting the needs of millions of taxpayers who cannot afford the services of professionals or do not understand how to prepare their own returns.

Sincerely,
Dean Foster

CC: Bill Chromizky

6

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of April 16, 2025

**Board of Trustees Regular Meeting
April 16, 2025 – 6:45 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 6:52 p.m. Secretary Krupicka called the roll. Present: Donald Damon, Marian Krupicka, Stacy Palmisano, Themis Raftis, Christina Rodriguez, Samia Wahab

Absent: Victoria Suriano

Staff Present: Mary Dames

Others: Dave Pequet and Matthew Pequet of MPI Wealth Management with respect to item L1 under New Business

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 our community by providing opportunities to explore, connect, learn and create.

Vision Statement: Secretary Krupicka read the library vision statement. People are inspired and empowered. Dreams are developed and 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

At this point Dave Pequet and Matthew Pequet of MPI Wealth Management gave their presentation to the Board (L1 of New Business). They left at 7:20 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. Birmingham to Sloan re: Summer Reading Program
2. Giannoulis to Birmingham re: IMLS Funding Cuts
3. Raja to Birmingham re: Ramadan Food Drive
4. Memo Re; Illinois Attorney General Lawsuit
5. Atlas Trustee Day, May 17, 2025

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 19, 2025
2. Action on Bills/Additional Bills
3. Ordinance #2025-2 Authorizing Non-Resident Cards
4. Update to Policy 431.1-1 and 433.3
5. Update to Policy 432.2 and 432.5
6. Update to Policy 603

Rodriguez moved, Krupicka seconded to approve the Omnibus Consent Agenda. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: Suriano. Motion carried unanimously.

7

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

The boiler replacement project is on track for next month.

H. Department Reports

I. Staff Report - none

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

1. Logo Refresh – At last month's meeting, the Board agreed on one of the logo options. The graphic artist tweaked their selection and tonight Birmingham presented it with the colors that have been chosen. The selected colors are currently used throughout the library. Some felt the logo looked unbalanced with only part of the library's name bolded.

L. New Business

1. MPI Wealth Management, Report on Investments – The library has invested monies with MPI for 16 years. Matt reviewed the library's portfolio which is structured on the short end of the yield curve. This allows the library to get the best return with the least amount of risk. The portfolio is made up of securities issued by U.S. Government Agencies and contains no corporate credit risk. Dave gave a summary of the bond market with respect to the pausing of rate cuts, tariff/inflation concerns, and continuing market volatility. From March 2022 to July 2023 the overnight Federal Fund Interest Rate went up 10 times and bond prices went down - the structure of our portfolio allowed MPI to protect our principal and interest and increase the portfolio yield ("Active Portfolio Management"). Dave reported that our portfolio still has a short duration (3.3 years) and is in great shape to take advantage of any market extreme. MPI's full presentation is in the packet.

M. Meetings Scheduled

Policy Committee – April 29 at 5:30

Building & Grounds Committee - May 28 at 5:30 p.m.

Finance Committee - June 3 at 5:30 p.m.

N. Adjournment

At 7:45p.m. Palmisano moved, Raftis seconded to adjourn the meeting. Ayes: Damon, Krupicka, Palmisano, Raftis, Rodriguez, Wahab. Nays: none. Absent: Suriano. Motion carried unanimously.

Marian Krupicka, Secretary

ACTION ON BILLS APRIL, 2025

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	3834 - 3905	\$ 230,978.55
Republic Paper Pay Checks		\$ -
Republic Direct Deposits		\$ 147,683.40
MONTH'S TOTAL:		\$ 378,661.95

Indian Prairie Public Library District
Bill Payment List
April 2025

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
04/04/2025	3834	Ann Stovall	300.00
04/04/2025	3835	Canon Financial Services, Inc.	237.94
04/04/2025	3836	Canon U.S.A. Inc.	144.95
04/04/2025	3837	Cathy Streett	101.70
04/04/2025	3838	Cigna Health & Life Insurance Company	1,929.77
04/04/2025	3839	CONSTELLATION NEWENERGY, INC.	5,332.12
04/04/2025	3840	DuPage County Public Works	707.26
04/04/2025	3841	Fox Valley Fire & Safety	3,883.00
04/08/2025	3842	Accurate	200.27
04/08/2025	3843	Allcomm Systems, Inc.	720.00
04/08/2025	3844	AT&T	365.15
04/08/2025	3845	Authors Unbound Agency	1,000.00
04/08/2025	3846	Blackstone Publishing, Inc.	519.68
04/08/2025	3847	Cengage Learning, Inc.	903.34
04/08/2025	3848	Center Point Large Print	154.30
04/08/2025	3849	CG Professional Service, Inc.	867.50
04/08/2025	3850	Children's Plus Inc.	550.80
04/08/2025	3851	Colley Elevator Co.	465.00
04/08/2025	3852	DEMCO	210.11
04/08/2025	3853	Fufu's Kitchen	550.00
04/08/2025	3854	Garvey's Office Products	17.79
04/08/2025	3855	Groot Industries, Inc.	690.00
04/08/2025	3856	Illinois Dept of Innovation & Technology	475.00
04/08/2025	3857	Jennifer Ripka	242.87
04/08/2025	3858	Kanopy	340.00
04/08/2025	3859	kristinZkreations	400.00
04/08/2025	3860	Marilyn Eichmann	400.00
04/08/2025	3861	Midwest Tape	9,391.50
04/08/2025	3862	OverDrive, Inc.	8,342.49
04/08/2025	3863	Premier Mechanical, Inc	90,000.00
04/08/2025	3864	Quill LLC	1,424.93
04/08/2025	3865	RAILS	188.25
04/08/2025	3866	Rivistas Subscription Services	390.61
04/08/2025	3867	Secure Document Solutions Inc.	95.00
04/08/2025	3868	Specialty Mat Service	132.26
04/08/2025	3869	Springshare LLC	9,159.75
04/08/2025	3870	Thomas Klise/Crimson Multimedia	36.43
04/08/2025	3871	Village of Willowbrook	2,000.00
04/21/2025	3872	Willowbrook Waffles LLC	536.00
04/22/2025	3873	Colley Elevator Co.	315.00

Indian Prairie Public Library District
Bill Payment List
April 2025

Date	Num	Vendor	Amount
04/22/2025	3874	Canon Financial Services, Inc.	237.94
04/22/2025	3875	Canon U.S.A. Inc.	72.00
04/22/2025	3876	Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.	1,125.00
04/22/2025	3877	DEMCO	220.42
04/22/2025	3878	Premier Landscape Contractors	1,407.00
04/22/2025	3879	Unique Management Services, Inc.	29.55
04/22/2025	3880	Hayes Mechanical LLC	1,970.00
04/22/2025	3881	The Davey Tree Expert Company	446.00
04/22/2025	3882	Midwest Tape	1,573.95
04/22/2025	3883	Blackstone Publishing, Inc.	1,247.91
04/22/2025	3884	Ingram Library Services	8,773.44
04/22/2025	3885	NobleTec LLC	4,946.37
04/22/2025	3886	Thomas Klise/Crimson Multimedia	800.35
04/22/2025	3887	Case Lots Inc.	725.70
04/22/2025	3888	Cengage Learning, Inc.	302.30
04/22/2025	3889	Groot Industries, Inc.	285.00
04/22/2025	3890	SWAN	11,394.75
04/22/2025	3891	Merda, Amy E	22.07
04/22/2025	3892	kristinZkreations	2,300.00
04/22/2025	3893	Village of Willowbrook	6,066.90
04/22/2025	3894	Children's Plus Inc.	496.48
04/22/2025	3895	Blue Cross Blue Shield of Illinois	30,938.45
04/22/2025	3896	Dearborn Life Insurance Company	110.06
04/22/2025	3897	Specialty Mat Service	132.26
04/22/2025	3898	NCPERS Group Life Insurance	64.00
04/30/2025	3899	Bank of America	1,499.10
04/30/2025	3900	Bank of America	1,477.28
04/30/2025	3901	Bank of America	2,357.58
04/30/2025	3902	Bank of America	1,118.27
04/30/2025	3903	Bank of America	239.00
04/30/2025	3904	Bank of America	2,990.64
04/30/2025	3905	Cigna Health & Life Insurance Company	1,888.01
Total for 10127 Republic Bank Operating Account			\$ 230,978.55

Bills for approval – Electronic Payments & Automatic Withdrawals

APRIL 2025

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	4/9/2025	25,776.08
Federal & IL	Payroll taxes	4/23/2025	25,601.18
ExpertPay	Garnishments	4/9/2025	134.34
ExpertPay	Garnishments	4/23/2025	133.94
IMRF	Payroll Pension	4/8/2025	30,674.93
Mission Square	457 Plan	4/11/2025	50.00
Mission Square	457 Plan	4/25/2025	50.00
Nationwide	457 Plan	4/10/2025	50.00
Nationwide	457 Plan	4/24/2025	50.00
DAC	Deposit to HRA	4/1/2025	590.60
DAC	Deposit to HRA	4/8/2025	215.05
DAC	Deposit to HRA	4/9/2025	243.94
DAC	Deposit to HRA	4/15/2025	1,530.39
DAC	Deposit to HRA	4/22/2025	696.74
DAC	Deposit to HRA	4/29/2025	881.03
Nicor	Gas	4/15/2025	2,105.83
ELS	License Stickers		8,443.00
ELS	ELS Fee (March)	4/4/2025	64.60
INB & Republic	Cr Card & Bank Fees	4/21/2025	265.74

Review of Policies

The following policies were reviewed by the Policy Committee. There are a few proposed changes. Changes are highlighted in red in the backup. Those with no changes are noted below.

- 200 By Laws
- 431 Overdue Fines
- 440 Information Services
- 455 Group Tours/Programs
- 471 Social Media
- 474 Maker Studio
- 475 Miscellaneous Equipment
- 650 Conference Rooms
- 680 Video Surveillance
- 690 Photography & Video
- 800 Personnel
- 1000 Emergency Closing

No Changes

- 450 Library Sponsored Programming
- 456 Proctoring
- 490 Patron Grievance
- 613 Health Guidelines
- 660 Meeting Rooms
- 700 Identity Protection

BY-LAWS

Article I. Name

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

Article II. Purpose

Our Mission

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

We enrich our community by providing opportunities to explore, connect, learn and create.

Our Values

~~We value and respect the individual.~~

~~We empower & guide each visitor.~~

~~We aspire to bring people together.~~

People are inspired and empowered.

Dreams are developed and realized.

Our Vision

Lives are enriched and dreams are realized.

Article III. Board of TrusteesSection 1. General Powers

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

Section 2. Number and Tenure

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

Section 3. Ethics

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

Section 4. Conflict of Interest

No trustee shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the

public interest or that may tend to impair his or her independence of judgment or action in the

BY-LAWS

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

Section 5. 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.

Section 6. Compensation

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

Section 7. Vacancies

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

Article IV – Officers and Executive Director

Section 1. Officers

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

Section 2. Nominations and Election

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

Section 3. Term of Office

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

Indian Prairie Public Library District

200

BY-LAWS

Section 4. Removal

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

Section 5. Vacancy

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

Section 6. President

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

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

Section 7. Vice-President

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

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

Section 8. Secretary

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

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

Section 9. Treasurer

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

BY-LAWS

- a. At the end of the fiscal year, an audit shall be performed and accompanied by the professional opinion of an accountant certified to practice public accounting under the Laws of the State of Illinois.
- b. The Treasurer shall be bonded with approval of the board for faithful discharge of the duties of the office and for all district funds coming into the Treasurer's hands. The minimum amount of the bond shall equal 50% of the total funds received by the district in the previous fiscal year (75 ILCS 15/4-10(2)). A crime insurance policy may be provided instead according to the law. Cost of any surety bond or crime insurance policy shall be borne by the district.
- c. The Treasurer shall be responsible for the investment of library funds with board approval and subject to the limitations of the Illinois statutes.

Section 10. Additional Duties of Officers

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

Section 11. Executive Director

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

Article V. Board Meetings

Section 1. Regular Meetings

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

Section 2. Special Meetings

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

Section 3. Open Meetings Act

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

Section 4. Quorum

17

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

BY-LAWS

Section 5. Conduct of Meeting

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

Section 6. Voting

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

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

Section 7. Order of Business

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

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

BY-LAWS

Section 8. Executive Session

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

Section 9. Attendance

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

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

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

Article VI. Committees

Section 1. Standing Committees

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

Section 2. Ad Hoc Committees

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

Section 3. Quorum

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

Section 4. Reports

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

Indian Prairie Public Library District

200

BY-LAWS

Section 5. Open Meetings Act

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

Article VII. Indemnification of Trustees, Employees and Volunteers

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

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

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

Article VIII. Compliance with the Law

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

Article VIII. Amendments

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

Adopted 4/88, Rev. 11/16/88, 3/13/91, 4/17/91, 8/21/91, 10/15/97, 3/21/01, 12/15/04, 12/20/06, 4/20/11, reviewed 4/17/13, revisions 10/16/13, complete review and revision approved 3/18/15, complete review 3/15/17, revisions 11/28/18, complete review 1/20/21, complete review 2/15/23, revision 2/21/24

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

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

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

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

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

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

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

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

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

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

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

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

431.1 Overdue Fines

431.1-1 Most collections do not incur overdue fines. The exceptions are: console games, Hot Picks, ~~Trending~~, iPods, tablets, **vinyl records, record players**, Library of Things, LeapPad **and Launchpad** tablets, ~~Launchpads~~, Rokus, **Parenting Packs, Nature Packs, Book Club to Go** and STEM Kits.

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.

~~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.~~

SERVICES

Information

440 – Information Services

440.1 - Philosophy

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

440.2 - Availability of Service

Services are provided to patrons of all ages all hours the library is open. To enable staff to assist as many patrons as possible, limits may be placed on the number of questions that can be accepted per patron per day. Use of equipment or materials may be limited if others are waiting.

440.3 – Assisting Patrons

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

440.3-1 Telephone, Chat and Email Requests

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

~~440.3-2 One-on-One Assistance~~

~~When extended personalized library training or assistance is requested by a patron, time may be scheduled with a specific staff person for one-on-one assistance. Appointments are limited to Indian Prairie cardholders. Advance notice may be required during busy hours and time may be limited.~~

~~440.3-3 Circulation of Reference Materials~~ **In-House Collections**

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

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

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

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

440.4- Evaluation and Review of Information Services Policy

The Information Services Policy is reviewed biannually by staff, administration, and the board of trustees.

Adopted 4/13/88, Rev. 11/16/88, 3/15/89, 6/20/90, 3/13/91, 6/17/92, 9/16/92, 2/7/96, 9/17/97, 4/15/98, 5/16/01, 9/18/02, 12/18/02, 2/18/04 (eff. 3/1/04), 12/15/04, 4/20/05 (eff. 4/25/05), 1/21/09, 4/20/11, reviewed 4/17/13, complete review & revision approved 3/18/15, complete review & revisions approved 3/15/17, complete review and revisions approved 1/20/21, complete review & revisions approved 2/15/23

SERVICES

450 - Library Sponsored Programming

450 - Objectives

One of the ways to serve the cultural, educational and leisure needs of the community is through programs related to the interests and needs of the residents of the district. Library sponsored programs also present a valuable opportunity to promote the library, to attract new patrons, and to showcase library materials. Library programming shall support the library mission and strategic plan.

450.1 - Cost to Patrons

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

450.2 Sale of Merchandise by Speakers

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

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

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

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

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

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

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

450.3 - Attendance

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

450.4 - Library Co-sponsored Programs

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

450.5 – Privacy of Information

The library will not share personal information provided by program attendees such as names and addresses. Presenters may ask program attendees to provide information such as contact information but attendees are under no obligation to provide that information.

SERVICES

455 - Group Tours/Programs

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

455.1 - Groups Requesting Tours/Programs

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

455.1-1 - Cancellation/Late Arrival

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

455.1-2 - Chaperones

Groups with minor children must be accompanied by members of their own staff or group-appointed leaders at a ratio of at least 1 to 20.

456 – Proctoring

Proctoring is available to Indian Prairie cardholders only. Staff will not monitor exams on a one-on-one basis, but will verify hours student was in the library taking an exam, and will fill out forms. If the exam must be taken online, the student may bring a laptop computer or reserve one of the library's computers. The student must make arrangements in advance to reserve a conference room and to have the exam directed to the library staff member who will proctor it. After completion, the staff member will see that the exam is returned to the school. Postage and reimbursement for printing costs must be provided by the student.

Adopted 11/15/89, Revised 12/20/89, 9/19/07, 1/21/09, 4/20/11, complete review 4/17/13, complete review 3/18/15, complete review 3/15/17, complete review 1/20/21, complete review 2/15/23

SERVICES

471 Social Media

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

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

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

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

Social media refers to any online platform created and maintained by IPPL staff. The library uses social media to increase awareness of library services, promote, and encourage an ongoing dialogue with the community, reach out to members of the community who are not physically in the building and interact with our guests in a fun and positive way. The library encourages the use of social media to further the goals of the library, and are subject to the terms and conditions set forth in this social media policy. The Social Media Policy incorporates the staff conduct section of the personnel code.

All social media sites affiliated with the library will be regularly monitored and screened by library employees. The library reserves the right to use content management tools to monitor, review, or remove content on social media sites or blogs that violate this policy.

471.1 Employee & Trustee Use Policy: Use of Social Media

Employees and trustees are encouraged to exercise caution and discretion if they identify themselves as a library employee or trustee and discuss matters related to the library, its officers, employees, volunteers, or guests while using social media. Postings can be reviewed by anyone, including the library.

Employees or trustees who use or are a member of social media sites, by receipt of this policy, that by identifying themselves on these websites as a library employee or trustee, they are also to some extent holding themselves out as a representative of the library. As such, all employees or trustees who state their employment or position with the library on social media sites, blogs, or collaboration websites must take care to adhere to the provisions of this policy.

If an employee does identify them self as an employee of the library, any blogs or postings that are not done in order to further the business of the library or pursuant to a library marketing plan or strategy

pursuant to the instructions of the library must contain a disclaimer that these postings or blogs are solely the opinion of the individual employee and that these positions or blogs do not reflect the views or philosophy of the library, its officials, employees, or guests.

All employees' posts to social media sites, where employees identify themselves as associated with the library, must not contain confidential or proprietary content.

All employees' personal blogs or posts on the blogs of others which identify themselves as associated with the library should have a clear disclaimer, such as the following:

The views expressed by the author in the blog are the author's alone and do not represent the views of the Indian Prairie Public Library District. Library trustees also should adhere to the guidelines provided in this policy when interacting with employees or the public through social media sites.

471.2 Rules with Respect to Confidential, Personal, or Identifying Information

Employees and trustees are encouraged to be respectful to the library, officers, employees, agents, and guests in their use of social media. All information posted on social media sites and blog postings must not divulge confidential information or the internal operations or procedures of the library.

The library logo or other trademarks, or symbols used to identify the library may not be used without written consent from the library's communications coordinator.

Employees must not post any confidential or proprietary information regarding their job assignments, or other work-related items without the express consent of library administration.

No confidential, personal, or identifying information, including photos and addresses, shall be posted with regard to any services rendered by the library or penalties issued.

No confidential, personal, or identifying information shall be posted with regard to any library guest.

Employees must at all times comply with the laws regarding plagiarism or copyright violations, especially when the employee's site represents the employee as a library employee.

471.3 Comment Policy for Social Media Comments, posts, and messages are welcome on IPPL social media sites, provided they do not contain . . .

- obscene (content that lacks serious literary, artistic, political, or scientific value), sexual, or pornographic content and/or language
- content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin
- credible threats to any person
- solicitation of commerce, including but not limited to advertising of any business or product for sale, that is not related to library business
- conduct in violation of any federal, state, or local law
- encouragement of illegal activity

- spam or links to malware/viruses
- information that may tend to compromise the safety or security of the public or public systems
- content that advocates or promotes a political candidate, referendum, or campaign
- content that violates a legal ownership interest, such as a copyright or trademark

A comment posted by a member of the public on any library social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the library, nor do the comments necessarily reflect the opinions or policies of the library.

All comments posted to any library social media site are bound by that site's terms of service, and the Library reserves the right to report any violation of those terms of service to the social media site and ask the site to take appropriate and reasonable responsive action.

Users who enter private or personal information on library social media websites or social media sites do so at their own risk. The library is not responsible for any damages resulting from the public display, or failure to remove, private or personal information.

Adopted 4/17/13; complete review 3/18/15, complete review 3/15/17, complete review 1/20/21, complete review 2/15/23

SERVICES

474 Maker Studio

474.1 Purpose and Access

~~The Maker Studio is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. While the Maker Studio encourages creativity, the space and equipment are not intended for manufacturing or commercial purposes. While the Maker Studio encourages creativity, the equipment is not intended for industrial or commercial purposes. The Library reserves the right to refuse or limit the use of any equipment and/or service.~~

~~It~~ The Maker Studio is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. ~~Guests not engaged in such activities may be asked to relocate to a different area of the library.~~

The Maker Studio may be used by Indian Prairie Public Library cardholders in good standing ages 8 and up, and students (aged 8+) and teachers from schools located within the library district, and Indian Prairie Library business cardholders. ~~Those ages 8-12 must have a caregiver of age 13 or older to accompany them.~~

474.2 User Responsibilities

The Maker Studio is a self-directed area, with the expectation that the users will complete designs and projects mostly on their own. The library expects all users to use the Maker Studio facility, equipment, and materials carefully and safely and to follow instructions relative to use of the equipment. Users are expected to report broken equipment, and improper or unsafe use of Maker Studio equipment and facilities, to library staff. Users are responsible for returning all materials and equipment to their appropriate locations and cleaning up after themselves.

Users may not leave personal materials and projects in the Maker Studio between sessions without library staff permission. ~~The library is not responsible for equipment, projects or files left behind.~~

No food or uncovered beverages are allowed into the Maker Studio

474.3 Usage and Availability of **Equipment and Materials**

The library has developed procedures to assist guests in using the Maker Studio and its equipment (including tools) and materials. These procedures include (but are not necessarily limited to):

- A reservation process for use of equipment.
- Time limits for use of equipment.
- Priority usage.
- Maximum number of people at one time in the studio.
- Which equipment may be used independently, requires training before using, or must be used with staff assistance.

Guests must use the Maker Studio and its equipment in a reasonable manner. The library may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. ~~Patrons may~~

~~be held responsible for willful misuse or damage to equipment.~~ Guests utilizing the Maker Studio may be held responsible for damage to library equipment or space caused by negligence or violation of library policy. Damage and replacement costs will be determined by library staff. In case of a minor child, the parent or guardian is responsible for such costs.

The library determines which materials are acceptable to use on each piece of equipment and tool. Materials for use with some Maker Studio tools and equipment will be available for purchase; material availability is not guaranteed and prices are subject to change. The library does not offer refunds for material not used or for remnants. Users may bring in their own materials for use with equipment. All materials to be used with library equipment must be approved by staff prior to using the equipment. The library reserves the right to prohibit the use of any materials or tools in the Maker Studio that are deemed hazardous to Maker Studio facilities, equipment, users, or staff.

The library cannot guarantee product quality, satisfaction, equipment availability or stability, or design confidentiality and is not responsible for failed projects. The library cannot guarantee access to equipment to ensure that a job will be completed within a particular time frame. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any injury, loss, damage, or expenses sustained by any user due to the utilization of services, equipment, software, advice or information. The library reserves the right to halt, delete, or disallow the creation of items of use of equipment that violates library policy.

Users are responsible for saving their project on their own memory device as appropriate. The library is not responsible for data loss during the creation or digitization process. The library recognizes that an original design is the property of the designer and will not duplicate that design for someone else.

When the library produces an object at the request of a cardholder, the library reserves the right to review and approve all materials before production. The design may be examined to ensure compliance with this policy and whether it is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be made. The library cannot guarantee that a production job will be completed within a particular time frame.

Users are not permitted to use the library's equipment to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others, including weapons and look-alike weapons.
- In violation of the terms of use of the manufacturer of the equipment.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.
- Intended for industrial or commercial use. ~~to create items intended for sale or commercial use.~~

The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Maker Studio are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. Computers and the library network may not be used to illegally upload, download, or copy

copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

Adopted 4/21/21, complete review & revisions approved 2/15/23, revisions approved 5/15/24

SERVICES

475 Miscellaneous Equipment

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

Patrons using library equipment are responsible for its care and will be held liable for damages to **or loss of** the equipment. Any problems or malfunctions should be reported immediately. **It is the patron's responsibility to ensure safe and appropriate use of equipment.**

Adopted 3/19/97, Rev. 9/17/97, 4/15/98-(eff. 5/1/98), 3/22/99-(eff. 5/1/99), 2/21/01-(eff. 3/1/01), 5/16/01, 10/17/01, 12/18/02, 2/18/04 (eff. 3/1/04), 12/15/04, 2/16/05, 4/20/05 (eff. 4/25/05), 9/21/05 (eff. 10/3/05), 12/21/05 (eff. 12/27/05), Complete review & revision approved 4/18/07, Rev. 1/21/09, 8/19/09, 4/20/11, complete review 4/17/13, complete review & revision approved 3/18/15, complete review 3/15/17, complete review 1/20/21, complete review 2/15/23

SERVICES

490 Process for Patron Complaint

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

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

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

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

Adopted 8/19/09, Rev. 4/20/11, complete review 4/17/13, complete review 3/18/15, complete review 3/15/17, complete review 1/20/21, complete review & revision approved 2/15/23

USE OF LIBRARY FACILITIES

613 Public Health/COVID guidelines

The Board President and the Executive Director have authority to make decisions jointly regarding rules and regulations relevant to safety of staff and patrons consistent with state mandates/guidelines/recommendations.

Approved 2/15/23

USE OF LIBRARY FACILITIES

CONFERENCE ROOMS

650 Use of Conference Rooms

The library provides small rooms for individuals or small groups to work, study, create, or meet. There is no charge for use of a conference room. A valid Indian Prairie Library card in good standing is needed to reserve a room for advance dates. Patrons without Indian Prairie Library cards may reserve rooms on the same day on a first come, first served basis when available.

The rooms may not be used for classes or seminars that are advertised to the public and are not library-sponsored programs. Nor may the rooms be used for business promotions or the promotion of products or services. No ~~singing~~, playing of musical instruments or music played on speakers that can be heard by others is allowed in the rooms.

The library has developed procedures to assist patrons in the use of the rooms. These procedures include (but are not necessarily limited to):

- Room reservation process

- Time limits for use of the rooms

- Priority usage

- Maximum number of people allowed in each room

- Age restrictions

Adopted 5/15/96, Revised 3/15/00, 7/1/02, 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, complete review 2/17/10, Rev. 4/20/11, Complete review 3/21/12, Complete review 3/19/14, Complete review 10/21/15, complete review 3/15/17, Complete review 1/20/21, complete review & revision approved 2/15/23

USE OF LIBRARY FACILITIES
MEETING ROOMS/BOARD ROOM

660 Meeting Rooms

The Library Meeting Rooms and Board Room are designed primarily to meet the operational needs of the library and to provide accommodations for educational, informational, cultural, and civic functions of the Indian Prairie Library District community. These spaces are provided for group, not individual, use. Programs or meetings sponsored or co-sponsored by the library, including the IPPL Foundation and Friends, take first priority.

Other groups who may use the rooms are:

- Library organizations such as LACONI or RAILS
- Local governments serving the district.
- Local community groups and organizations, both non-profit and ad-hoc, with at least one member who has an Indian Prairie Library card in good standing. The cardholder is responsible for the use of the meeting room and must be present while the room is in use.
- Businesses located within the Indian Prairie District.

- 660.1 Permission to use these spaces does not constitute endorsement of a group's policies or beliefs.
- 660.2 Activities are restricted to non-physical activities permitted by the library's insurance carrier. Except for library or the Indian Prairie Public Library Foundation and Friends programs, the spaces may not be reserved for social gatherings such as receptions, recitals, showers, birthday parties, dances, etc., or for fundraising or money-making purposes, such as bake sales, or presentations of products or services.
- 660.3 The library reserves the right to refuse the use of these spaces to any group or individual for any activity deemed unsuitable for the library's facilities or which may interfere with the ordinary functions and activities of the library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property. A person or group denied permission to use one of these spaces may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing to the Executive Director one week prior to the Board meeting.

660.4 Description of Rooms

- Keshav Sanghani Meeting Room - seating for up to 100 auditorium style or 48 seated at eight folding tables; built-in sound system and projector, screen, podium, mini-kitchen with sink and refrigerator.
- Meeting Room 2 – seating for up to 40 auditorium style or 25 seated at folding tables; built in sound system and projector, screen, and podium.
- Board Room - seating for ten at conference table, flat screen television, sink and counter.

In addition, the library offers Conference Rooms that are available for groups and individuals. See Policy #650 for rules and regulations covering the use of these rooms.

USE OF LIBRARY FACILITIES

MEETING ROOMS/BOARD ROOM

Groups are responsible for setting up the space for their own use, as well as cleaning up the space at the end of their reservation including restoring all furniture to original locations. Library staff are not responsible for setup or cleanup.

660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a device capable of accessing the Internet and compatible with widely used AV equipment. Subject to availability, the library has a variety of equipment available as listed on the library website that IPPL cardholders may check out. Users are responsible for operating any audiovisual equipment they require. Instruction in the use of equipment can be scheduled through the Administrative Office. Instruction must be scheduled in advance of the meeting.

660.6 Hours

Meetings shall be held during regular library hours and rooms cleared at least 15 minutes before closing time. Setup and cleanup must be accomplished during regular library hours and within the reservation time.

660.7 Fees

There is no fee for use of the Keshav Sanghani Meeting Room or Board Room by library organizations, community organizations, and local governments. There is a fee for the Keshav Sanghani Meeting Room and Board Room of \$25.00 per hour for businesses. Applicable fees must be paid at the time of application.

660.8 Reservation Procedures

Reservations should be made on the library's website. Groups will be booked in order of priority (See #660). The Keshav Sanghani Meeting Room and Board Room may be reserved up to three months in advance. A separate booking must be completed for each date. Reservations will be held for 10 minutes and then the room may be used by another group.

The booking must be completed by an adult (18 years old or older) Indian Prairie Library District cardholder with a card in good standing who will attend the meeting. The name and contact information of the person who has oversight of the meeting and will assume all responsibilities listed in this policy must be given as a contact for purposes of the library and for individuals who want to contact the organization or business. If a governmental entity uses a room, an employee of the governmental body must sign the application, attend the meeting, and assume all responsibilities described in this policy.

660.9 Cancellation

The library reserves the right to cancel any reservation due to unforeseen circumstances.

USE OF LIBRARY FACILITIES

MEETING ROOMS/BOARD ROOM

The library may also cancel a reservation if library policies or procedures are violated. In the event the library cancels a reservation, any fees will be refunded.

Meetings canceled by an individual or group at least 7 days before the meeting will receive a full refund of any fees paid. No refund will be given for meetings canceled with less than 7 days' notice. Notice must be given to the Administrative Office. Groups who regularly do not provide at least three days' notice that they are cancelling the meeting will forfeit their right to book library meeting space.

660.10 Refreshments and Care of Facilities and Equipment

Simple refreshments may be served (coffee, punch, doughnuts, cookies, box lunches, etc.) Alcoholic beverages are not allowed per policy #670. All groups must provide their own support for setup and cleanup. Refreshment supplies (cups, paper goods, coffee, tea, etc.) must be provided by the group. The library does not provide storage for supplies, make coffee, provide office supplies, or make photocopies. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.

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

660.11 Restrictions

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

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

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

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

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

USE OF LIBRARY FACILITIES

MEETING ROOMS/BOARD ROOM

name and address but may not include the library phone number as a contact.

660.11 Indemnification

Any group using the Keshav Sanghani Meeting Room or Board Room shall indemnify and hold harmless the Indian Prairie Public Library District as well as respective officials and employees, from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees arising out of, or resulting from, the occupancy or use of the room. The library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the Keshav Sanghani Meeting Room or Board Room.

Adopted 11/20/96, Rev. 9/17/97, 2/21/01, 12/21/05, Complete review & revision approved 1/17/07, complete review 2/17/10, complete review & revision approved 3/21/12, 4/17/13, Complete review & revision approved 3/19/14, complete review & revisions approved 5/18/16, complete review & revisions approved 3/15/17, complete review 1/20/21, complete review & revisions approved 2/15/23

USE OF LIBRARY FACILITIES

VIDEO SURVEILLANCE

680 Video Surveillance

The Indian Prairie Public Library District strives to maintain a safe and secure environment for its staff and patrons and to protect public property. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. The primary use of security cameras is to discourage inappropriate and/or illegal behavior and to enhance the opportunity to apprehend offenders. Cameras are placed in interior and exterior areas as determined necessary by the Executive Director. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms. All recordings are the property of IPPL.

Signage will be posted at the library entrance informing the public that security cameras are in use.

Video data is recorded and stored digitally and is considered confidential and secure. Video footage will be retained for at least two weeks with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.

Staff may have access to live video feeds in order to monitor areas. Access to archived footage in pursuit of suspected or documented incidents of criminal activity or violations of the library's rules of behavior or actions disruptive to the library is restricted to the Board of Trustees, the executive director, deputy director, ~~Persons~~ ~~librarians~~ in charge (LICPIC), monitors, or a designated employee. Access is allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.

In situations involving criminal activity or violations of the library's rules of behavior, still images may be shared with library staff.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If a request is made under the Freedom of Information Act to inspect or copy real time or recorded imagery the library will redact any images that should be redacted under the Illinois Library Confidentiality Records Act and/or the Illinois Freedom of Information Act and shall make the remaining images available for inspection and copying.

Unauthorized access and/or disclosure of video footage by an employee may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording has a responsibility to immediately inform the executive director.

This policy shall not impose any responsibility on the library, its Board of Trustees, or its employees to protect against or prevent personal injury or loss of property.

USE OF LIBRARY FACILITIES

PHOTOGRAPHY AND VIDEO

690 Photography and Video

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

General Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, or areas containing museum artifacts, and/or archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be ~~made~~ **granted by the Executive Director** at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

IDENTITY PROTECTION POLICY

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

Social Security Number Protection

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

The Library shall not:

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

In addition, the Library shall not:

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

IDENTITY PROTECTION POLICY

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

Requirement to Redact Social Security Numbers

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

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

Employee Access to Social Security Numbers

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

Appendix A

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

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

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

Why does the Library collect your Social Security Number?

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

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

What does the Library do with Your Social Security Number?

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

Questions or Complaints about this Statement of Purpose

Write to the Library, Attn: Executive Director

Adopted 4/20/11, reviewed 4/17/13, reviewed 3/18/15, reviewed 3/15/17, reviewed 1/20/21, reviewed 2/15/23

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

44

PERSONNEL CODE

TABLE OF CONTENTS

800	Introduction.....	2
801	Selection of Personnel.....	3
802	Personnel Practices.....	5
803	Staff Conduct.....	14
804	Performance Evaluation.....	17
805	Paid Leaves of Absence.....	18
806	Unpaid Leaves of Absence.....	25
807	Health/Life Insurance Benefits.....	29
808	Retirement/Disability Benefits.....	31
809	Staff Privileges.....	32
810	Reimbursement.....	33
811	Volunteer Staff.....	36
820	Harassment, Discrimination, and Retaliation.....	38

PERSONNEL CODE

800 Personnel

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

The personnel policies are based on the following objectives:

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

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

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

801 Selection of Personnel

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

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

801.1 Equal Opportunity Employer

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

801.2 Background Checks

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

801.3 Employment-at-will

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

801.4 Promotions and Transfers

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

PERSONNEL CODE – Selection of Personnel

801.5 Reappointment

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

801.6 Nepotism

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

801.7 Staff Categories

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

PERSONNEL CODE – Personnel Practices

802 Personnel Practices

802.1 Personnel Records

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

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

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

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

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

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

PERSONNEL CODE – Personnel Practices

802.1.1 Confidentiality of Personnel Records

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

802.2 References and Verification of Employment

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

802.3 Workweek and Schedule

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

802.3.1 Temporary Emergency Closing

When the library is closed for an emergency situation, employees scheduled to work will be paid for their scheduled hours. If an employee has requested a vacation or personal day for that particular day, the employee will not be considered as being scheduled to work on that day and will be charged the vacation or personal day. If possible, another work location will be authorized, including the employee's residence, or the employee's schedule may be revised to reflect when the library is expected to reopen. Staff being paid during a temporary closing will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled work day should conditions allow the library to reopen.

802.3.2 Telecommuting

Employees may be allowed or required to temporarily work from home to ensure business continuity. Telecommuting arrangements are approved on a case-by-case basis, based on the needs of the library.

Not all job functions can be performed from off-site locations. If the employee's regular tasks cannot be performed remotely (i.e. shelving materials, assisting patrons), then additional training or tasks may be assigned to them to complete remotely, based on job description and library needs at the time. There is no guarantee that remote library work will be available.

PERSONNEL CODE – Personnel Practices

In order to telecommute, the following basic requirements must be met:

- Employees must be able to carry out the specified duties, assignments, and other work obligations at their home as they do when working on the library's premises.
- An employee must work their scheduled hours from home unless other arrangements are made with approval of the employee's supervisor.
- Employees must be reachable by phone and e-mail when telecommuting.
- Employees must be available to attend scheduled meetings and participate in other required library activities at home as needed. Employees who telecommute may be required to physically attend these meetings and other activities.

Employees are responsible for providing office furnishings - such as desks, chairs, file cabinets, and lighting - at their own expense. The library may provide computers and other equipment plus software but will not provide phone and/or data lines and there may be some home equipment the employee will be required to use. Equipment and software supplied by the library is to be used for business purposes only. The employee is responsible for the safety and security of the equipment and software and all equipment and software must be returned to the library whenever requested.

Consistent with the library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary library and patron information accessible from their home office.

Employees should not assume any specified period of time for telecommuting arrangements, and the library may require employees to return to regular, in-office work at any time.

Employees must arrange for child/elder care during their work hours. Telecommuting is not intended to be a replacement for child/elder care.

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employees to pay staff for expenses incurred while staff are required to work from home, see policy 810.8 for reimbursement information.

The Executive Director has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason at all.

PERSONNEL CODE – Personnel Practices

802.4 Payroll and Salary

802.4.1 Payroll

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

802.4.2 Deductions from Pay

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

802.4.3 Salary Schedule

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

802.4.4 Merit Pay

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

PERSONNEL CODE – Personnel Practices

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

802.4.5 Overtime and Holiday Pay

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

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

Part-time employees will be paid for holidays, if normally scheduled to work those days and time periods when the holiday occurs. Substitute employees do not receive pay for holidays.

802.4.6 Paid Leave for All Workers Act

In accordance with the Paid Leave for All Workers Act (820 ILCS 192), all part-time employees who work less than 20 hours will earn 1 hour of “Paid Leave” for every 40 hours worked. This includes those who work as substitutes.

802.4.7 Reduction in Hours

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

802.5 Breaks

- Employees are allowed one paid 15-minute break when they work at least 4 hours and less than 7.5 hours. An unused break cannot be used to adjust the employee’s scheduled arrival or departure time. No compensation will be given for breaks not taken.
- Employees scheduled for less than 4 hours may work an extra 15 minutes in order to take an unpaid 15-minute break, provided this is approved by the supervisor.
- When scheduled to work continuously for 7.5 hours or more, employees receive a paid 30-minute break. Non-exempt employees must take this break no later than 5 hours after the start of the work period.
- With approval of their supervisor, a staff person may take a break longer than 30 minutes and make up the time either at the start of their shift or at the end of their shift.

802.6 Termination of Employment

802.6.1 Resignation

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

802.6.2 Unsatisfactory Performance

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

802.6.3 Cause

Criminal acts, dishonesty, insubordination, harassment as defined in section 820, sexual harassment, drug and alcohol use while on the job, and failure to appear for work or to remain at work as scheduled more than once without notification and violating policy 803.10 Firearms and Other Weapons will be followed by immediate termination of employment. Persons whose employment is terminated for cause may be required to leave the premises immediately.

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

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

802.6.5 Termination Salary Adjustment

Vacation leave is accrued on the last day of the month, up to the last day actually worked. If an employee leaves prior to the end of the month, already accrued vacation will be paid in accordance with the employee's normal weekly hours. If the vacation payout brings the employee to the last day of the month, the hours that accrue on the last day will also be paid to the employee. To comply with IMRF regulations, payment shall be made for unused vacation leave no later than the month the employee retires plus the following month. For example if an employee resigns or retires June 30 the

employee will receive their vacation payout in August. No payment is made for accumulated sick leave or personal day hours.

PERSONNEL CODE – Personnel Practices

802.7 Union Membership

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

802.8 Drug-Free Workplace

Whenever employees are working at the library, traveling relative to their employment with the library, or performing library business off library premises they are prohibited from possessing, consuming, buying, selling, or dispensing alcohol, marijuana, or illegal drugs, or being under the influence of alcohol, marijuana, or illegal drugs. Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working. Employees who refuse to cooperate in required tests, test positive for alcohol, marijuana, or illegal drugs, or possess, consume, buy, sell, or dispense alcohol, marijuana, or illegal drugs, as discussed above, will be terminated. An employee must notify the Executive Director of any criminal drug conviction for a violation occurring in the workplace, no later than five working days after such conviction. An employee who fails to notify the Executive Director within five days is subject to immediate dismissal.

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

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

802.9 Use of Automobile

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

PERSONNEL CODE – Personnel Practices

802.10 Privacy of Employee Work Space and Equipment

Desks, lockers, filing cabinets and other storage areas may be provided for the convenience of our employees, but these areas remain the sole property of the library. The library reserves the right to enter any person's workspace and to open desks, files, cabinets, etc., to obtain materials. Telephones, computers and computer software are the property of the library and are not private and may be subject to scrutiny.

802.11 Gifts

Indian Prairie Public Library officers and employees are prohibited from offering or accepting gifts as stated in the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq*). Any gift received as a premium by the library must be given to the Executive Director or Deputy Director for library use. Such gifts will be used to benefit the public whenever possible. Gifts received by staff from patrons in appreciation for individual services rendered on a particular occasion or throughout the year may be kept by the staff member if the value does not exceed \$50. Administrative staff should be informed of all gifts regardless of value and those over \$50 in value must be given to the Executive Director or Deputy Director for disposal. The President of the Board of Trustees and the Treasurer must be notified of all gifts over \$50 in value. Cash gifts may not be accepted.

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

802.12 Complaint Procedures

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

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

Step 2 - In the event the employee feels the problem remains unresolved following Step 1, the employee may submit the complaint in writing for reconsideration by the Department Head who

will forward it to the Executive Director. Upon reviewing the complaint, the Executive Director

PERSONNEL CODE – Personnel Practices

will render a decision in writing within five working days after receipt of the written complaint. In certain cases, the Executive Director, the Department Head and the supervisor may wish to meet personally with the employee to provide a fuller explanation of the action taken.

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

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

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

PERSONNEL CODE – Staff Conduct

803 Staff Conduct

803.1 Staff Obligations

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

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

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

803.2 Privacy of Information between Staff and Public

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

803.3 Absence and Tardiness

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

unexcused absences will result in disciplinary action or termination.

PERSONNEL CODE – Staff Conduct

803.4 Staff Meetings and Staff Institute Day

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

803.5 Personal Telephone Calls

Personal use of library telephones and personal cell phones should be minimal. If a personal call is received while an employee is on a service desk the call must be kept to a minimum.

803.6 Parking

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

803.7 Smoking

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

803.8 Use of Library Staff Computers

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

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

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

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

PERSONNEL CODE – Staff Conduct

803.9 Emergencies

803.9.1 Accidents

All accidents involving employees during working hours or while on library premises, and all other accidents in which the library is involved directly or indirectly must be reported immediately to the ~~Person~~ Librarian-in-Charge, who will fill out an Incident Report

and give a copy to the employee's supervisor and the Executive Director. On the job accidents are covered by Workers' Compensation.

803.9.2 Weather Emergencies

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

803.10 Firearms and Other Weapons

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

(To be added to the Personnel Policy)

803.11 Generative Artificial Intelligence (AI) Use

The Indian Prairie Public Library District recognizes the importance for staff to have access to Generative AI tools to enhance work processes. However, the IPPL District also acknowledges the ethical and legal considerations surrounding AI use. AI tools are not a substitute for human judgment and creativity.

The purpose of this policy is to establish guidelines for appropriate use of AI tools for authorized work purposes. All employees are responsible for complying with this policy.

Guidelines for Using AI Tools:

While the library approves the use of technology to enhance productivity, efficiency and decision-making, it is necessary to comply with applicable laws and policies and respect privacy, confidentiality and data security. Established laws, policies and practices may affect or relate to an employee's use of AI tools and must be followed. These include but are not limited to the following:

- American Disability Act and accessibility standards
- Computer security
- Library Confidentiality Policy
- Personnel information
- Confidential information, including medical privacy practices
- Copyright law

Employees shall not have an expectation of privacy when using AI tools in the workplace.

The following rules apply when using AI tools:

1. Employees shall not enter any confidential or personal information into an AI tool, whether their own or that of a co-worker, patron, or vendor, including names, addresses and library card numbers.
2. Never provide AI tools with direct access to any systems or data that includes patron information, such as SWAN.
3. Employees shall closely review any output generated by AI before using it or forwarding it to anyone else.
4. Hiring decisions must be based mainly on information gathered process and from the resume, application and interview and AI alone should not be used to evaluate that information.
6. AI should not be used to conduct performance evaluations.
7. Most AI tools will require an account for access. Staff should use their IPPL email to register for services being used for IPPL purposes. If a service can be used anonymously without severely limiting access, that is preferred.
8. When using AI tools, staff should opt out of any data tracking/storage whenever possible.

PERSONNEL CODE – Performance Evaluation

804 Performance Evaluation

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

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

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

804.1 Evaluation of New Employees

New employees will be evaluated at three months.

804.2 Disciplinary Action

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

PERSONNEL CODE – Paid Leaves of Absence

805 Paid Leaves of Absence

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

805.1 Vacation

Eligible employees acquire vacation time monthly beginning on the date of their employment. Once the first three months are completed, employees are entitled to schedule and take accrued vacation time. The maximum amount of vacation time that can be held by an employee is the amount earned per year. If an existing employee who was not originally eligible becomes eligible due to promotion or an increase in hours, vacation begins accruing on the date they become eligible. The date and length of all vacations will be scheduled by the supervisor to accommodate the needs of the library and to not deprive the employee of usage of acquired vacation time. Vacation time will be granted in the order requested with consideration of fairness to all employees in the department.

805.1.1 Full-Time Employees

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

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

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

805.1.2 Part-Time Employees

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

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

PERSONNEL CODE – Paid Leaves of Absence

In accordance with the Paid Leave for All Workers Act (820 ILCS 192), all part-time employees who work less than 20 hours will earn 1 hour of “Paid Leave” for every 40 hours worked. If they have no Paid Leave time available, they may request unpaid time. Over a one-year period unpaid time should not equal more than four times the number of hours regularly scheduled to work each week (which is to be used for unpaid vacation and/or unpaid sick time) unless special arrangements are made per section 806.4 Other Leaves Without Pay.

805.1.3 Changes in Schedule

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

805.2 Personal Business Day

Full-time employees will be allotted two personal business days each fiscal year on July 1. Part-time employees regularly scheduled 20 hours or more will be allotted 8 hours of personal business time each year on July 1. The personal business day is not cumulative.

805.3 Holidays

The library is closed for the following holidays: New Year's Day, Easter, Memorial Day (Sunday and Monday), Independence Day, Labor Day (Sunday and Monday), Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Easter, Memorial Day Sunday, and Labor Day Sunday are not paid holidays.

When Independence Day or Christmas Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

When the following holidays (New Year's Day, Christmas Eve, and New Year's Eve) fall on a Saturday or Sunday, full-time employees are given one compensatory day for one regular 7.5 hours shift, if not regularly scheduled to work.

Full-time employees are paid for one regular 7.5 hour shift on the holiday.

Part-time employees will be paid their scheduled hours, if normally scheduled to work a day upon which a holiday occurs.

The following conditions apply:

- Holidays will not be paid to employees on any type of unpaid leave or planned Paid Leave time;
- Holidays falling within an approved scheduled paid vacation will be recorded as holiday pay;
- ~~Employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay;~~
- Employees who have an unplanned absence the day before or the day after the holiday will not receive holiday pay **may be required to provide a doctor's note;**
- Substitutes do not receive holiday pay.

PERSONNEL CODE – Paid Leaves of Absence

805.4 Sick Leave

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

Sick leave may be approved by the supervisor for the following reasons: illness, injury, or medical, dental, or optical appointments for themselves or for the employee's immediate family (defined as child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who requires the care and attention of the employee. Medical appointments should be arranged as far in advance as possible and with consideration of the staff person's responsibilities and schedule. Sick leave may also be used as time off in the case of personal disasters such as fire and flood. When an employee realizes that he or she will be absent that employee is to notify the supervisor as soon as possible and at a minimum within one hour prior to their start time. Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury. If sick leave continues for more than the average number of hours an employee is scheduled to work in 1 week, the employee may be required to provide a statement from his or her doctor stating that the employee is able to return to work, what work can be performed and when a full work schedule can be resumed. If sick leave for a family member as described above continues for more than the average number of hours an employee is scheduled to work in one week the library may require a doctor's note stating there was a qualifying reason for the leave.

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

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

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

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

805.4.3 In accordance with the Paid Leave for All Workers Act (820 ILCS 192), all part-time employees who work less than 20 hours will earn 1 hour of "Paid Leave" for every 40 hours worked. If they have no Paid Leave time available, they may request unpaid time. Over a one-year period unpaid time should not equal more than four times the number of hours regularly scheduled to work each week (which is to be used for unpaid vacation and/or unpaid sick time).

PERSONNEL CODE – Paid Leaves of Absence

805.4.4 Failure to Return to Work

An employee who fails to return to work or is unable to return to work at the expiration of a disability leave shall be terminated from the library.

805.5 Bereavement Leave

Absence with pay for up to five scheduled work days is allowed to full-time employees and to part-time employees working 20 hours or more per week for the death of a spouse, domestic partner, sibling, child (including a biological child, step-child, adopted child, foster child, legal ward, or any other child for which the employee stands in loco parentis), grandchild, parent, mother-in-law, father-in-law, stepparent, and grandparent. Absence with pay for up to three scheduled work days is allowed to full-time employees and to part-time employees working 20-hours or more for death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, great-grandparent or other member of the employee's immediate household.

In addition, employees are eligible for an additional unpaid leave such that the employee has 10 days total of leave time in the event of the death of a covered family member, as defined above. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to six (6) weeks of bereavement leave during that period. Employees may use any accrued, unused paid time off to run concurrently with this time. Employees must complete time off under this policy within 60 days of learning of the need for leave.

Employees may use this time to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This time may also be used for absences from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Additional unpaid leave time in relation to bereavement of covered family member or for bereavement of a loved one not covered under this policy may be allowed at the discretion of the Executive Director. Staff who work less than 20 hours per week may take the same amount of time as listed above in the form of unpaid leave.

Child Extended Bereavement Leave

Full-time employees, who have been employed for at least two weeks and have lost a child due to homicide or suicide, are eligible for six weeks of bereavement leave. Five days will be paid as detailed in the section regarding family member bereavement leave and the remaining time will be unpaid.

Employees may take leave in one continuous period or intermittently in increments of no less than four (4) hours. Leave must be taken within one (1) year after the employee notifies the employer of the loss.

PERSONNEL CODE – Paid Leaves of Absence

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

805.7 Employee Blood and Organ Donation Leave Act

A full-time employee who has been employed by the library for at least six months may take up to one hour of paid time off every 56 days to donate blood. A full-time employee donating an organ may use up to 10 days of leave in any 12-month period, and must provide medical documentation before the organ donation leave is taken. The leave may run concurrently with the Family and Medical Leave Act (FMLA). "Organ Donation" means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

An employee is required to give reasonable notice to the organization in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon an employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

805.8 Time Off to Vote

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

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

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

PERSONNEL CODE – Paid Leaves of Absence

805.9 Witness Duty

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

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

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

805.10 Military Leave

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

805.11 Leave Sharing With Employees Facing Catastrophic Illness or Injury Purpose

Purpose

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

Eligibility to Receive Donations of Paid Leave

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

Definition of a Catastrophic Illness or Injury

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

PERSONNEL CODE – Paid Leaves of Absence

Eligibility to Donate Leave

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

Types of Paid Leave That Can be Donated

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

Amount of Leave That May be Donated

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

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

How to Donate Paid Leave

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

Use of Donated Paid Leave

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

806 Unpaid Leaves of Absence

806.1 Family and Medical Leave

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

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

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

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

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

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

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

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

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

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

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

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

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

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

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

Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic, sexual or gender violence, or any other crime of violence, to the employee or the employee's family or household member;

Obtain victim services from a victim services organization for the employee or the employee's family or household member;

Obtain psychological or other counseling for the employee or the employee's family or household member;

Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual or gender violence, any other crime of violence, or ensuring economic security; or

Seek legal assistance to ensure the health and safety of the employee or the employee's family or household member including participating in court proceedings related to the violence.

Eligible employee may take up to 10 days of VESSA leave to attend the funeral or wake of a family or household member who is killed in a crime of violence; to make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or grieve the death of a family or household member who is killed in a crime of violence. Leave for these reasons must be completed within 60 days after the employee received notice of the death of the victim. If the employee is eligible for bereavement leave, the VESSA leave will run concurrently.

PERSONNEL CODE – Unpaid Leaves of Absence

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

An employee requesting VESSA leave is required to give 48 hours notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide written notice at the earliest possible time. The employee is required to submit a certification demonstrating the need for leave. The certification must be provided by the employee as soon as reasonably possible and within 15 days after leave is requested. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender, violence or crime of violence;

A police or court record;

A death certificate, published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency that a victim was killed in a crime of violence.

Information of this nature and the request for leave is confidential.

The library will require the employee to report periodically on their status and intent to return to work.

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

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

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

806.3 Court Summons

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

PERSONNEL CODE – Unpaid Leaves of Absence

806.4 Other Leaves Without Pay

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

806.4.1 IMRF Benefit Protection Leave

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

806.4.2 School Visitation Leave

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

806.4.3 Special Leave

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

806.4.4 Military Leave

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

806.5 Return from Leave

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

PERSONNEL CODE – Health/Life Insurance Benefits

807 Health/Life Insurance Benefits

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

807.1 Consolidated Omnibus Budget Reconciliation Act (COBRA)

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

807.2 Health Insurance Continuation: Illinois Public Act 86-1444

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

807.3 Dental and Vision Insurance

The library contributes 100% of the cost of dental and vision insurance for full-time employees and any employee who works 30 hours or more. The library may offer dental insurance or vision insurance as a voluntary contributory benefit to all employees working 20 – 29.9 hours. In this case, employees will pay the total cost of the premiums through payroll deductions.

807.4 Privacy Practices

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

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

PERSONNEL CODE – Health/Life Insurance Benefits

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

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

PERSONNEL CODE – Retirement/Disability Benefits

808 Retirement/Disability Benefits

808.1 Social Security

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

808.2 Illinois Municipal Retirement Fund (IMRF)

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

808.3 Worker's Compensation Insurance

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

808.4 Deferred Compensation (IRC 457) Plans

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

PERSONNEL CODE – Staff Privileges

809 Staff Privileges

809.1 Borrowing Materials

Employees may receive an Indian Prairie Library card as a benefit of employment. In the use of library materials, the staff must follow the rules and regulations of the library district including paying overdue fines for items that have a daily overdue fine of \$1.00 or more and paying for any item that is lost or damaged.

809.2 Photocopying, Printing, Faxing

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

809.3 Staff Recognition

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

PERSONNEL CODE – Reimbursement

810 Reimbursement

810.1 Professional Meetings

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

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

810.2 Permitted Travel Expenses

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

Maximum Reimbursable Rates for Transportation

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

Maximum Reimbursable Rates for Meals

The maximum per diem is ~~\$55.00~~ **\$68.00** for conferences not in the Chicago area. The per diem amount will be reduced on departure and return days based on the times of departure and return. Meals provided at a conference or seminar will be considered as part of the per diem. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost if they are part of the workshop/meeting or when the employee is unable to return to the library by mealtime. Alcohol is not a reimbursable expense.

PERSONNEL CODE – Reimbursement

Maximum Reimbursable Rates for Lodging

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

Entertainment Expenses

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

810.3 Advanced Expenses

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

810.4 Approval of Expenses

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

810.5 Tuition Reimbursement

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

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

810.6 Library Association Memberships

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

810.7 Professional Librarian Job Candidates

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

810.8 Employee Incurred Expense Reimbursement

The Illinois Wage Payment and Collection Act states, "An employer shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the

PERSONNEL CODE – Reimbursement

employee's scope of employment and directly related to services performed for the employer. As used in this Section, "necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer." As such, Indian Prairie Public Library will reimburse employees for reasonable, pre-approved business expenses incurred while conducting library business away from their normal work location. Per the law, the library will not reimburse expenses that were not authorized and employees must follow library procedures in order to receive reimbursements.

Telecommute Expense Reimbursement

Employees who have been approved to work from home will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rates are as follows:

	Data	Phone	Both
FT staff	\$9	\$13	\$22
PT staff/more than 20 hours per week	6	\$9	\$15
PT staff/less than 20 hours per week	\$4	\$6	\$10

Reimbursements will be prorated if the employee does not work a full month at home. These amounts are based on available data of average monthly cell phone and internet costs. Average costs will be reviewed at the start of each calendar year.

In order to receive the reimbursement for working from home, staff must request it by the 30th of the month following the month in which the work was performed using the library's designated reimbursement form.

PERSONNEL CODE – Volunteer Staff

811 Volunteer Staff

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

811.1 Qualifications

Volunteers must be ~~14~~ 13 years of age or older. A parent's signature is required for any volunteer under 18 years of age. Paid full-time employees who are non-exempt under the Fair Labor Standards and Board members are not eligible to become volunteer staff. Applicants are required to complete an application form.

811.2 Working Conditions

811.2.1 Schedule

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

811.2.2 Conduct

Business-like conduct is expected of volunteers.

811.2.3 Accidents

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

811.2.4 Privacy of Information Between Volunteer Staff and Public

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

811.2.5 Drug-Free Workplace

Volunteers are required to sign the Drug-Free Workplace Agreement.

811.2.6 Volunteers Who Drive for the Library

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

811.3 Involuntary Termination of Volunteer's Services

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

PERSONNEL CODE – Volunteer Staff

811.4 Personnel Records of Volunteer Staff

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

811.5 Volunteer Privileges

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

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

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

Teen summer volunteers and school service volunteers are not entitled to privileges.

811.6 Trustee Library Cards

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

Adopted 4/13/88, complete review & revision approved 4/18/07, Rev. 9/19/07, 1/21/09, 4/15/09, 4/20/11, complete review & revision approved 3/21/12, Rev. 1/16/13, 4/17/13, 8/21/13, complete review and revision approved 3/19/14, Rev. 3/18/15, complete review & revisions approved 5/18/16, revisions approved 6/15/16 & effective 7/1/16, revisions approved 8/17/16, revision approved 11/16/16, revision approved 11/16/16 & effective 1/1/17, revisions approved 3/15/17, complete review & revisions approved 3/21/18, revisions approved 7/18/18, 12/19/18, revision approved 1/15/2020, revision approved 8/19/2020, complete review & revision approved 1/20/21, revisions approved 11/16/22 & effective 1/1/23, complete review & revisions approved 2/15/23, revisions approved 9/20/23, 11/15/23 & effective 1/1/24, revision approved 2/21/24, revision approved 6/19/24

PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

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

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

A. Discrimination

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

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

B. Harassment

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

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

1. Harassment Relating to a Protected Status:

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

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

PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

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

2. Sexual Harassment:

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

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

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

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

C. Retaliation

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

PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

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

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

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

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

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

In addition, each supervisor must immediately report to the library's HR Coordinator, the Deputy Director, the Executive Director, or a trustee of any complaint or observation of conduct which may violate this Policy. Supervisors or managers or trustees who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

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

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

4. Investigation: Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place. In the event sexual or unlawful harassment is directed at a Library Trustee by another Library Trustee, the affected Library Trustee should contact the Library's Board's Attorney to request an independent third party investigation.

PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

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

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

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

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

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

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

Approved 1/17/18, revision approved 1/15/2020, reviewed 1/20/21, reviewed 2/15/23

Code of Ethics of the American Library Association

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

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

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

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

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

Adopted January 22, 2008, by the ALA Council

EMERGENCY CLOSING

1000 - Emergency Closing

1000.1 - Power Failure

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

1000.2 - Extreme Weather

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

1010 – Emergency and Disaster Plans

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

Adopted 11/16/88, Rev. 5/17/95, Complete review & revision approved 9/19/07, 2/17/10, complete review 3/21/12, complete review 3/19/14, complete review 5/18/16, complete review 3/21/18, complete review 1/20/21, complete review 2/15/23

Executive Director's Report May 2025

Personnel:

Natalya Zinoveva, Resource Services Associate, retired on April 21. Natalya will stay on as a substitute.

Former GS Associate Lucas Koprowski has moved departments and is now a Tech & Maker Specialist. His first day in his new role was April 28.

Anna Hinkley, Resource Services Specialist, retired on May 2nd.

Jeanine Clinton was promoted to Resource Services Librarian: Technical Services Supervisor on May 5. In addition to her other duties, Jeanine will manage the Resource Services Specialists and Associates. Congratulations, Jeanine!

Monet Welsh was promoted to Programming and Outreach Liaison: Teen Services as of May 5. Monet will manage all teen outreach and programs. Congratulations, Monet!

Blood Drive:

A blood drive with Vitalant Illinois hosted by the Darien Woman's Club was held on May 13. 31 people registered and 28 were able to donate. Jamie Allard coordinates this event with the Darien Woman's Club. Each donor saves 3 lives, so 84 lives will be saved thanks to this community event.

Summer Reading:

Registration is officially open for Summer Reading. The program is for all ages. This year's first completion prize for adults is a branded planter with a seed pod (pods will be a variety of flowers and veggies). Kristen will be doing a short overview of this year's program at the meeting.

IPPL Foundation & Friends:

The Book Sale brought in \$426 and we received \$10 in movie donations in April.

Better World Books income for January through March was \$441.

Meetings:

- 4/29 Policy Committee
- 4/29 SWAN Fireside
- 5/7 Chamber Meeting
- 5/7 RAILS Roundtable: *Special Events, Anniversaries, Celebrations and Milestones*
- 5/8 Department Head Meeting
- 5/14 RAILS Member Update
- 5/20 PIC Training
- 5/21 Library Board Meeting

In April, I had 32 one-on-ones with staff.

Continuing Education (Webinars):

- Increasing Performance Amidst Constraints* (1 hour)
- Better Questions, Better Results* (1.5 hours)
- Secrets of High Performing Teams* (1 hour)

Submitted by:

Laura Birmingham 

Deputy Director's Report: April 2025

Building & Grounds:

Joe has been working hard clearing items and adding casters to shelving in the basement, in order to help facilitate the boiler replacement project. The project started on 5/5 and so far, we are on schedule to finish the week of Memorial Day, as planned.

We have selected Engberg Anderson as the architect who will be doing our Capital Needs Assessment. Right now, we are in the information gathering stage, where we send our existing documentation about the building to them. After that, they will review the information and schedule a site visit with various professionals (engineer, electrician, etc.). After that, they will deliver a report for us to review.

An Amazon delivery truck struck our awning in late April, so we are working with Hunzinger Williams Awnings again to get a replacement. The Amazon staff have agreed to reimburse us for the replacement costs.

Additionally, Joe closed 38 building tickets in April. Highlights include: 1) Repaired a hole in the drywall in CR 204, 2) Fixed one of the Maker Studio glass doors, and 3) Fixed a supply drawer at the Guest Services desk.

Meetings:

Department Head meeting, 4/10

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

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

Staff Training:

I conducted PIC training about de-escalation, passing on some information I had learned during a very informative session at ILA last fall.

Technology Highlights:

We recently worked with NobleTec to improve the guest experience with the public printing stations. For the past couple of years, we've had to ask guests to use long email addresses if they were emailing a document to the printing system so it could be printed from a phone or other mobile device. The email addresses were easy to misread, and typos were common, which created frustration and delays. Now, we have two very short email addresses for them to

use: bw@ippl.info for black and white, and color@ippl.info for color. The website and signage have all been updated and staff are reporting positive feedback from guests.

Tony closed 32 technology tickets in April. Highlights include: 1) Configured a new tablet for the Resource Services team to use while doing collection inventory, 2) Installed drivers for various Tech Department printers on Gail C's laptop, and 3) Installed a new font on the P&O Associate computer.

The WorkNet DuPage Kiosk stats for April were 19 sessions and two requests for information.

Report Submitted by: Kristen Lawson

**Jill Yott, Communications Coordinator, Report for Board of Trustees
April 2025**

In the Gallery—April

1st Floor Gallery: Jean Lewis

2nd Floor Gallery: Jonette Maslowski

Display Cases: Darien Area Home School Art & Science Club

Notable Projects/Meetings/Workshops

- Jill and Fernanda attended a marketing workshop online presented by ILA; the second part is in-person in mid-May.
- Jill met with Vicki and Laura regarding logo colors.
- Jill worked with designer to finalize the new logo.
- Met with Gail regarding upcoming projects.
- Jill met with Monet about teen initiatives.
- Met with Sharon about sign for printing, shared information about Marketing, and talked about upcoming projects.
- Met with Amy regarding summer reading.
- Worked on budget for 2025-2026
- Worked with Jordan on updates to the Teen Book Bags and Fiero Code.
- Started working on summer reading fliers with designer.
- Completed summer reading video (had to reshoot in early April with a staff departure.)
- Had regular 1-1 meetings with Laura.
- Fernanda worked on compiling all the National Library Week responses from the prize drawing we did for Starbucks. Fernanda took charge in setting up the table, doing the entry sheets, and making the poster.
- Had regular 1-1 meetings with Fernanda.
- Had 1-1 call with Patron Point for Summer Reading.
- Worked on summer reading registration and email campaign set up.
- Created signs for the Summer Reading to put out in early May.
- Created new spice club flier.
- Did new Volunteen flier.
- Did other signs as requested by P & O team.

June/July/August 2025 Newsletter

The newsletter continued production with expected date to the printer on May 5 and dropped at the post office around May 21. Thanks again to Gail, Jordan, Amy, Kristen, Sharon, and Erin for reviewing being extra set of eyes on this month, whether the entire publication or just parts of it. And, of course to Laura, for her continued guidance.

Outreach

- Pulled together the outreach items for P & O team's visits in April.
- Put an ad for Summer Volunteering in the Hinsdale South High School *Stinger* (below). Same ad from April to promote volunteers.
- Summer Reading flier for schools (attached.)



**Earn service hours as a
volunteer this summer!**

Get all the details: bit.ly/ipplteen25



Website

- Did minor updates to the site as requested by Kristen, Gail, Sharon, Amy, and Jordan.
- Updated databases per Gail.
- Updated the home page to reflect the current happenings in the library.
- Updated the Summer Reading 2025 page.

Yelp & Google

People are using Yelp and Google to access the library.

April Google website clicks: 3,514

April Google directions: 1,050

April Google phone calls: 499

April Yelp calls: 28

A user left us a 5-star review and said . . .

I had a great experience here. I went there with my dad and my son to rent a dvd. Because I didn't live in the area and was trying to use my library card, I wasn't able to check out the movie for my son. However, they suggested that my dad get a library card since he does live in the area. Lucas, a staff there, was wonderful and was very helpful. He was also very patient with us. He also advised me on how to link our cards. So I am very grateful!

General Enews Subscribers

We gained subscribers this month; typical for this time of year.

April 30	22,865
March 31	22,772
Loss/Gain in subscribers	+93

Enews Open Rate

Both the regular enews and regular campaigns had steady opening rates.

Date	Open Rate
Apr. 3	39 percent
Apr. 10	38 percent
Apr. 17	37 percent
Apr. 24	36 percent
Library Giving Day	36 percent
Recommends	50 percent
Birthday Campaign Open Rate	55 percent
Anniversary Campaign Open Rate	49 percent
Library Welcome Emails	
Welcome one	75 percent
Welcome two	65 percent
Welcome three	59 percent

Social Media

Facebook and Instagram saw larger than average growth in the month of April. All channels grew but X continues to lose followers. The same content is posted on X, Threads, and BlueSky.

Likes/Follows

Social Channel	Likes/Followers	+/- (March)
Facebook (likes)	2,565	+15
Facebook (follows)	2,866	+20
Instagram	1,260	+15
X (formerly Twitter)	1,114	-5
LinkedIn	258	+1
YouTube	221	+1
Threads	228	+4
BlueSky	90	+8

Popular Facebook, Instagram, and Threads posts

This month, the National Library Week collage of staff was the winner among our accounts. In addition, the post about the mid-kid librarian for a day also was a popular post. The “twinning post” of some of our staff wearing similar colors, a thank you note from a community member, and a general post about National Library Week rounded out our most popular posts. In addition, Fernanda created some reels; those continue to perform well on Instagram.



Do you happen to recognize any of these smiling fac...



Photo · Indian Prairie Public Library



Do you happen to recognize any of these smiling fac...



Photo · ipplinfo



From learning the ropes at the drive-up window to h...



Photo · Indian Prairie Public Library



It's our favorite week. . . National Library Week from ...



Photo · Indian Prairie Public Library



Twinning with one person might be a coincidence bu...



Photo · Indian Prairie Public Library



Thank you for your kind note! Notes like these remin...



Photo · ipplinfo



SUMMER

AT INDIAN PRAIRIE PUBLIC LIBRARY

Thursday, June 5 - Sunday, Aug. 3

Summer reading is for everyone!

Kids • Teens • Adults

It's easy to participate. All you have to do is read or listen to books to win prizes!

REGISTER

TODAY!

Register online today at summer.ippl.info or scan the QR code. We will send you a confirmation email to let you know you're signed up!



HOW TO PARTICIPATE:

- log by app or paper
- record reading by books or minutes

This summer, you can choose how you want to participate in our program for a custom experience.

If you're signing up before June 5, the details about the program, including more about the logs, the app, and how the program works, will be sent on June 5, when the Summer Reading Program officially kicks off. If you're signing up on or after June 5, you'll receive program details immediately.

The Summer Reading Program is an IPPL cardholder exclusive. It's also open to kids attending schools in the library's district.

DON'T LET SUMMER SLIDE BY

During the summer, kids can lose some of the academic gains they made during the school year. Studies show that students who participate in a library summer reading program (like ours!) enter the school year more confident and ready for school in the fall. In addition to the summer reading program, we have programs and classes for all ages groups that teach everything from math to science, and social skills for get kids ahead. Visit calendar.ippl.info to learn more.

The Summer Reading Program is partially sponsored by the IPPL Foundation & Friends and Republic Bank.




Indian Prairie
Public Library

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

SUMMER READING



We have great prizes for everyone!

Summer reading prize pick up begins on Monday, June 16 and ends on Sunday, Aug. 3.

Note: We reserve the right to substitute prizes; all prizes are while supplies last.

	Birth–Grade 6	Teen & Adult
1st log turn-in (begins Monday, June 16)	• Book • Entry into grand prize drawing • Sports game coupons for Joliet Slammers, Kane County Cougars, Chicago Dogs, and Chicago Stars FC	• Seed growing kit sponsored by Republic Bank. • Entry into grand prize drawing • Baseball coupon for Joliet Slammers (teens only)
Turn in your 1st log by July 6 for a chance to win a gift card for a local restaurant or business.		
2nd log	• Portillo's cake coupon; Chick-Fil-A sandwich coupon • Entry into grand prize drawing	• Portillo's cake coupon; Chick-Fil-A sandwich coupon • Entry into grand prize drawing
Each additional log turned in	• Entry into grand prize drawing	• Entry into grand prize drawing
Turn in your 2nd log by Aug. 3 for a chance to win a gift card for a local restaurant or business.		

SUMMER KICK-OFF PARTY

Thursday, June 5
5–8 p.m.

For all ages

The Summer Kick-Off Party is an IPPL cardholder exclusive.
See calendar.ippl.info for details.



Maker Studio Activity
Drop-In
5–8 p.m.



Chick-fil-A Drop-In
5–8 p.m.
(While supplies last)



Joliet Slammers Mascot
Drop-In
6–7 p.m.



Face Painting Drop-In
5–7 p.m.



The Great Boodini (Pick one session below)
This program is sponsored by Darien Community Bank, A Wintrust Community Bank.

Session One
5:15–6 p.m.
Pick up free tickets for program entry on June 5 starting at 4:45 p.m. at the Kids & Teens Desk.
This ticket is valid only for the 5:15 p.m. show.

Session Two
6:30–7:15 p.m.
Pick up free tickets for program entry on June 5 starting at 6 p.m. at the Kids & Teens Desk.
This ticket is valid only for the 6:30 p.m. show.



Glow Stick Party Drop-in
7–8 p.m.



Ice Cream Cart Drop-In
7–8 p.m.
(While supplies last)

Guest Services

April 2025

Circulation

Total checkouts and renewals for April were 53,269.

71% of our checkouts and renewals were done by self-service, 25% were done at the desk, and 4% were done at the drive-up.

The library had 32,302 in-person visitors.

711 patrons used the drive-up.

Staff checked out or renewed 2,382 items at the drive-up and 1,085 holds were placed in April for pickup at the drive-up.

Community

Passports: Staff accepted 86 passports

License plate sticker renewals: Staff sold 51 License plate stickers

Library Cards: 164 library cards were issued: 156 resident and 83 non-resident. 23 cards were initiated remotely.

Total number of IPPL Library cards: 24,737

Birthday gift: Staff handed out 25 birthday gifts in April.

Cindy Maiello Gluecklich

Head of Guest Services

				Circulation Statistics										
		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Month		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
July		87,602	80,022	75,425	67,595	59,767	65,323	64,326	38,174	48,269	50,710	58,718	62,630	
Aug.		77,621	72,824	67,971	63,720	56,603	61,591	60,815	44,438	44,949	50,259	61,685	60,057	
Sept.		65,873	64,241	57,006	53,375	48,001	43,966	55,401	44,419	40,926	42,524	53,672	46,430	
Oct.		70,857	65,894	60,141	56,236	51,829	56,250	56,681	45,228	43,085	42,952	56,408	54,050	
Nov.		68,912	64,203	59,906	53,280	51,105	53,902	53,513	43,386	42,654	43,005	51,651	51,652	
Dec.		62,642	62,656	56,512	50,932	48,477	51,627	50,504	39,447	42,669	41,917	52,438	48,516	
Jan.		71,590	69,608	64,231	58,950	53,767	56,972	57,138	42,870	47,860	44,846	57,406	56,726	
Feb.		65,225	60,286	60,625	54,369	52,259	53,962	54,801	40,445	42,102	42,325	53,832	50,864	
Mar.		74,816	64,857	65,904	61,856	58,144	59,223	33,850	46,377	47,000	48,922	57,801	55,402	
Apr.		68,376	71,904	60,424	54,820	52,453	54,270	11,631	29,586	44,598	43,707	54,511	53,269	
May		61,687	62,018	58,528	54,893	51,329	54,751	15,670	45,473	42,153	43,553	49,626		
June		74,986	71,702	71,568	60,867	60,743	59,443	26,631	46,565	47,887	51,985	60,675		
Yearly														
Total		850,187	810,215	758,241	690,893	644,477	671,280	540,961	506,408	534,152	546,705	668,423	539,596	0
& III sent added														
^Missing data--used an average number to get a total														
*Parking lot construction														
#Covid 19														
\$-closed 2 weeks														

Programming and Outreach Department – April 2025

Community

Jean Carroll, Adult Librarian, represented IPPL at the monthly Senior Advisory Committee meeting, held at the DuPage Township Office in Downers Grove on Apr. 7.

On Apr. 8, Laura Warner, Mid-Kids Liaison, visited Anne M. Jeans School to facilitate an engaging activity with 29 students in the Community House Spark Youth after-school program.

Also on Apr. 8, Jean Carroll and Kate Kresek, Adult Specialist, provided mobile library service to 12 residents at Harvester Place Senior Living.

Amy Merda attended the April Willowbrook Coalition meeting on behalf of IPPL on Apr. 8.

Amy Merda, Dept. Head, facilitated STEM Stations for 18 young children and their caregivers at an outreach YWCA partnership event that was held at Hinsdale Lake Terrace Clubhouse on Apr. 9. Jack Schultz, Senior Librarian, provided instruction to Amy on the Makey Makey coding opportunity. Two online IPPL card applications were completed by residents. This program also kicked off the partnership promotion of the IPPL 1,000 Books Before Kindergarten program by YWCA Strong Families staff who provide ongoing home visits to families in this community. Erin Fergus, Senior Librarian, and Jordan Calabrese, Youth Resource Librarian, adapted the 1BBK program to this outreach option.



On Apr. 10, Amy Merda and Monet Welsh, Teen Liaison, represented IPPL at the "Preparing for Summer" fair held at Lace School and interacted with 81 community members.

On Apr. 15, Jean Carroll provided mobile library service to 7 residents at Eden Vista Burr Ridge.

Laura Warner met with a Darien Garden Club volunteer to discuss the upcoming Mid-Kids garden series program on Apr. 16.

Jean Carroll provided mobile library service to 13 residents at Burr Ridge Senior Living on Apr. 18.

Beth Skolba, Specialist, and Monet Welsh represented IPPL at the annual Darien Arbor Day Celebration at Ridgewood Park, interacting with 140 area students and families on Apr. 25.

On Apr. 29, Laura Warner gave a presentation to 19 thrilled student members of the Career Club at Mark DeLay School.

Two hundred and thirty four packets were taken for use by guests from the Seed Library, which is maintained by Betty Cornfield, Associate and generously sponsored by the Darien Garden Club.

National Library Week

Staff in all departments throughout the library, enjoyed connecting guests with extra fun and discovery during National Library Week, which took place between April 6th and April 12th.

10th grader Yacine and 3rd grader Clio, were each chosen to be “Librarian for a Day” with Sarah Zagotta and Laura Warner determining two winners among 31 entries. Yacine and Clio went behind-the-scenes in multiple departments to learn more about library operations and enjoy special activities.



Community members had the opportunity to participate in a special scavenger hunt for adults on the 1st floor and for youth on the 2nd floor. The scavenger hunts were created by Jen Ripka, Resource Librarian, and Jordan Calabrese, Youth Resource Librarian with 49 participants choosing to enjoy the hunts.

On April 7, Sarah Zagotta connected with 28 community members regarding IPPL services, programs, and materials in the lobby at the Darien Park District.

For this week, Erin Fergus, Senior Librarian, transformed LittleTown into a “little library” with fun props and signage.

Beth Skolba connected the activity table to the theme with a book-focused craft.

Programs – April 2025

In April, we had 76 programs attended by 2,431 guests.

Early Literacy/Families

4/1	Talented Toddlers	Amy, Beth	29
4/2	Talented Toddlers	Beth	24
4/4	Baby Brilliance	Erin	23
4/7	Preschool Play	Erin	30
4/8	Talented Toddlers	Amy, Beth	32
4/9	Talented Toddlers	Beth	24
4/11	Baby Brilliance	Erin	19
4/12	Little Builders Drop-In	Erin	9
4/14	Preschool Play	Erin	33
4/14	Baby Playdate	Erin	8
4/15	Family Craft Hour	Erin, Beth	15

4/15	Talented Toddlers	Amy	27
4/16	Talented Toddlers	Beth	28
4/18	Baby Brilliance	Erin	11
4/21	Preschool Play	Jordan, Erin	29
4/22	Talented Toddlers	Amy, Beth	29
4/23	Talented Toddlers	Beth	36

Mid-Kids

4/1	Graphic Novel Release Party: The Cartoonists Club	Jordan	8
4/2	Mid-Kids Crafternoon Drop-In	Laura W.	23
4/3	Shelter Pet Pals	Laura W., Monet	26
4/4	Holi Color Fight	Sarah, Beth, Monet	44
4/7	Adventures in Art: Van Gogh Starry Night	Monet, Amy	11
4/9	Read to a Pet	Monet, Amy	12
4/17	Money Matters	Laura W.	16
4/23	Homeschooling SMART: Science of Flight	Laura W.	18

Students off during spring break week in early April were treated to a Shelter Pet Pals program by a representative from DuPage County Animal Services. She brought activities—a scent matching game, a pet toy craft, and a blanket craft—as well as some guinea pigs to snuggle. It was a full house.



Mid-Kids Crafternoon was a self-guided crafting hour during spring break. ("Best name ever!" according to one second grader.) Library guests were given an array of recycled material—paper towel rolls, cereal boxes, and egg cartons—and were tasked to create whatever they wanted. Some kids used large pieces of cardboard as a canvas to paint and another built a functioning draw-bridge with cardboard and some twine. It was a successful program and I hope to have more Crafternoons in the future.

Teens

4/5	Middle School Art Club	Laura	4
4/8	Middle School D & D Social Hour	Sarah	2
4/9	Learn a New Board Game Drop-In	Sarah	0
4/10	Try International Snacks: South Korea	Sarah	7

For Saturday's Middle School Art Club, Laura Warner taught a group of middle schoolers how to make paper plushies. They created their own designs and they each went home with an adorable plushie.

Adults

4/2	Online: Chair Yoga	Kate	30
4/3	Learn Spanish for Adults (6-week class)	Laura W., Monet	11
4/3	Thursday Afternoon Movie: Frequency	T.J.	23

4/7	Senior Living Options: Costs & Considerations	Jean	15
4/8	Eats, Drinks, & Coloring	Kate	15
4/9	Online: Chair Yoga	Kate	26
4/17	Thursday Afternoon Movie: The Big Sleep	T.J.	16
4/24	Fufu's Kitchen: Traditional Arab Cuisine	Kate	23
4/22	Puzzle Swap	Jean	25
4/23	Online: Chair Yoga	Kate	23
4/23	Learn Spanish for Adults (6-week class)	Monet, Amy	9
4/26	Volunteer Fair	Kate	153
4/27	Sunday Concert: Trillium	Jean	64
4/29	Cemetery Research	Joe P.	9
4/30	Adult Dungeons & Dragons	Sarah	20
4/30	Online: Chair Yoga	Kate	28
4/30	Learn Spanish for Adults (6-week class)	Monet	9



The 3rd annual Volunteer Fair took place on Saturday, April 26 with 17 organizations participating. Half of the organizations were new, giving the 153 guests in attendance a more diverse group of volunteer opportunities to select from.

Food blogger and author Heifa Odeh of Fufu's Kitchen entertained guests with her humor, knowledge and expertise while demonstrating two traditional Arab cuisines that guests then sampled.



Groups

4/3	Nonfiction at Night Book Discussion	Joe P.	10
4/5	ESL Conversation Group	Joe P.	6
4/7	Adult Chess Group Drop-In	Laura W.	10
4/10	Crime Readers: How to Solve Your Own Murder	Tori	11
4/14	Adult Chess Group Drop-In	Jean	10
4/21	Novel Idea Book Discussion: Small Mercies	Jen	16
4/19	ESL Conversation Group	Joe P.	3
4/24	Genealogy Group	Joe P.	14
4/19	TASC Meeting	Sarah	8
4/21	Adult Chess Group Drop-In	Jean	11

Passive, Pick-Up, and Pop-Up Programs

Early Literacy/Mid-Kids

4/1-4/30	Baby Book Bees registrations	Jordan	1
4/1-4/30	1,000 Books Before Kindergarten registrations	Jordan	2
4/1-4/30	1,000 Books Before Kindergarten completions	Jordan	1
4/1-4/30	AISLE brochure turn-ins	Jordan	1
4/1-4/30	Mid-Kid Book Bag requests	Jordan	2

4/1-4/5	Spring Activity Sheet	Beth	125
4/3-4/15	Bunny Coloring	Erin	300
4/5-4/13	National Library Week: Kids Reading Books	Beth	225
4/6-4/12	National Library Week: Kids & Teens Scavenger Hunt	Jordan	47
4/7-4/17	Little Makers @ Home: Bigger or Smaller	Erin	90
4/7	National Library Week: Early Literacy Resource Drop-In	Jordan	15
4/11	National Library Week: Early Literacy Reading Club Drop-In	Jordan	8
4/14-4/20	Easter Bunny	Beth	200
4/17-4/30	Frog and Flower Coloring	Erin	70
4/18-4/30	Little Makers @ Home: I Spy Pizza	Erin	20
4/21-4/30	3D Insects	Beth	50

Teen

4/1-4/23	Teen Post	Sarah, Monet	33
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Adult

4/1-4/30	Adult Puzzles in Café	Kate	44
4/1	Pick-up Program: Spice of the Month: Sesame Seed	Kate	20
4/6-4/12	National Library Week: Adult Scavenger Hunt	Jen	2

Submitted by:

Amy Merda, P & O Dept. Head

5/14/25

Resource Services April 2025 Report

Submitted by Gail Graziani, Head of Resource Services

Staff Updates

- Natalya Zinoveva retired from her position as a Resource Services Associate II after 18-plus years at the library. Natalya will stay connected to IPPL as a Resource Services substitute.

Collection Updates

- Jordan Calabrese, Youth and Teen Resource Services Librarian, worked with the new selector for J Nonfiction, Tori Castro, Resource Services Librarian, to go over journals and other resources used to maintain the collection.
- Jeanine Clinton, Resource Services Librarian, worked with the Communications Coordinator to create a sign for the Library of Things collection that includes a QR code that links to the catalog to assist with placing holds on checked out items.
- Anna Hinkley, Resource Services Specialist, updated the circulating in-house equipment, including chargers and converters, with new call numbers, updated tags, and relabeled storage bags.
- Jen Ripka, Resource Services Librarian, researched, prepared, and presented a report on how the library's digital materials, including Hoopla and Overdrive performed over the past year.
- T.J. Szafranski, Senior Resource Services Librarian, updated and simplified the instructions on the library's website for the New York Times digital resource.

Collection Totals

Print Books	98,059
A/V Materials	34,203
Other Materials (Kits, Devices, Games, Puzzles)	1,421
Total Physical Formats	133,683
eBooks (eMediaLibrary & Hoopla)	1,080,300
eAudio & eMusic (eMediaLibrary & Hoopla)	795,253
Digital Video (Hoopla & Kanopy)	69,635
Total Electronic Formats	1,945,188
TOTAL Physical & Electronic Materials	2,078,871

Library Displays

1st Floor

- Poetry Month, Get Ready to Garden, Books About Books

2nd Floor

- Celebrating Easter, Spring Has Sprung, Celebrating National Library Week, Funny Books– Junior Fiction, Grins and Giggles, Celebrating Passover, Money Matters, Birding

Monthly Highlights

- T.J. Szafranski, Senior Resource Services Librarian, researched how other libraries manage their Playaway collections, including whether they supply batteries.
- Jen Ripka, Resource Services Librarian, met with the library's hoopla representative to discuss updates to the Hoopla Flex collection.

- Joe Popowitch, Resource Services Librarian, facilitated another successful year of hosting the AARP Tax-Aide Program at IPPL. Statistics include:
 - Library staff scheduled 454 appointments
 - 439 returns were filed, including amendments
 - Participants ranged in age from 18 to 99 years old with an average age of 73.5
 - Refunds totaling \$424,462 were expected by 206 people
 - Payments totaling \$338,904 were owed by 152 people
 - 60 people neither owed nor received funds
- Diane Nickolaou, Resource Services Associate II, worked with the teen “Librarian for Day” as part of National Library Week activities to process items, add stickers, and check in items.
- Jeanine Clinton, Resource Services Librarian, began work on a cataloging guide for original records for the library’s unique collections, such as Kits and the Library of Things.
- Tori Castro, Resource Services Librarian, drafted a Frequently Asked Questions document for the Homebound program.
- Jordan Calabrese, Youth and Teen Resource Services Librarian, ordered Summer Read prize books through the Scholastic Literacy Partnership, including Board, Picture, Beginning Reader, Early Chapter, and J Fiction titles.

On-Call Librarian Interactions

Assistance	87	45 phone / 36 in-person / 6 chat
Reference	190	50 phone / 129 in-person / 8 chat / 3 email
One-to-One Training	2	1 phone / 1 in-person
Readers’ Advisory	5	5 in-person
Directional	1	1 phone

Community

- Tori Castro, Resource Services Librarian, checked out 84 items for Homebound program delivery, and prepared discussion questions for 3 outside book groups.
- Joe Popowitch, Resource Services Librarian, coordinated 6 volunteer hours for the Veterans History Project and 5.5 general volunteer hours.

Programs

Date	Name	Program	Attendance
4/01/25	Jordan	Graphic Novel Release Party	8
4/03/25	T.J.	Thursday Afternoon Movie	23
4/03/25	Joe	Nonfiction at Night Book Group	10
4/05/25	Joe	In-Person ESL Conversation Group	6
4/10/25	Tori	Crime Readers Book Group	11
4/10/25	Jen	Illinois Libraries Present: Alexis Nikole Nelson	4
4/17/25	T.J.	Thursday Afternoon Movie	16
4/19/25	Joe	In-Person ESL Conversation Group	3
4/21/25	Jordan	Preschool Play (sub)	29
4/21/25	Jen	Novel Idea Book Group	16

4/24/25	Joe	Genealogy Group	14
4/29/25	Joe	Genealogy Group	9

Youth Passive Programs

Program	Engagement
National Library Week Scavenger Hunt	47 completions
Monarch Challenge	1 completed brochure turned in
Bluestem Challenge	n/a
Caudill Challenge	n/a
1,000 Books Before Kindergarten	2 registrations & 1 completion
Baby Book Bees	1 registration
100 Books Before Graduation	n/a
Mid-Kid Book Bags	2 requests

Continuing Education & Contributing to the Profession

- Jen Ripka attended the following webinars/meetings:
 - SustainRT Chairs Meeting (ALA)
 - SustainRT Committee Meeting (ALA)
- Jeanine Clinton attended the following webinars/meetings:
 - iCamp Meeting (RAILS)
 - iCamp Meeting (RAILS)
 - Cataloging Graphic Novels (RAILS)
- Tori Castro attended the following webinars/meetings:
 - Necessary Nonfiction (Booklist)
 - Summer Scares (Booklist)
- Jordan Calabrese attended the following webinars/meetings:
 - Title Talks at the Northbrook Public Library (Baker & Taylor)

Technology & Maker Services Board Report

April 2025

Classes/Programs

Number of Classes: 10 Total Attendance: 47

Maker Programs

Date	Time	Class	Audience	Instructor	Attendance
4/10	6-730p	Embroidered Patches	Kids	Jack	5
4/17	930-11a	Laser & Sub Necklace	Adult, Teen	Luke	9
4/19	930-11a	Intro Digital Darkroom	Adult, Teen	Luke	CXL
4/28	630-8p	Intermed. Sewing Pattern	Adult, Teen	Jack	3

Technology Programs

Date	Time	Class	Audience	Instructor	Attendance
4/7	930-11a	Android Basics	Adult	Ann	6
4/8	930-11a	Computer basics	Adult	Ann	4
4/16	4-5p	Sphero Robotics	Kids	Jack	13
4/22	6-7p	Professional Comm. Essential	Adult	PRC	3
4/23	4-5p	Digital Circuits w/ Tinkercad	Kids	Jack	3
4/24	630-8pm	Parent Teaching Kids to Code	Adult	Jack	1

Statistics

- Computer Usage
 - Adult Users: 1543 Hours: 1235
 - Adult laptop: 18 Hours: 26
 - K&T Users: 522 Hours: 233
 - K&T Laptops: 8 Hours: 10
- Technology Desk Assistance- 1067
- Directional- 45
- 1-on-1 Training- 2
- Wireless Usage- Total Unique Access: 9940

Maker Services/Maker Studio

Made in a class

Intermed Sewing – Bags 	Laser + Sub Necklace – Necklace 
Program Name– Objects	Program Name– Objects

Made Using Equipment

Laser – Cake Topper 	Laser – Violin pegs 
Laser – cutting board	Embroidery – Towel



Statistics

- Maker Assistance- 21
- Maker 1-on-1 Training- 153

Equipment Usage

- 3D Printers- 3
- Button Maker- 3
- Candle Maker- 2
- Cricut (Vinyl)- 5
- Digital Editing (iMac)-1
- Embroidery Machine-7
- Hat/ Mug Press-14
- Knitting Machine-7
- Laminator-1
- Laser Cutter-37
- Poster Printer-27
- Sewing Machine-12
- Serger-4
- Silhouette (Vinyl)-5
- Sizzix (die cut/embossing)-2
- Sublimation Printer-16
- White Toner Printer-7

Outreach & Project

As a team ALL contributed to the training of Lucas, our new Tech and Maker Specialist.

- 1) Sharon
 - a. Created form for staff input on Statement of Purpose

- b. Worked with RS to improve LOTs refill process
 - c. Improved turnaround time on Maker Studio appointments and increased use accepting same day appointments when available.
 - d. Worked with Admin and Marketing to improve guest experience with wireless printing by simplifying and developing updated wireless printing sign and quarter sheet.
- 2) Luke
 - a. Developed new content for programming including dye sublimation photos on aluminum.
 - b. Researched poster printer replacement and submitted summary for specifications, features and price point to present for budget consideration.
 - c. Worked with Megan (TD) to complete update of training and informational documents kept at TD.
- 3) Jack
 - a. Fall programming calendar and newsletter copy.
 - b. Worked with Gail to update poster printing directions.
- 4) Lucas
 - a. Observed programs in the Maker Studio.
 - b. Worked on new number signage for first floor public computers using 3D printing.
- 5) Gail
 - a. Refreshed Maker Studio projects on display.

Submitted by Sharon Byerly 5/15/25

STATISTICS FOR	Apr-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	21,890	23,764	229,754	241,975	-5.05%
Teen	1,015	952	11,360	11,976	-5.14%
Kids	15,803	15,977	160,545	165,614	-3.06%
ILLS Sent	2,632	2,708	27,170	28,321	-4.06%
TOTAL	41,340	43,401	428,829	447,886	-4.25%
Electronic Circulation	11,929	11,110	110,767	110,236	0.48%
GRAND TOTAL CIRC.	53,269	54,511	539,596	558,122	-3.32%
% Reciprocal Borrowing	10%	12%	10%	10%	
Patron Visits	33,013	32,638	306,028	298,164	2.64%
<u>Current Cards</u>					
Resident	156	129	22,536	24,982	-9.79%
Non-Resident	8	46	2,201	2,259	-2.57%
TOTAL	164	175	24,737	27,241	-9.19%
<u>Patron Assistance</u>					
Adult - Reference	1,729	3,158	19,115	25,108	-23.87%
Kids - Reference	1,026	938	9,192	9,247	-0.59%
Technology - Reference	1,088	2,341	11,320	12,841	-11.84%
TOTAL REFERENCE	3,843	6,437	39,627	47,196	-16.04%
Adult - Other	52	89	552	931	-40.71%
Kids - Other	28	41	293	471	-37.79%
Technology - Other	45	17	876	139	530.22%
TOTAL OTHER	125	147	1,721	1,541	11.68%
GRAND TOTAL ASST.	3,968	6,584	41,348	48,737	-15.16%
<u>ILL/Reserves</u>					
Holds	7,690	7,579	69,932	82,690	-15.43%
ILLs Sent	2,632	2,708	27,170	28,321	-4.06%
ILLs Checked Out	3,595	3,669	51,163	39,471	29.62%
ILLs Received	4,265	4,325	41,183	46,339	-11.13%
<u>Programs - Adult</u>					
# Programs	17	12	148	135	9.63%
Attendance	499	433	3,785	2,902	30.43%
<u>Programs - Tech & Maker</u>					
# Programs	9	20	126	139	-9.35%
Attendance	47	207	1,103	1,141	-3.33%
<u>Individual Technology Training</u>					
# of Patrons	24	171	398	1,637	-75.69%
<u>Groups</u>					
# Programs	10	11	103	106	-2.83%
Attendance	99	105	943	974	-3.18%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	4	3	44	70	-37.14%
Attendance	13	163	407	553	-26.40%
<u>Programs - Kids</u>					
# Programs	25	24	198	191	3.66%
Attendance	564	569	5,045	4,595	9.79%
GRAND TOTAL ATT.	1,246	1,648	11,681	11,802	-1.03%

STATISTICS FOR	Apr-25	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	3	4	25	29	-13.79%
Attendance	66	143	1,660	689	140.93%
<u>Passive Programs - Teen</u>					
# Programs	1	3	18	23	-21.74%
Attendance	33	60	906	204	344.12%
<u>Passive Programs - Kids</u>					
# Programs	16	17	138	154	-10.39%
Attendance	1,157	1,967	12,977	15,506	-16.31%
<u>Computers - Patron Use</u>					
Adult Computers	1,543	1,744	16,153	15,740	2.62%
Kids Computers	522	661	5,768	6,485	-11.06%
Teen Laptop	8	2	38	36	5.56%
Adult Laptop	18	10	82	146	-43.84%
TOTAL PATRON USE	2,091	2,417	22,041	22,407	-1.63%
<u>Hours Used</u>					
Adult Computers	1,235	1,342	13,485	12,492	7.95%
Kids Computers	233	311	3,035	3,067	-1.04%
Teen Laptop	10	2	34	35	-2.86%
Adult Laptop	26	12	104	162	-35.80%
TOTAL HOURS USED	1,504	1,667	16,658	15,756	5.72%
Wireless Total Connections	9,940	7,217	84,017	72,054	16.60%
IPPL Total Web Site Access	13,204	12,763	125,942	130,442	-3.45%
IPPL Total Page Views	44,452	43,221	460,525	486,972	-5.43%
Subscription Database Logins	4,836	2,026	48,031	25,890	85.52%
<u>Outreach-Homebound</u>					
Items Delivered	84	148	1,081	1,606	-32.69%
<u>Volunteers</u>					
Number Active	15	25			
Hours Worked	57	83	909	1,065	-14.65%
Staff Training Hours	59	166	1,157	760	52.24%
<u>Room Use</u>					
Conference Rooms	815	1,003	7,890	8,092	-2.50%
Meeting Rooms					
Library	70	67	584	542	7.75%
Non-Library	18	19	183	188	-2.66%
Board Room					
Library	27	19	221	198	11.62%
Non-Library	27	25	198	240	-17.50%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - April 2025

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Reference	112	0	0	112
Non-Fiction	28,615	187	809	27,993
Fiction	28,978	291	459	28,810
ADULT TOTALS	57,705	478	1,268	56,915
KIDS				
Non-Fiction	12,862	112	48	12,926
Fiction	23,603	168	167	23,604
Books + Audio (Vox, WonderBooks)	215	0	1	214
KIDS TOTALS	36,680	280	216	36,744
TEEN				
Non-Fiction	756	12	15	753
Fiction	3,594	67	14	3,647
TEEN TOTALS	4,350	79	29	4,400
BOOK TOTALS	98,735	837	1,513	98,059

AUDIO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Audiobooks on CD	6,015	28	249	5,794
Music CDs	4,333	12	1	4,344
Vinyl Records	31	1	0	32
Playaway	311	7	0	318
ADULT TOTALS	10,690	48	250	10,488
KIDS				
Audiobooks on CD	353	0	0	353
Music CDs	211	0	0	211
Playaway	143	4	2	145
KIDS TOTALS	707	4	2	709
TEEN				
Audiobooks on CD	105	0	0	105
Playaway	17	0	0	17
TEEN TOTALS	122	0	0	122
AUDIO TOTALS	11,519	52	252	11,319

VIDEO	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
DVD & Blu-ray	19,122	51	37	19,136
ADULT TOTALS	19,122	51	37	19,136
KIDS				
DVD & Blu-ray	3,724	27	3	3,748
KIDS TOTALS	3,724	27	3	3,748
TEEN				
DVD & Blu-ray	0	0	0	0
TEEN TOTALS	0	0	0	0
VIDEO TOTALS	22,846	78	40	22,884

OTHER	Previous Month Totals	Added Items	Discarded Items	Current Totals
ADULT				
Kits (Book Club to Go)	15	0	0	15
Library of Things	95	1	2	94
Devices (Rokus, iPods, Kindles, Record Players)	62	0	0	62
Console Games	553	11	8	556
CD-ROMs	0	0	0	0
ADULT TOTALS	725	12	10	727
KIDS				
Kits (STEM, Book bundles, etc.)	200	1	0	201
Puzzles	22	0	0	22
Tablets (Fire HD, Launchpads)	30	0	4	26
Console Games	335	3	5	333
Board Games - Juvenile	17	0	1	16
KIDS TOTALS	604	4	10	598
TEEN				
Equipment (CD Players, etc.)	25	0	0	25
Console Games	0	0	0	0
Board Games	71	0	0	71
TEEN TOTALS	96	0	0	96
OTHER TOTALS	1,425	16	20	1,421
COLLECTION TOTALS	134,525	983	1,825	133,683

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS - Apr 2025

eBOOKS	Previous Month Totals	+/- Items	Current Totals
Hoopla (ebooks & comics)	1,041,722	10,249	1,051,971
eMedia (OverDrive Consortium)	19,776	21	19,797
eMedia (OverDrive Advantage)	8,357	-52	8,305
Preloaded Adult eReaders	227	0	227
eBook Totals	1,070,082	10,218	1,080,300
AUDIO	Previous Month Totals	+/- Items	Current Totals
Audiobooks			
Hoopla	296,384	2,039	298,423
eMedia (Overdrive Consortium)	7,274	67	7,341
eMedia (OverDrive Advantage)	2,565	-15	2,550
Preloaded Audiobook Tablets	182	1	183
Music			
Hoopla	482,016	4,740	486,756
Audio Total	788,421	6,832	795,253
VISUAL	Previous Month Totals	+/- Items	Current Totals
Videos			
Hoopla (includes TV Episodes)	32,190	785	32,975
Kanopy	34,471	264	34,735
Preloaded Adult Roku Titles	1,663	14	1,677
Preloaded Family Roku Titles	244	4	248
Visual Totals	68,568	1,067	69,635
Total Audio/Visual	856,989	7,899	864,888
Collection Totals	1,927,071	18,117	1,945,188

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2025

Balance on hand as of March 31, 2025.....	2,971,136.82
Cash Receipts for April.....	51,959.87
Cash Disbursements for April.....	476,494.84
Cash on hand as of April 30, 2025.....	2,546,601.85

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.434%	
General.....	874,874.78
MPI Investment (Corporate Fund).....	1,422,792.05
Republic Bank - Savings - Rate 3.11%.....	217,584.12
Republic Bank - Checking General.....	19,893.40
Republic Bank - Payroll Account.....	2,237.42
Republic Bank - License Sticker Account.....	8,616.08
Petty Cash/Circulation.....	604.00
Balances as of April 30, 2025.....	2,546,601.85

FUND BALANCES AS OF 4/30/2025

Corporate Fund.....	2,301,486.85
Building & Maintenance Fund.....	(74,614.57)
I.M.R.F. Fund.....	(11,640.35)
Liability Fund.....	(10,295.60)
Social Security Fund.....	(14,425.11)
Special Reserve Fund.....	-
Deferred Taxes.....	165,578.44
Current Liabilites.....	356,090.63
Grand Total All Funds.....	2,546,601.85

117

Indian Prairie Public Library District
Consolidated Revenue Report for April 2025

Percent of Year: 83.33

	RECEIVED April 2025	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	4,386,716.26	100.99%	4,343,827.00	-42,889.26
41150 · Non-current Property Taxes	0.00	900.53	0.00%	800.00	-100.53
43100 · Interest-Tax Levy	0.00	4,285.70	0.00%	0.00	-4,285.70
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	4,391,902.49	101.09%	4,344,627.00	-47,275.49
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	65,179.62	100.00%	65,180.00	0.38
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	65,179.62	100.00%	65,180.00	0.38
INTEREST					
43500 · Interest - Investment	4,347.63	79,520.49	132.53%	60,000.00	-19,520.49
TOTAL INTEREST	4,347.63	79,520.49	132.53%	60,000.00	-19,520.49
DESK MONIES					
45100 · Copier	198.25	2,219.20	105.68%	2,100.00	-119.20
45120 · Computer Copies	1,494.07	15,623.24	130.19%	12,000.00	-3,623.24
45130 · Fax	373.29	3,373.40	67.47%	5,000.00	1,626.60
45200 · Fines/Fees	396.53	4,208.30	105.21%	4,000.00	-208.30
45250 · Gifts/Donations	0.00	28.00	28.00%	100.00	72.00
45300 · Lost Materials	294.41	4,859.16	88.35%	5,500.00	640.84
45350 · Non-Resident Fees	11,353.60	109,367.52	118.88%	92,000.00	-17,367.52
45550 · Meeting Room Rental	150.00	2,106.25	140.42%	1,500.00	-606.25
45600 · ILL Fees	30.00	238.90	68.26%	350.00	111.10
45650 · Maker Studio	509.00	7,828.08	104.37%	7,500.00	-328.08
45700 · Passport Fees	2,975.00	27,370.00	91.23%	30,000.00	2,630.00
45800 · License Stickers	425.60	2,964.00	118.56%	2,500.00	-464.00
TOTAL DESK MONIES	18,199.75	180,186.05	110.85%	162,550.00	-17,636.05
OTHER INCOME					
46500 · OCLC Refund	0.00	545.00	0.00%	500.00	-45.00
46700 · Miscellaneous	0.00	380.00	25.33%	1,500.00	1,120.00
46800 · Collection Agency Fee	10.00	343.74	343.74%	100.00	-243.74
TOTAL OTHER INCOME	10.00	1,268.74	60.42%	2,100.00	831.26
TOTAL	22,557.38	4,718,057.39	101.80%	4,634,457.00	-83,600.39
49000 · Operating Transfer In	90,000.00	145,738.29			
GRAND TOTAL	112,557.38	4,863,795.68	104.95%	4,634,457.00	-229,338.68

Operating Transfer In reflects \$145,738.29 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$1,965.00, RightSize Facility \$13,013.29,
 Fox Valley Fire & Safety \$16,010.00, Premier Mechanical \$114,750.00

118

Indian Prairie Public Library District Consolidated Expenditures Report for April 2025

Percent of Year: 83.33

	April 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	202,771.61	2,167,358.42	83.88%	2,583,941.00	416,582.58		
61310 · Benefits - Medical / Life Ins.	27,027.46	211,778.87	82.38%	257,063.00	45,284.13		
61330 · Benefits - IMRF	22,951.98	235,517.40	83.06%	283,555.00	48,037.60		
61340 · Benefits - FICA	14,818.59	160,003.75	80.94%	197,671.00	37,667.25		
61400 · Staff Development	2,579.02	15,273.65	83.01%	18,400.00	3,126.35		
61600 · Board Development	0.00	15.00	1.50%	1,000.00	985.00		
61710 · Workers Compensation	0.00	4,433.00	105.22%	4,213.00	-220.00		
61720 · Unemployment Insurance	0.00	2,070.23	69.01%	3,000.00	929.77		
TOTAL PERSONNEL	270,148.66	2,796,450.32	83.51%	3,348,843.00	552,392.68	3,400,000.00	82.25%
MATERIALS							
62100 · Books	10,205.56	98,993.40	59.98%	165,040.00	66,046.60		
62200 · Periodicals	878.64	17,059.52	93.22%	18,300.00	1,240.48		
62300 · Audio	2,651.83	12,979.17	52.87%	24,550.00	11,570.83		
62400 · Video	2,540.08	19,902.42	60.31%	33,000.00	13,097.58		
62500 · Multi-Media	729.93	4,039.43	73.44%	5,500.00	1,460.57		
62600 · eMaterials	16,217.11	195,814.38	81.56%	240,090.00	44,275.62		
62700 · Console Games	836.78	4,455.62	74.26%	6,000.00	1,544.38		
62800 · Damaged Item Replacement	473.93	5,475.90	91.27%	6,000.00	524.10		
62900 · Materials Supplies	1,839.19	17,213.11	80.06%	21,500.00	4,286.89		
TOTAL MATERIALS	36,373.05	375,932.95	72.30%	519,980.00	144,047.05	530,000.00	70.93%
BUILDING							
63200 · Cleaning Service	6,331.42	51,800.76	62.41%	83,000.00	31,199.24		
63300 · Utilities (1-8-11 · Gas)	2,105.83	13,001.70	46.44%	28,000.00	14,998.30		
63300 · Utilities (1-8-12 · Electric)	13,725.09	69,909.82	98.47%	71,000.00	1,090.18		
63300 · Utilities (1-8-13 · Telephone)	242.43	2,317.95	92.72%	2,500.00	182.05		
63300 · Utilities (1-8-14 · Water/Sewer)	707.26	8,507.97	85.08%	10,000.00	1,492.03		
63300 · Utilities (1-8-15 · Garbage Disposal)	1,070.00	3,902.00	78.04%	5,000.00	1,098.00		
63350 · Building Supplies	778.20	9,546.61	63.64%	15,000.00	5,453.39		
63400 · Maintenance Supplies	1,499.10	7,978.67	66.49%	12,000.00	4,021.33		
63500 · Security System Monitoring	0.00	887.50	88.75%	1,000.00	112.50		
63600 · Property Maintenance	3,954.70	26,779.24	87.51%	30,600.00	3,820.76		
63800 · Building Maintenance/Repair	7,500.50	77,879.85	118.72%	65,600.00	-12,279.85		
TOTAL BUILDING	37,914.53	272,512.07	84.19%	323,700.00	51,187.93	225,000.00	121.12%
OPERATIONS							
64100 · Payroll Service	0.00	6,115.00	76.44%	8,000.00	1,885.00		
64200 · Supplies - Office	58.98	3,567.35	71.35%	5,000.00	1,432.65		
64300 · Photocopy Supplies	0.00	1,834.45	61.15%	3,000.00	1,165.55		
64400 · Guest Services Supplies	2.60	183.48	22.94%	800.00	616.52		
64500 · Postage	-177.52	-256.04	-5.12%	5,000.00	5,256.04		
64550 · Passport Postage	353.50	3,341.34	66.83%	5,000.00	1,658.66		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	500.00	500.00		
64700 · Travel	0.00	901.00	60.07%	1,500.00	599.00		
64800 · Organizational Memberships	0.00	1,997.90	66.60%	3,000.00	1,002.10		
64900 · Bank Fees	280.74	2,983.04	85.23%	3,500.00	516.96		
TOTAL OPERATION	518.30	20,667.52	58.55%	35,300.00	14,632.48	45,000.00	45.93%
TECHNOLOGY							
65100 · Supplies-Toner	1,493.88	11,899.85	66.11%	18,000.00	6,100.15		
65160 · Supplies-Technology Services	0.00	46.83	23.42%	200.00	153.17		
65170 · Supplies-Maker Studio	416.95	5,986.52	85.52%	7,000.00	1,013.48		
65200 · Technology-Prof Services	0.00	16,172.50	73.51%	22,000.00	5,827.50		
65300 · Purchase of Equipment	65.94	6,075.98	56.52%	10,750.00	4,674.02		
65350 · STEM Kits	0.00	520.29	26.02%	2,000.00	1,479.71		

Indian Prairie Public Library District Consolidated Expenditures Report for April 2025

Percent of Year: 83.33

	April 25	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65400 · Technology Equip Mnt/Repair	5,384.95	11,918.98	75.44%	15,800.00	3,881.02		
65500 · Software	1,061.37	31,383.17	82.08%	38,235.00	6,851.83		
65600 · SWAN	11,394.75	45,789.02	100.45%	45,584.00	-205.02		
65700 · Telecommunications	1,253.15	10,245.11	78.47%	13,056.00	2,810.89		
TOTAL TECHNOLOGY	21,070.99	140,038.25	81.12%	172,625.00	32,586.75	195,000.00	71.81%
CONTRACTUAL SERVICES							
66100 · General Professional Services	4,444.27	34,122.86	66.26%	51,500.00	17,377.14		
66200 · Credit Bureau	29.55	807.70	80.77%	1,000.00	192.30		
66300 · Copier	453.36	2,151.57	71.72%	3,000.00	848.43		
66400 · Copier Maintenance Contract	216.95	965.95	48.30%	2,000.00	1,034.05		
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	200.00	200.00		
TOTAL CONTRACTUAL SERVICES	5,144.13	38,048.08	65.94%	57,700.00	19,651.92	62,000.00	61.37%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	16,924.00	100.00%	16,924.00	0.00		
67200 · Bonding	0.00	1,367.00	100.00%	1,367.00	0.00		
67300 · Officers & Directors Liability	0.00	2,358.00	100.00%	2,358.00	0.00		
67400 · Umbrella Liability	0.00	3,025.00	100.00%	3,025.00	0.00		
TOTAL INSURANCE	0.00	23,674.00	100.00%	23,674.00	0.00	26,000.00	91.05%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	34,045.26	68.53%	49,680.00	15,634.74		
68111 · eNewsletter	9,174.75	9,334.43	100.80%	9,260.00	-74.43		
68210 · Marketing Advertising	0.00	417.00	41.70%	1,000.00	583.00		
68310 · Marketing Supplies	69.44	301.44	12.56%	2,400.00	2,098.56		
68410 · Marketing-Information Printing	0.00	617.12	6.50%	9,500.00	8,882.88		
68500 · Legal Notices	0.00	625.85	62.59%	1,000.00	374.15		
TOTAL COMMUNICATIONS	9,244.19	45,341.10	62.25%	72,840.00	27,498.90	78,000.00	58.13%
PROGRAMMING							
68600 · Programming	1,862.67	21,722.90	57.17%	38,000.00	16,277.10		
TOTAL PROGRAMMING	1,862.67	21,722.90	57.17%	38,000.00	16,277.10	42,000.00	51.72%
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	90,000.00	145,738.29	0.00%		-145,738.29		
69900 · Contingency	0.00	7,087.69	78.75%	9,000.00	1,912.31		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	562,276.52	4,032,951.46	87.64%	4,601,662.00	568,710.54		
70000 · Operating Transfer Purchases	90,000.00	145,738.29	0.00%				
GRAND TOTAL	652,276.52	4,178,689.75	90.81%	4,601,662.00	422,972.25	4,603,000.00	90.78%

Operating Transfer In reflects \$145,738.29 from Corporate Reserves

70000 · Operating Transfer Purchases - Mighty Moving & Storage \$1,965.00, RightSize Facility \$13,013.29,

Fox Valley Fire & Safety \$16,010.00, Premier Mechanical \$114,750.00



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

3/31/2025

121

121

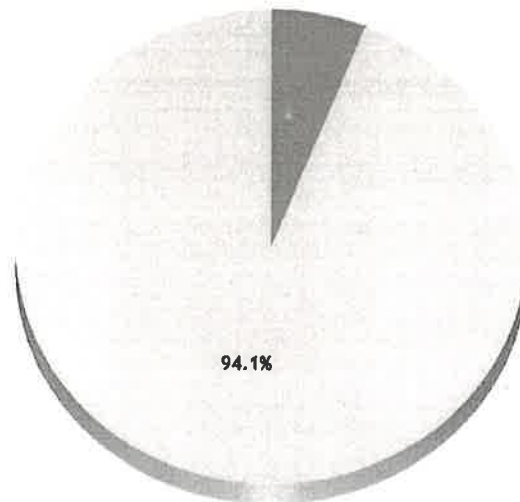


Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Holdings Overview

US Dollar
3/31/2025

Portfolio Allocation as of 3/31/2025

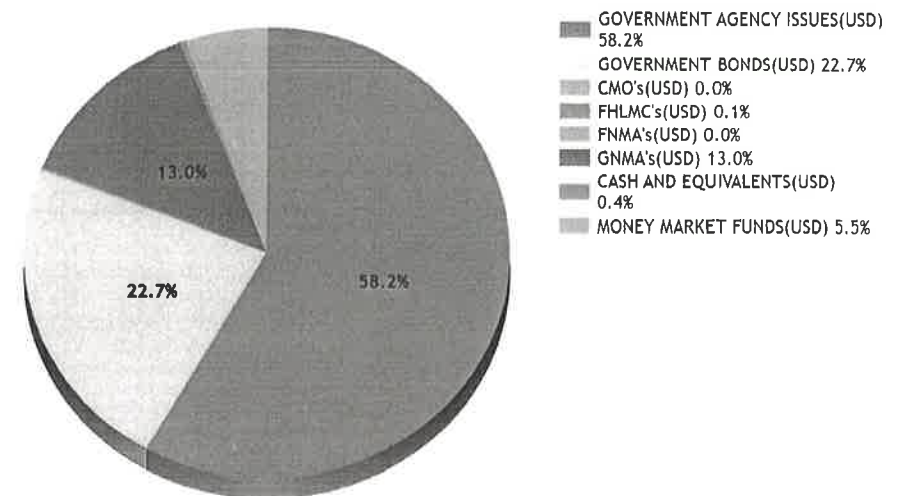


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	84,721.42	5.9	5.9
Fixed Income	1,342,931.75	94.1	94.1
Equity Total	1,427,653.17	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
91282cgz8	United States Treas Notes 3.500% Due 4/30/2030	148,779.76	10.4
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	146,360.97	10.3
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	141,665.08	9.9
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	138,269.41	9.7
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	137,623.08	9.6
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	135,433.41	9.5
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	131,606.97	9.2
91282chd6	United States Treas Notes 4.250% Due 5/31/2025	101,413.75	7.1
36179vhg8	GNMA Pass-Thru M Jumbo FHA 3.000% Due 3/20/2050	91,310.66	6.4
3622acsk7	GNMA Pass-Thru C Platinum 30 Year 5.500% Due 9/20/2053	83,429.31	5.8
Top 10 Holdings Total		1,255,892.41	88.0

Equity Allocation by Security Type



GOVERNMENT AGENCY ISSUES(USD)	58.2%
GOVERNMENT BONDS(USD)	22.7%
CMO's(USD)	0.0%
FHLMC's(USD)	0.1%
FNMA's(USD)	0.0%
GNMA's(USD)	13.0%
CASH AND EQUIVALENTS(USD)	0.4%
MONEY MARKET FUNDS(USD)	5.5%



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

Performance by Asset Class

Net of Fees | US Dollar
12/31/2024 - 3/31/2025

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2024	218,522.96	0.00	1,173,521.73	0.00	1,392,044.69
Accrued Interest	0.00	0.00	4,712.42	0.00	4,712.42
Purchases/Contributions	11,540.96	0.00	145,523.13	0.00	0.00
Sales/Withdrawals	-145,523.13	0.00	-11,540.96	0.00	0.00
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	219.66	0.00	219.66
Unrealized Gains	0.00	0.00	23,261.99	0.00	23,261.99
Interest Income	0.78	0.00	5,589.85	0.00	5,590.63
Dividend Income	1,227.42	0.00	0.00	0.00	1,227.42
Change in Accrued Interest	0.00	0.00	1,643.94	0.00	1,643.94
Management Fees	-1,047.57	0.00	0.00	0.00	-1,047.57
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 3/31/2025	84,721.42	0.00	1,336,575.40	0.00	1,421,296.82
Accrued Interest	0.00	0.00	6,356.35	0.00	6,356.35
Average Capital Base	125,688.01	0.00	1,271,069.10	0.00	1,396,757.11
Total Fees	-1,047.57	0.00	0.00	0.00	-1,047.57
Total Gain after Fees	180.63	0.00	30,715.44	0.00	30,896.07
IRR for 0.25 Years	0.14%	0.00%	2.42%	0.00%	2.21%



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

Portfolio Appraisal

US Dollar
3/31/2025

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	149,987.20	94.44	141,665.08	9.9	4.0
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	103.04	154,561.37	96.61	144,917.22	10.2	4.0
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.98	149,970.21	92.16	138,242.04	9.7	4.1
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.81	149,712.72	91.65	137,480.58	9.6	4.0
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	90.24	135,362.58	9.5	4.1
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.97	149,957.72	87.73	131,592.97	9.2	4.1
	Accrued Interest				1,698.46	0.1	
			904,189.22		830,958.93	58.2	4.0
GOVERNMENT BONDS(USD)							
100,000	United States Treas Notes 4.250% Due 5/31/2025	99.89	99,889.75	100.00	100,000.98	7.0	4.2
150,000	United States Treas Notes 3.500% Due 4/30/2030	96.20	144,306.75	97.73	146,589.84	10.3	4.0
75,000	United States Treas Notes 3.875% Due 8/15/2033	93.32	69,990.07	97.78	73,333.01	5.1	4.2
	Accrued Interest				3,955.94	0.3	
			314,186.57		323,879.77	22.7	4.1
CMO's(USD)							
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	622.82	104.26	600.67	0.0	3.0
	Accrued Interest				2.64	0.0	
			622.82		603.31	0.0	3.0
FHLMC's(USD)							
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	256.22	99.54	243.98	0.0	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	1,513.51	99.51	1,403.41	0.1	4.0



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

Portfolio Appraisal

US Dollar
3/31/2025

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026 Accrued Interest	107.19	86.83	99.78	80.83	0.0	1.7
					5.72	0.0	
			1,856.57		1,733.94	0.1	3.5
FNMA's(USD)							
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028 Accrued Interest	106.63	251.11	99.26	233.77	0.0	4.3
					0.79	0.0	
			251.11		234.56	0.0	4.3
GNMA's(USD)							
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	4,645.22	100.46	4,169.30	0.3	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	2,389.53	102.09	2,238.33	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	1,166.34	102.12	1,092.85	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	1,960.38	102.71	1,847.09	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	656.14	103.20	620.44	0.0	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	509.43	104.29	495.46	0.0	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	274.03	104.96	264.02	0.0	2.5
1,000,000	GNMA Pass-Thru M Jumbo FHA 3.000% Due 3/20/2050	87.72	91,724.76	87.08	91,049.27	6.4	4.3
100,000	GNMA Pass-Thru C Platinum 30 Year 5.500% Due 9/20/2053 Accrued Interest	96.46	79,475.26	100.80	83,051.69	5.8	5.5
					692.81	0.0	
			182,801.09		185,521.25	13.0	4.7
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		5,885.52		5,885.52	0.4	0.0
			5,885.52		5,885.52	0.4	0.0

125



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

125
Portfolio Appraisal

US Dollar
3/31/2025

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
MONEY MARKET FUNDS(USD)							
78,835.90	Schwab Charles Family Fund Treas Oblig Inv	1.00	78,835.90	1.00	78,835.90	5.5	3.9
			78,835.90		78,835.90	5.5	3.9
Total Portfolio			1,488,628.81		1,427,653.17	100.0	4.1



Disclaimer & Terms

3/31/2025

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
April 29, 2025 – 5:30 p.m.

Call to order 5:35 p.m.

Present: Damon, Wahab, Raftis, Krupicka, Suriano, Birmingham
Absent: none

The committee reviewed the following policies:

- 200 By-Laws
- 440 Information Services
- 450 Library Sponsored Programming
- 455 Group Tours/Programs
- 456 Proctoring
- 471 Social Media
- 474 Maker Studio
- 475 Miscellaneous Equipment
- 490 Patron Grievance
- 613 Health Guidelines
- 650 Conference Rooms
- 660 Meeting Rooms
- 680 Video Surveillance
- 690 Photography & Video
- 700 Identity Protection
- 800 Personnel
- 1000 Emergency Closing

The committee reviewed and discussed the proposed Generative AI policy.

The committee recommends the reviewed policies be approved at the May Board meeting.

Adjourned 6:55 p.m.

<u>Building & Grounds Committee (3)</u> -Conducts review of building & grounds -Makes recommendations to board for building & grounds projects Marian Krupicka (CP) Stacy Palmisano Christina Rodriguez	<u>Planning/Outreach Committee (3)</u> -Annual review of strategic plan -Studies potential areas to be annexed & the impact on IPPL Stacy Palmisano (CP) Marian Krupicka Samia Wahab
<u>Finance Committee (3)</u> -Reviews staffing needs -Studies personnel funding -Reviews overall budget -Oversees investments Themis Raftis (CP) Don Damon Christina Rodriguez	<u>Policy Committee (3)</u> -Reviews library service policies -Reviews personnel policy -Reviews by-laws Don Damon (CP) Themis Raftis Samia Wahab
<u>Committees of the Whole:</u> <u>Advocacy</u> -Develops an advocacy plan relative to the strategic plan -Reviews the advocacy plan periodically <u>Technology</u> -Annual Report in June -Presentations as needed relative to the strategic plan	
Ethics Officer – the Vice-President	
The Board president is an ex-officio member of all committees.	
The Executive Director or her designated representative from the staff attends all committee meetings.	



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.