

Indian Prairie Public Library Board Agenda
February 15, 2023

**Board of Trustees Regular Meeting
February 15, 2023 – 6:30 p.m.**

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

- A. Roll Call
Donald Damon, Marian Krupicka, Crystal Megaridis,
Themis Raftis, Sri Rao, Christina Rodriguez, Victoria Suriano

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

Vision Statement: Lives are enriched and dreams are realized.

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

- C. Public Comment

- D. Communications and Announcements

- | | |
|--|--------|
| 1. Passport Agency Director to Maiello re: Thank You | Page 3 |
| 2. Darien Woman's Club to Birmingham re: Thank You | Page 4 |

- E. Omnibus Consent Agenda

- | | |
|---|---------|
| 1. Minutes of Regular Board Meeting, January 18, 2023 | Page 5 |
| 2. Action on Bills/Additional Bills | Page 8 |
| 3. Review of Policies | Page 12 |
| 200 By Laws | Page 13 |
| 420 Library Cards | Page 21 |
| 430 Circulation | Page 23 |
| 431 Fines & Charges | Page 24 |
| 432 Homebound Services | Page 25 |
| 433 Suspension/Limitation of Privileges | Page 26 |
| 440 Information Services | Page 27 |
| 450 Library Sponsored Programming | Page 29 |
| 455 Group Tours/Programs | Page 30 |
| 456 Proctoring | Page 30 |
| 471 Social Media | Page 31 |
| 474 Maker Studio | Page 32 |
| 475 Miscellaneous Equipment | Page 34 |
| 490 Patron Grievance | Page 35 |
| 500 Materials Selection | Page 36 |
| 613 Restore Illinois | Page 51 |
| 650 Conference Rooms | Page 52 |
| 660 Meeting Rooms | Page 53 |
| 680 Video Surveillance | Page 56 |

Action

	Review of Policies (continued)		
	690 Photography & Video	Page 57	
	700 Identity Protection	Page 59	
	800 Personnel	Page 62	
	1000 Emergency Closing	Page 103	
F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report	Page 104	Information
H.	Department Reports		Information
	1. Deputy Director	Page 112	
	2. Marketing	Page 114	
	3. Guest Services	Page 121	
	4. Programming & Outreach	Page 122	
	5. Resource Services	Page 125	
	6. Technology & Maker Services	Page 127	
I.	Staff Report		Information
	1. Ann Stovall, Head of Technology & Maker Services		
J.	Reports		
	1. Treasurer's Report	Page 136	Information
	2. RAILS	Page 147	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee Minutes, January 17, 2023	Page 154	Action
K.	Unfinished Business		
	1. Advocacy Presentation at the Darien Council Meeting on March 20 at 7:30 p.m.		Discussion
L.	New Business		
	1. Strategic Plan	Page 155	Discussion
M.	Meetings		
N.	Adjournment		



3
United States Department of State

Chicago Passport Agency

44132 Mercure Circle

PO Box 1038

Sterling, Virginia 20166-1038

February 8, 2023

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

Dear Cindy Maiello-Gluecklich,

We would like to take this opportunity to thank the Indian Prairie Public Library for its continued passport application acceptance services, and to congratulate you and your Acceptance Agents for outstanding achievements in your operation of the Passport Application Acceptance Program.

The Indian Prairie Public Library is a part of a small group of Passport Application Acceptance Facilities throughout IL, IN, and WI to receive a perfect score on the Acceptance Facility Oversight "Acceptance Facility Review Report."

Your Acceptance Facility Oversight inspection included one-on-one interviews with the Facility Manager, inspections of facility space and security features, as well as real – time observations of Acceptance Agents accepting and executing passport applications from the general public. With almost 700 Facilities in the Chicago Passport Agency's Region having undergone the same rigorous assessment, it is no small feat to be recognized as one of the best.

Through your facility's hard work and vigilance, the U.S. Department of State can accomplish our mission to issue secure travel documents to U.S. citizens while providing the highest level of customer service, information security, professionalism, and integrity.

We thank you for your continued commitment to the Passport Application Acceptance Program and congratulate you on this outstanding achievement.

Sincerely,

A handwritten signature in cursive script, reading "Sean Loftus".

Sean Loftus
Director
Chicago Passport Agency



February 3, 2023

Ms. Laura Birmingham
Director, Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561

Dear Ms. Birmingham,

On behalf of the Darien Woman's Club and the recipients of the soap and cleaning products, we want to thank you for helping in our Holiday Soap Collection. We collected over 860 items. It is people like you who care and make this project possible in helping those in need.

We sincerely appreciate your contribution and are very grateful.

Sincerely,

Barb Sparks
Chair, DWC Holiday Soap Collection



Darien Woman's Club – c/o Darien City Hall – 1702 Plainfield Rd. Darien, IL 60561
www.darienwomansclub.org



Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of January 18, 2023

**Board of Trustees Regular Meeting
January 18, 2023 – 6:45 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 6:46 p.m. Secretary Megaridis called the roll.

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Themis Raftis, Sri Rao, Christina Rodriguez

Absent: Victoria Suriano

Staff Present: Laura Birmingham, Kristen Lawson, Maria Wlosinski

Others: none

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

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

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

Values Statement: Secretary Megaridis 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 - none

D. Communications and Announcements

1. The Gift of Carl Foundation to Birmingham re: Write On
2. Birmingham to Stava-Murray re: Congratulations
3. Stava-Murray to Birmingham re: Tour
4. Birmingham to Raoul re: Congratulations
5. Arman to Birmingham re: Tour
6. Anonymous to IPPL re: Thank You
7. Egan to Birmingham re: Per Capita Grant

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 16, 2022
2. Action on Bills/Additional Bills – November and December
3. Delete Executive Session tape from January 20, 2021
4. Determination to Dispose of Personal Property

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Birmingham noted that Lawson's first report as Deputy Director is in the packet. One of Lawson's roles will be managing the internal side of technology. The Head of Technology & Maker Services will continue to manage the public side.

H. Department Reports

I. Staff Report

Kristen Lawson, Deputy Director, introduced herself to the Board and gave a brief background of her 16 years working in public libraries. She's delighted to be here and looking forward to being part of the IPPL team.

J. Reports

1. Treasurer's Report – November and December - backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee – Backup is in the packet relative to our presentation at the November 14th Willowbrook meeting.
6. Policy Committee – Damon reported that the committee met on January 17 to review library policies. There are minor changes that will be brought to the February Board meeting.

K. Unfinished Business - none

L. New Business

1. Land Acknowledgement – Birmingham received a request from a patron regarding creating a land acknowledgement for Indian Prairie. Information on the process and examples are included in the packet. Birmingham noted that the library has the historical information available and would just need to partner with local Native organizations. The Board agreed that it would be great to start a conversation and collaboration with our Native groups and organizations.
2. Advocacy – The Trustees discussed attending the City of Darien Council Meeting on either March 6th or 20th. Birmingham will check with Suriano on her availability.
3. Close the Library May 5 for Staff Institute Day – Rao moved, Rodriguez seconded to close the library May 5 for Staff Institute Day. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

M. At 7:24 p.m. Megaridis moved, Krupicka seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: None. Absent: Suriano. Motion carried unanimously.

N. Return to Open Session

At 7:28 p.m. Rao moved, Megaridis seconded to go back into open session. Roll call vote. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

1. Closed Session Minutes, 1/19/22 and 8/17/22 - Rao moved, Raftis seconded to approve the closed session minutes dated 1/19/22 and 8/17/22 . Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.
2. Open or Close All Closed Session Minutes – Krupicka moved, Megaridis seconded to keep all closed session minutes closed. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

O. Meetings

P. Adjournment

At 7:30 p.m. Raftis moved, Rao seconded to adjourn the meeting. Ayes: Damon, Krupicka, Megaridis, Raftis, Rao, Rodriguez. Nays: none. Absent: Suriano. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS JANUARY, 2023

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Republic Bank-Bills for Approval	2001 -2081	\$ 123,999.07
Republic Paper Pay Checks	2064 - 2067	\$ 1,090.73
Republic Direct Deposits		\$ 118,338.74

MONTH'S TOTAL:	\$ 243,428.54
----------------	---------------

Indian Prairie Public Library District

Bill Payment List

January 2023

Date	Num	Vendor	Amount
10127 Republic Bank Operating Account			
01/02/2023	2001	Allard, Jamie	65.94
01/02/2023	2002	Colonial Life & Accident Insurance Co.	82.53
01/02/2023	2003	Current Technologies Corporation	82.50
01/02/2023	2004	Dancing Cranes Yoga Inc.	480.00
01/02/2023	2005	Dell Marketing L.P.	921.35
01/02/2023	2006	Sheehan, Deborah	615.49
01/02/2023	2007	Wlosinski, Maria	10.00
01/10/2023	2008	Alarm Financial SVC	153.00
01/10/2023	2009	Baker & Taylor	4,746.27
01/10/2023	2010	Blackstone Publishing, Inc.	1,080.53
01/10/2023	2011	Brittany Hogan	330.00
01/10/2023	2012	Brodart Co.	640.71
01/10/2023	2013	Bullseye Cleaning Services, Inc.	3,000.00
01/10/2023	2014	Case Lots Inc.	572.20
01/10/2023	2015	Cengage Learning, Inc.	116.76
01/10/2023	2016	Center Point Large Print	30.71
01/10/2023	2017	Children's Plus Inc.	43.90
01/10/2023	2018	Colley Elevator Co.	414.00
01/10/2023	2019	DEMCO	113.62
01/10/2023	2020	Fox Valley Fire & Safety	1,054.70
01/10/2023	2021	Ingram Library Services	463.82
01/10/2023	2022	Julie Marie Gentile	200.00
01/10/2023	2023	Kanopy	264.10
01/10/2023	2024	Laura LeinSvencner	275.00
01/10/2023	2025	Lauterbach & Amen, LLP	635.00
01/10/2023	2026	Marquee Movie Presentations LLC	200.00
01/10/2023	2027	Meghan Scully	200.00
01/10/2023	2028	Merda, Amy E	44.90
01/10/2023	2029	OverDrive, Inc.	2,356.92
01/10/2023	2030	Patricia Smithing	200.00
01/10/2023	2031	Patron Point, Inc.	394.52
01/10/2023	2032	PitneyBowes	175.98
01/10/2023	2033	Runco Office Supply	376.81
01/10/2023	2034	SenSource	330.00
01/10/2023	2035	Specialty Mat Service	133.70
01/10/2023	2036	Strictly Self Defense LLC	400.00
01/10/2023	2037	Thomas Interiors Systems, Inc.	1,582.50
01/10/2023	2038	Tina Williams	250.00
01/10/2023	2039	Unique	128.05
01/10/2023	2040	Weiss Snow Removal, Inc.	2,392.30
01/19/2023	2041	AT&T	365.15
01/19/2023	2042	Five Star CPR and First Aid, LLC	1,785.00
01/19/2023	2043	Illinois Dept of Innovation & Technology	500.00

Indian Prairie Public Library District

Bill Payment List

January 2023

Date	Num	Vendor	Amount
01/19/2023	2044	Midwest Tape	10,915.51
01/19/2023	2045	Parina Lamsal	21.00
01/19/2023	2046	Lara Solonickne	300.00
01/25/2023	2047	Baker & Taylor	3,949.41
01/25/2023	2048	Basecamp Web Solutions	220.00
01/25/2023	2049	Blackstone Publishing, Inc.	190.29
01/25/2023	2050	Blue Cross Blue Shield of Illinois	21,604.36
01/25/2023	2051	Brian Zabel & Associates, PC	4,500.00
01/25/2023	2052	Bullseye Cleaning Services, Inc.	3,641.50
01/25/2023	2053	Canon Financial Services, Inc.	221.00
01/25/2023	2054	Cengage Learning, Inc.	135.16
01/25/2023	2055	Chicago Tribune Media Group	38.59
01/25/2023	2056	Constance Martin	354.40
01/25/2023	2057	Current Technologies Corporation	1,996.57
01/25/2023	2058	DEMCO	738.37
01/25/2023	2059	DuPage County Public Works	727.04
01/25/2023	2060	Fox Valley Fire & Safety	190.00
01/25/2023	2061	Groot Industries, Inc.	507.77
01/25/2023	2062	Hayes Mechanical LLC	7,772.70
01/25/2023	2063	Illinois Dept of Innovation & Technology	500.00
01/25/2023	2064	Illinois Library Association	300.00
01/25/2023	2065	Ingram Library Services	183.86
01/25/2023	2066	Jim Galeno	425.00
01/25/2023	2067	Library Ideas LLC	179.56
01/25/2023	2068	mk Solutions, Inc.	2,950.00
01/25/2023	2069	NCPERS Group Life Insurance	48.00
01/25/2023	2071	OverDrive, Inc.	2,291.36
01/25/2023	2072	Ltd.	2,700.00
01/25/2023	2073	Principal Life Insurance Company	1,232.38
01/25/2023	2074	RAILS	5,334.34
01/25/2023	2075	Rivistas Subscription Services	71.29
01/25/2023	2076	Runco Office Supply	15.24
01/25/2023	2077	Specialty Mat Service	66.85
01/25/2023	2078	SWAN	12,333.50
01/25/2023	2079	Today's Business Solutions, Inc.	3,113.10
01/25/2023	2080	Uline	116.82
01/25/2023	2070	Weiss Snow Removal, Inc.	1,097.48
01/31/2023	2081	Bank of America	4,808.66
Total for 10127 Republic Bank Operating Account			\$ 123,999.07

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2023

Vendor	Purpose	Date Paid	Amount Paid
Federal & IL	Payroll taxes	1/05/2023	21,089.18
Federal & IL	Payroll taxes	1/19/2023	22,141.03
IMRF	Payroll Pension	1/31/2023	21,138.21
ExpertPay	Garnishments	1/05/2023	695.06
ExpertPay	Garnishments	1/19/2023	698.08
Mission Square	457 Plan	1/05/2023	200.00
Mission Square	457 Plan	1/19/2023	200.00
Nationwide	457 Plan	1/05/2023	50.00
Nationwide	457 Plan	1/19/2023	50.00
DAC	Deposit to HRA	1/04/2023	201.86
DAC	Deposit to HRA	1/10/2023	251.50
DAC	Deposit to HRA	1/17/2023	254.12
DAC	Deposit to HRA	1/18/2023	719.84
DAC	Deposit to HRA	1/24/2023	675.25
DAC	Deposit to HRA	1/31/2023	338.78
Nicor	Gas	1/13/2023	1,258.62
ELS	License Stickers		8,417.00
ELS	ELS Fee (December)	1/04/2023	92.40
INB	Credit Card Fee	1/21/2023	198.81

Review of Policies

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

This is a summary:

- 200 By Laws – *No change*
- 400 Services – *This section has been edited with minor language and procedural corrections*
- 500 Materials Selection – *No change*
- 613 Restore Illinois – *Since the library is in "Phase 5", we can update and shorten this policy*
- 650 Conference Rooms – *Added requirement that a cardholder must be present when using the room; other minor procedural changes*
- 660 Meeting Room – *Added Meeting Room 2*
- 680 Video Surveillance – *Procedural correction*
- 690 Photography & Video – *No change*
- 700 Identity Protection – *No change*
- 800 Personnel – *Added "Domestic Partner" to 801.6 Nepotism policy; updated 802.4 Payroll policy to reflect use of online timeclock; other procedural changes*
- 1000 Emergency Closing – *No change*

BY-LAWS

13

Article I. Name

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

Article II. PurposeOur Mission

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

Our Values

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

Our Vision

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

14

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

Section 5. Compensation

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

Section 6. Vacancies

The Board may declare a vacancy when the elected or appointed trustee declines, fails, or is unable to serve, or becomes a nonresident of the district. A vacancy is also declared when the trustee is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or who has failed to pay the library tax levied by the district. Trustees who will miss a Board Meeting due to vacation, illness or unavoidable scheduling conflicts shall advise the Board President or 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 DirectorSection 1. Officers

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

Section 2. Nominations and Election

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

Section 3. Term of Office

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

Section 4. Removal

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

Section 5. Vacancy

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

BY-LAWS

15

Section 6. President

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

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

Section 7. Vice-President

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

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

Section 8. Secretary

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

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

Section 9. Treasurer

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

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

BY-LAWS

16

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

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

Section 5. Conduct of Meeting

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

BY-LAWS

Section 6. Voting

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

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

Section 7. Order of Business

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

- a. Roll Call and Declaration of a Quorum
- b. Public Comment
- c. Communications and Announcements
- d. Omnibus Consent Agenda
 1. Minutes
 2. 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

Section 8. Executive Session

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

BY-LAWS

18

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. CommitteesSection 1. Standing Committees

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

Section 2. Ad Hoc Committees

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

Section 3. Quorum

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

Section 4. Reports

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

Section 5. Open Meetings Act

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

BY-LAWS

19

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.

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.

420 Library Cards

420.1 Issuance of Library Cards

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

420.2 Responsibilities of Card Owners

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

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

Card owners are required to report a change in address.

420.3 Replacement of Cards

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

420.4 Resident Library Card

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

420.5 Resident Student Card

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

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

22

420.6 Non-resident Fee Cards

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

420.7 Non-resident Taxpayer Cards

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

420.8 Business Cards

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

420.9 Non-Resident Business Cards

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

Complete review & revision approved 4/18/07, 2/17/10, 9/15/10, 3/21/12, complete review 3/19/14, revision approved 3/18/15, complete review 5/18/16, revision approved 8/17/16, complete review & revisions approved 3/15/17, revision approved 1/17/18 (effective 2/1/18), revision approved 8/19/2020, complete review 1/20/21, revision approved 11/16/22

SERVICES

23

430 Circulation of Materials

430.1 Loan Periods and Renewals

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

430.2 Special Loans

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

430.2-2 Courtesy Loan

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

430.3 Reserves

Indian Prairie cardholders may have up to 30 active holds at one time. Limits on holds for non-SWAN cardholders are based on SWAN policy. Staff will place reserves for non-SWAN items for Indian Prairie cardholders only.

430.4 Reference Materials

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

430.5 Reciprocal Borrowing

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

430.6 Indian Prairie Responsibilities as an ILL Lender

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

430.7 Damage to Patron Equipment

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

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

431.1 Overdue Fines

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

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

431.2 Fees

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

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

431.3

Lost Materials

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

431.3-1 Indian Prairie Public Library Lost Materials

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

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

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

431.3-2 Interlibrary Loans

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

431.4 Damaged Materials

431.4-1 Indian Prairie Public Library Materials

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

431.4-2 Interlibrary Loan Materials

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

431.5 Payment

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

432 Homebound Services

432.1 Eligibility

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

432.1-1 Individuals

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

432.1-2 Institutions

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

432.2 Materials

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

432.3 Loan Period

Items are checked out for ~~their normal circulation period but extended loans may be arranged~~ 8 weeks for most items. Items can be renewed as permitted by library policy. Borrowing privileges will be suspended when an item is six weeks overdue.

432.4 Fines

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

432.5 Deliveries

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

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

26

433 Suspension and Limitation of Privileges

433.1 Suspension of Privileges

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

433.2 Residential Institutional Cardholder Suspension

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

433.3 Suspension of Family Privileges

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

433.4 Limitations

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

Adopted 4/13/88, Revised 11/16/88, 11/15/89, 5/15/96, 12/17/97, 3/15/00, 8/15/01, 11/20/02 (eff. 12/1/02), Complete review & revision approved 1/17/07, Revision 7/18/07, 8/15/07, 9/19/07, 2/20/08, 5/20/09, 4/20/11, 7/20/11, 4/17/13, complete review & revision approved 3/18/15, Revision 10/19/16, complete review & revisions approved 3/15/17, revision 6/21/17, revision 7/31/18, complete review 1/20/21, revision 11/17/21

SERVICES

29

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

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

~~Reference materials incur a fine of \$1.00 per hour for each hour overdue. Fines are assessed only during the hours the library is open.~~

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

28

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

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

30

455 - Group Tours/Programs

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

455.1 - Groups Requesting Tours/Programs

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

455.1-1 - Cancellation/Late Arrival

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

455.1-2 - Chaperones

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

456 – Proctoring

Proctoring is available to Indian Prairie cardholders only. 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

SERVICES

471 Social Media

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

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

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

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

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

SERVICES

32

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. It is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. The Maker Studio may be used by Indian Prairie Public Library cardholders ages 7 and up, and students (aged 7+) and teachers from schools located within the library district, and Indian Prairie Library business cardholders.

474.2 User Responsibilities

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.

No food or uncovered beverages are allowed into the Maker Studio

474.3 Usage and Availability of 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.

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.

33
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.

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

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 the equipment. Any problems or malfunctions should be reported immediately.

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

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

This policy must be reviewed by the Board biannually.

36

MATERIALS SELECTION POLICY

501 - Philosophy

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

505 - Access to the Collection

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

515 - Responsibility and Criteria for Selection

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

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

Informational materials that are accurate and up-to-date

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

Curriculum support.

Diversity of subjects, ideas and opinions.

Relevance to community interests and needs

Literary quality

Reputation and or significance of author or illustrator.

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

Current or historical significance

Materials relevant to the Chicagoland area.

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

Price

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

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

525 – Gifts (see also 1100)

525.1 – Materials

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

The library will not accept donations of the following:

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

525.2 - Money

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

535 – Evaluation and Weeding of the Collection

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

Withdrawn materials may be given to another library, offered to the Foundation and Friends of the

Library for sale, or disposed of. Withdrawn materials will not be saved for specific persons.

545 - Reconsideration of Library Materials

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

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

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

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

Appendices:

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

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

Library Bill of Rights

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

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

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

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

American Library Association U)

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

Subsequently endorsed by:

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

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

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

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

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

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

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

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

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

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

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

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

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

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

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

The Rights of Users

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

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

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

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

responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

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

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

Information Resources and Access

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

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

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

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

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

¹ "Guidelines for Library Policies

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

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

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

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

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

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

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

⁶ Internet Filtering: An Interpretation of the

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

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

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

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

See Also

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

Library Materials Reconsideration Form

Author

Title

Book Periodical Other

Publisher

Request initiated by

Address

City

Zip

Phone #

email

Do you represent:

☐ Yourself

☐ An organization (name)

☐ Other group (name)

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

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

3. What are your reasons for objecting?

4. Have you read any reviews of this work?
If yes, specify

5. What would you like the library to do about this material?

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____ Date _____

Received by _____ Date _____

USE OF LIBRARY FACILITIES

613 ~~Restore Illinois Safety Policy~~

- ~~— The Indian Prairie Public Library District is dedicated to providing a safe and comfortable environment for all patrons and staff. In accordance with the Restore Illinois—A Public Health Approach to Safely Reopen Our State plan, all persons over the age of two in public spaces in the library building must wear a facial covering that covers the nose and mouth and must maintain a six foot distance from all other persons when practicable. Reasonable accommodations such as curb-side service, staff assistance via phone, chat, and email, staff services for pulling materials of interest and preparing them for pickup, and online resources are available to those who are medically prevented from or decline to wear a facial covering. Those refusing to wear a facial covering and/or to maintain a six foot distance when practicable shall be required to leave the library.~~
- ~~— In accordance with the Illinois Local Library Act (75ILCS 5) and the Indian Prairie Public Library District's Use of Library Facilities Policy (600), the Board of Trustees of the Indian Prairie Public Library has the power to "exclude from the use of the Library any person who willfully violates the rules prescribed by the board."~~
- ~~— This policy shall be lifted automatically when the Illinois Department of Public Health declares that the state has reached Phase 5 of the Restore Illinois plan. The policy shall be reinstated automatically should the Illinois Department of Public Health determine that the state must return to any phase lower than Phase 5 of the Restore Illinois plan.~~

~~Approved 7/15/2020~~

- ~~— Amended by the Board of Trustees on June 16, 2021:~~
- ~~— On the first floor we will continue to follow CDC guidelines and require unvaccinated people to wear a mask. Masks are not required for vaccinated people on the first floor. On the second floor everyone is required to wear a mask in public spaces in order to keep children safe. The exception on the second floor is that vaccinated adults and teens using conference and meeting rooms may choose to not wear a mask if children are not in the room.~~
- ~~— Amended by the Board of Trustees on July 21, 2021:~~
- ~~— Masks are not required for vaccinated people throughout the building. Masks are required for unvaccinated people throughout the building. The library is encouraging everyone to wear masks in the youth department to keep children safe.~~
- ~~— Amended by the Board of Trustees on February 16, 2022:~~
- ~~— The Board of Trustees gave the Executive Director and the Board President the authority to make changes to the library's mask policy based on state mandates and guidelines.~~

Replace with:

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.

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. ~~An~~ valid Indian Prairie Library card in good standing is needed to reserve a room.

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.** (*Reword of sentence*)

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

USE OF LIBRARY FACILITIES

53

MEETING ROOM/BOARD ROOM

660 Meeting Rooms

The Library Meeting Room 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 meeting 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.
- ~~Indian Prairie Library cardholders with a card in good standing participating in or conducting recitals.~~

- 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.

Groups are responsible for setting up the space for their own use. Library staff are not responsible for setup.

660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a laptop capable of accessing the Internet. Subject to availability, the 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.

660.7 Fees

There is no fee for use of the Meeting Room or Board Room by library organizations, community organizations, and local governments. There is a fee for the Meeting Room and Board Room of \$25.00 per hour for recitals and 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 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. 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 service to store supplies, make coffee, provide office supplies, or photocopies. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.

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

660.11 Indemnification

Any group using the 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 Meeting Room or Board Room.

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 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 ~~and may be retained up to a period of 30 days~~ 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, librarians in charge (LIC), 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, child care areas, museum artifacts, and 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 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.

USE OF LIBRARY FACILITIES

58

PHOTOGRAPHY AND VIDEO

Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Right Subject to Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs and videos.

Adopted 8/17/22

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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PERSONNEL CODE

TABLE OF CONTENTS

800	Introduction.....	2
801	Selection of Personnel.....	3
802	Personnel Practices.....	5
803	Staff Conduct.....	13
804	Performance Evaluation.....	16
805	Paid Leaves of Absence.....	17
806	Unpaid Leaves of Absence.....	23
807	Health/Life Insurance Benefits.....	27
808	Retirement/Disability Benefits.....	29
809	Staff Privileges.....	30
810	Reimbursement.....	31
811	Volunteer Staff.....	33
820	Harassment, Discrimination, and Retaliation.....	35

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.

PERSONNEL CODE – Selection of Personnel

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

65

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. “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, full-time professional librarians, and the Administrative Office Coordinator.

PERSONNEL CODE – Personnel Practices

66

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 timely manner could result in loss of benefits.

PERSONNEL CODE – Personnel Practices

67

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 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

68

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 ~~on their time sheets~~ in the time clock system. All employees must ~~submit~~ approve time sheets on the time clock system ~~to their supervisor~~ by the day after the pay period ends. Employees must ~~submit a time sheet~~ 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 ~~time sheets~~ 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 will automatically be raised to the new minimum salary for his/her position. New appointments will normally be at the minimum salary for that level, although previous experience will be considered and the beginning salary may be established at a higher rate.

802.4.4 Merit Pay

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

PERSONNEL CODE – Personnel Practices

work as determined by the 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 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.

PERSONNEL CODE – Personnel Practices

71

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 transporting library patrons in their personal vehicles.

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 ~~EEO~~ **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

76

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.

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

77

803.9 Emergencies

803.9.1 Accidents

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

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

79

805 Paid Leaves of Absence

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

805.1 Vacation

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

805.1.1 Full-Time Employees

The 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

86

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

805.1.3 Changes in Schedule

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

805.2 Personal Business Day

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

805.3 Holidays

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

Part-time employees will be paid for the hours they are scheduled, up to 7.5 hours, if normally scheduled to work a day upon which a holiday occurs. Substitutes do not receive holiday pay.

Employees taking unpaid leave of absence or planned vacation, sick or personal time will not receive holiday pay.

805.4 Sick Leave

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

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

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

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

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

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

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

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

805.4.4 Failure to Return to Work

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

805.5 Bereavement Leave

Absence with pay for up to five scheduled work days is allowed to full-time employees and to part-time employees working 20 hours or more per week for the death of a spouse, domestic partner, sibling, child, stepchild, 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 ~~father-in-law, mother-in-law~~, son-in-law, daughter-in-law, ~~brother, sister~~, brother-in-law, sister-in-law, ~~grandparent~~, great-grandparent or other member of the employee's immediate household. In the case of the death of a child an additional five days may be taken as vacation, sick time, or unpaid time. "Child" is defined as "an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis." Child bereavement includes a miscarriage, an unsuccessful round

PERSONNEL CODE – Paid Leaves of Absence

82

of intrauterine insemination, an unsuccessful round of any “assisted reproductive technology procedure”, a failed adoption match, an adoption that is not finalized because it is contested, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility or a stillbirth. Additional unpaid time in any instance is allowed at the discretion of the Executive Director. Time allowance for other funerals may be arranged at the discretion of the Supervisor and may be taken as vacation, sick time, or unpaid time. Staff who work less than 20 hours per week may take the same amount of time as listed above in the form of unpaid leave.

805.6 Jury Duty

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

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

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

805.7 Employee Blood Donation Leave Act

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

805.8 Time Off to Vote

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

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

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

PERSONNEL CODE – Paid Leaves of Absence

83

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

84

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

86

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

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

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

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

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

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

Obtain victim services;

Obtain psychological or other counseling;

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

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

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

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

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

PERSONNEL CODE – Unpaid Leaves of Absence

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

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

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.

PERSONNEL CODE – Unpaid Leaves of Absence

88

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

96

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

91

808 Retirement/Disability Benefits

808.1 Social Security

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

808.2 Illinois Municipal Retirement Fund (IMRF)

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

808.3 Worker's Compensation Insurance

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

808.4 Deferred Compensation (IRC 457) Plans

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

PERSONNEL CODE – Staff Privileges

92

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. ~~Long distance faxes should be made on a personal cell phone or billed to a personal calling card or home telephone number. Staff are not subject to the \$1.00 fee charged per notary stamp.~~

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

93

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 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

94

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

96

811 Volunteer Staff

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

811.1 Qualifications

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

811.2 Court Ordered Community Service

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

811.3 Working Conditions

811.3.1 Schedule

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

811.3.2 Conduct

Business-like conduct is expected of volunteers.

811.3.3 Accidents

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

811.3.4 Privacy of Information Between Volunteer Staff and Public

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

811.3.5 Drug-Free Workplace

Volunteers are required to sign the Drug-Free Workplace Agreement

811.3.6 Volunteers Who Drive for the Library

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

PERSONNEL CODE – Volunteer Staff

99

811.4 Involuntary Termination of Volunteer's Services

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

811.5 Personnel Records of Volunteer Staff

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

811.6 Volunteer Privileges

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

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

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

Trustees are not subject to the \$1.00 fee for a notary stamp.

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

811.7 Trustee Library Cards

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

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

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;

99

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 100

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 101

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

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

103

1000 - Emergency Closing

1000.1 - Power Failure

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

1010 – Emergency and Disaster Plans

The library will maintain Emergency and Disaster Plans. Each plan will be reviewed annually and updated as needed by the 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

Executive Director's Report February 2023

104

Trustee Networking:

LACONI is hosting a Trustee Banquet, an evening of networking and conversation, on Friday, May 19th from 6pm – 11pm at the Nineteenth Century Club in Oak Park. Please let me know if you wish to attend and I will register you.

Advocacy:

Trustees will present at the March 20th Darien Council meeting.

New Secretary of State Alex Giannoulias has created a transition report, including one on library enhancements. It is a very thorough report, listing challenges and recommendations. I have included his report in your packet for your information.

Darien Update:

There is a new 4-story, 65-unit apartment complex under construction in Darien that is in the library district at 2305 Sokol Court. This new construction should bring in some tax revenue down the road. This will also bring the opportunity to market library cards to these new residents.

SWAN Updates:

Addison Public Library is joining SWAN.

Our SWAN fees are going up from \$49,335 to \$50,701, a nominal increase of \$1, 360.

SWAN is renewing the EBSCO databases contract (which IPPL is a part of) for a 4-year renewal. This renewal includes access to popular databases such as ConsumerReports.org, Novelist (a reader's advisory tool) and Consumer Health Complete. Our renewal fees are going up from \$8,880 to \$9,428.

License Plate Stickers:

License plate sticker sales continue to be popular as we sold 51 stickers in January for a net profit of \$167.62.

Passports:

The Department of State completed an inspection of our passport records and procedures in late January and the inspector was quite impressed us. Kudos to Guest Services for passing with flying colors.

IPPL Foundation & Friends:

The Book Sale brought in \$399.05 in January. We received a check from Better World Books for the last quarter of 2022 in the amount of \$172.07.

The Foundation had been using the Amazon Smile program to raise money for the Foundation. A portion of sales purchased through Amazon Smile was donated to the Foundation. Amazon is sunsetting the program. They will make one final donation to the Foundation, but we are not sure how they will determine the amount. Prior monthly profits in range from \$120-\$150.

Personnel:

David Bunn's last day was January 20th. Luke Davis has taken over Dave's Maker Studio hours. Paul and Jill have been managing Dave's marketing duties.

Tony has moved into the Administration department. The internal side of Technology is now being managed by Kristen and Tony. Tony is being trained on new duties, such as the network and server. As a team, they manage internal technology projects, such as new security cameras or new WiFi hubs, in addition to managing the frequent unexpected technology issues that crop up.

Ann Stovall has announced her retirement as Head of Maker and Technology Services with her last day being April 21, 2023. Ann has worked at the library for over 23 years. She was hired as the Head of Technical Services in January 2000, and soon after, added the oversight of Technology Services to her duties. Ann has managed two departments for all these years leading up to taking on the Maker Studio in 2020 (in addition to Technology Services). Working both behind the scenes and on the front lines, Ann has been an important part of IPPL's success as part of the leadership team. Ann built our Maker Studio from the ground up, carefully selecting equipment and services after doing hours and hours of research. Ann is very guest-oriented and has implemented numerous improvements and new services over her many years here. Our guests know Ann from her time spent working the floor, staffing service desks, and teaching classes, including her ever-popular "Cutting the Cable Cord". IPPL would not be what it is today without her.

Strategic Plan:

The 2019-2022 Plan is in your packet under New Business. I have highlighted the activities that did not get accomplished (primarily due to the pandemic) for discussion. I have also included a couple of articles about strategic planning.

Service Model/Staffing Update:

I will give an update on the service model and staffing at the meeting.

Meetings

- 1/23 Administration Department Meeting
- 1/31 Programming and Outreach Department Meeting
- 2/1 Guest Services Associate Interview
- 2/7 SWAN Committee of the Whole Meeting
- 2/14 Department Head Meeting
- 2/15 Library Board Meeting

In January, I had 17 one on ones with 6 staff. (Kristen, Cindy, Ann, Amy, Gail & Jill)

Continuing Education

- 2/7 *Creating a Meaningful Roadmap: Strategic Planning* (2 hours)

Submitted by:


Laura Birmingham
Executive Director



Library Enhancements Committee Findings

106

Our committee's vision for **Library Enhancements** is to champion access to information by equitably distributing library resources (e.g., online education resources, databases, and e-books), activating collaborative partnerships, and supporting freedom of thought.

If successful, this would mean increased library utilization, reduced number of Illinois residents not served by a library system, and increased number of inter-office initiatives.

The following table highlights the challenges and opportunities Library Enhancements Committee found, and public feedback we received.

Challenge / Opportunity	What We Heard
Opportunity to improve equity of access to libraries and library resources	▪ "We need to find a way to offer public library services to the one million residents of IL without access today" ▪ "Libraries are anchors in our communities and provide much-needed services to residents of Illinois" ▪ "Secretary of State needs to be a catalyst to expand access. There are one million Illinois residents without access to library resources or basic information needs" ▪ "There are some libraries with budgets of less than \$20,000"
Desire to provide a statewide resource package (e.g., databases and online educational resources)	▪ "A core database package would equalize the information playing field and give every single person in the state the same access to essential and authoritative resources that can help them navigate their daily lives" ▪ "My mid-sized library, for example, sets aside \$65,000 for databases that we'd much rather use on programming or hiring another staff member"
Opportunity to narrow digital divides with technology hubs and mobile services (e.g., DMV pop-ups)	▪ "A state-coordinated and funded digital library would increase access and start to make a dent in the one million currently unserved" ▪ "Please coordinate across departments to offer services everywhere people go (i.e., DMV kiosks in libraries)"
Desire to support freedom of thought and diverse stories	▪ "We need to affirm the importance of materials that represent all viewpoints and denounce the efforts of intimidation by those who seek to stifle representation and freedom of thought" ▪ "BIPOC and LGBTQ+ authors and readers are being disproportionately targeted for removal from library collections"



In addition to the opportunities outlined above, the committee noted the following.

Challenge / Opportunity	What We Heard
Shortage of qualified librarians and library media specialists	▪ "Every school in Illinois needs a certified librarian. Not only do they curate collections to the needs of their school, but they also provide valuable instruction on information literacy" ▪ "I am the only certified librarian for approximately 1,200 students" ▪ "School districts need to have full-time, certified librarians in each building for students to be successful, master academic standards, and graduate with bright futures ahead of them"
Libraries are often inequitably funded and budget burdened, with an opportunity to leverage Secretary of State resources to funding gaps (e.g., for school libraries)	▪ "Grants for public school libraries are very important to curating the best library possible for their patrons" ▪ "We need more funding to improve buildings and collections, especially as libraries are some of the last refuges for those experiencing homelessness" ▪ "Investing in public libraries invests in infrastructure, communities, education, businesses, and people of all ages"
Impact may be accelerated through collaborative partnerships	▪ "Librarians also order books for the school and provide activities that form community and parent partnerships" ▪ "We can't accomplish everything we want to without partnerships. We are stronger together"
Desire to leverage Secretary of State resources to support school libraries	▪ "Decades of research, some of which is specific to Illinois, supports further investment in school libraries" ▪ "Data proves that schools with school libraries provide students with a more thorough and higher quality education!"

Recommendations:

Specific recommendations from the Library Enhancements Committee included:

- Strengthen collaborative relationships with partner organizations (e.g., ILA⁶, RAILS⁷, and IHLS⁸) to expand access
- Use Illinois State Library (ILS) budget to provide statewide library resources (i.e., databases) to increase access to information and relieve budget-burdened libraries
- Advance technology adoption and digital resources to automate internal procedures (e.g., recordkeeping), expand public facing services (e.g., WiFi), and remove geographic barriers in accessing library resources (e.g., e-books)

⁶ Illinois Library Association (ILA)

⁷ Reaching Across Illinois Library System (RAILS)

⁸ Illinois Heartland Library System (IHLS)



- Create an environment to attract and retain certified librarians and library media specialists
- Explore ways to expand and equitably distribute funding across libraries statewide
- Leverage the Illinois Library and Information Network (ILLINET) to educate and engage the public
- Leverage existing Secretary of State assets to test inter-agency collaborations (e.g., mobile DMV sites)
- Engage the public to drive understanding of end-user demands

108

To address these opportunities, the Library Enhancements Committee proposes the following strategies and short- and long-term actions the Office may take.

Potential strategy	Short-term actions	Long-term actions
Strengthen collaborative relationships with partner organizations (e.g., ILA, RAILS, and IHLS) to expand access	▪ Collaborate with partner organizations and state agencies to understand the demographic characteristics of unserved areas ▪ Begin to identify opportunities to offer library cards to educators, students, and school staff	▪ Help shape legislation to expand equitable access (e.g., universal library system) ▪ Explore TBBS⁹ expansion opportunities, including additional outreach and education ▪ Host book talks and events to generate conversation, including diverse authors or stories with diverse characters ▪ Identify opportunities to improve trustee education and engagement ▪ Explore public-private (e.g., Amazon and Rivian) partnerships to expand resources and access in rural communities ▪ Leverage Secretary of State platform to educate system members, funders, and other stakeholders about who is unserved in Illinois
Use ISL ¹⁰ budget to provide statewide library resources (i.e., databases)	▪ Fund a statewide core suite (e.g., ProQuest, Gale, EBSCO,	▪ Leverage ISL negotiating power to supplement statewide resources with additional databases (e.g.,

⁹ Talking Book and Braille Service (TBBS)

¹⁰ Illinois State Library (ISL)



Potential strategy	Short-term actions	Long-term actions
to increase access to information and relieve budget-burdened libraries	- and World Book) of electronic databases - Explore opportunities to support CARLI's¹¹ Online Educational Resources Initiative - Create a line item in the ISL budget to finance library initiatives such as Online Educational Resources (OERs)	- Reference USA, JSTOR, and The New York Times) and training - Use ISL purchasing power to negotiate with publishers to increase access to e-books and reduce associated licensing fees (i.e., License to Read)
Advance technology adoption and digital resources to automate internal procedures (e.g., recordkeeping), expand public facing services (e.g., WiFi), and remove geographic barriers in accessing library resources (e.g., e-books)	- Explore ways to digitize and automate paperwork requirements - Continue to expand high-speed internet in rural service regions	- Partner with academic institutions (e.g., University of Illinois, University of Chicago) to develop a Digital Navigator¹² program - Explore options to offer a statewide digital library with partner organizations (e.g., ILA, RAILS, and IHLS) and academic institutions - Explore solutions like rentable hot spots in places where Wi-Fi expansion may be limited - Identify partners to co-host digital literacy workshops (e.g., navigating library resources) - Revise Secretary of State protocol or make it easier for libraries to automate record keeping (e.g., Document Retention Process) - Identify opportunities to participate (e.g., workshops, informational seminars) in the Federal Communications Commission's E-rate program to help schools and libraries obtain affordable broadband - Identify partners to raise awareness about important

¹¹ Consortium of Academic and Research Libraries in Illinois (CARLI)

¹² Digital navigators are trained individuals, typically based in a community organization, who provide tailored support for the full spectrum of digital inclusion needs, from internet and device access to digital skill building



Potential strategy	Short-term actions	Long-term actions
		community topics (e.g., health, financial, and education services)
Create an environment to attract and retain certified librarians and library media specialists	- Partner with academic institutions (e.g., University of Illinois, and University of Chicago) to identify policy and monetary levers - Partner with peer organizations (e.g., ILA, RAILS, and IHLS) to offer professional development opportunities	- Encourage and empower young adults to participate in library-affiliated programs - Raise awareness (e.g., grant opportunities and progress updates) at library-related conventions (e.g., Illinois Library Association's Annual Conference) - Explore an Illinois State Library Fellowship Program - Explore opportunities to expand scholarships, offer subsidized loans, and pilot tuition reimbursement programs
Explore ways to expand and equitably distribute funding across libraries statewide	- Baseline grant allocations and their intended versus actual return on investment - Explore opportunities to make thoughtful appointments (e.g., Illinois State Library Advisory Committee and the Director of Illinois State Library) to support potential recommendations (e.g., databases, online educational resources, e-books, and certified librarians)	- Explore additional Library Services and Technology Act (LSTA) grant opportunities for community colleges - Prioritize grant allocations based on need and impact potential - Leverage Secretary of State platform to educate municipalities and explore local levy options - Identify grant opportunities to better support summer reading programs - Develop a suite of out-of-the-box marketing and public engagement templates for libraries to use

110



In addition to the above, this committee recommended the following potential strategies and actions to take.

111

Potential strategy	Short-term actions	Long-term actions
Leverage the Illinois Library and Information Network (ILLINET) to educate (e.g., DEI and sustainability) and engage the public	- Stand-up a monthly special topic series (e.g., Climate & Sustainability Month, New Entrepreneur 101, DEI¹³, and LGBTQ+ Rights) - Leverage Secretary of State platform to generate press exposure for public, school, and academic libraries (e.g., a calendar of the major library week celebrations and conventions)	- Explore ways to bring Spanish language literacy programs to public libraries - Pilot subsidized iREAD programs in partnership with the Illinois Library Association - Continue to support successful ISL initiatives (e.g., afterschool programming and grant funding), build on enhancements, and pilot new ideas (e.g., expanded adult literacy programs) - Increase collaboration and coordination between existing literacy programs (e.g., Adult Literacy and Child Literacy) - Raise awareness for Illinois State Library Patent Repository
Leverage existing Secretary of State assets to test inter-agency collaborations (e.g., mobile DMV sites)	Identify pilot opportunities across Secretary of State departments	- Increase DMV mobile service pop-up sites across library system partners - Stand-up voter registration sites before elections in high-traffic areas (e.g., Cook, Lake, and Kane County) in conjunction with local clerks and recorders - Identify opportunities to partner with Secretary of State Department of Business Services; the State Chamber of Commerce; and the new University of Illinois Innovation Center to offer tutorials and new entrepreneur workshops
Engage the public to drive understanding of end-user demands		Assess offerings across libraries (e.g., books and other resources) and compare against user demands

¹³ Diversity, Equity, and Inclusion (DEI)

Deputy Director's Report: January 2023

Building & Grounds:

The gray water sump pump broke on Friday January 20. Joe worked long hours on that Friday and the following Saturday to get a temporary solution in place, thus enabling us to stay dry and avoid having to pay emergency weekend rates to our plumber. Joe tried to fix the broken pump that had caused the issue in the first place but it ended up being a lost cause, so he ordered a new one on January 30 and had it installed by February 7.

Joe also ran power and data lines, installed partitions, and moved furniture in Administration in order to make a new workspace for Jamie, which allows Tony to move up to where Jamie used to sit.

Additionally, Joe closed 21 building tickets in January. Highlights include: 1) installing new lighting over the meeting room door, 2) Fixing the Maker Space door, and 3) Fixing the can lights over the kitchen area of the meeting room

Continuing Education:

Electrify DuPage Webinar: January 19

Fast Forward Libraries: Systems Thinking Webinar: January 24

Meetings:

Assistant Director's Networking Group: January 13

Department Heads meeting: January 17

Library Board meeting: January 18

Meeting with Amy M. to discuss furniture in Kids & Teens department: January 20

Meeting with Gail G. to discuss signage and collection placement on first floor: January 27

All Programmers meeting: January 31

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

Regular check-in meetings with Tony, once/week (began 1/30)

Safety:

The fire & safety maps are finished. Laura and I identified five locations to install the maps, and Jamie obtained five acrylic sign holders for mounting the maps on the wall. We expect them to go up sometime in February.

Staff Training:

Naloxone training dates have been finalized with the DuPage County Health Department. The two one-hour trainings will take place on February 21 and 28. They are open to all staff, pending supervisor approval.

Technology Highlights:

We are working with Mike Nickolauo, who works full time at the Oak Lawn Public Library as their networking/IT specialist, to get advanced networking tasks done such as server security updates. Mike is very familiar with the networking needs of a public library and will be teaching Tony how to perform these advanced network maintenance tasks himself.

Ann's impending retirement has prompted a gradual transfer of accounts for our various technology services from her to me. Some accounts that have already been updated include: Dell, TBS, AT&T, and Current Technologies.

In addition to closing six technology tickets in January, Tony completed a lot of back-end IT work for us. Highlights include: 1) fixed and redeployed several laptops for staff and guests, 2) reconfigured wiring in the data room to accommodate Jamie's new workstation and incoming new security cameras, and 3) updated staff instructions for managing the technology in the public meeting rooms.

Report Submitted by: Kristen Lawson

Jill Yott, Communications Coordinator, Report for Board of Trustees January 2023

In the Gallery—January

Display cases: **Maker Studio**

1st floor gallery: **Sami Mark**

2nd floor gallery: **Hinsdale South High School Students**

Outreach Efforts

Schools & Community

-Willowbrook "The Scoop"

-The Stinger Newspaper at Hinsdale South for January and February

Website

Dave resigned from the library in January. Paul and I have been able to handle the web updates that have come up since Dave's departure. If we have something outside of our skillset, we have two options on the outside to assist us in getting the updates done.

Press Reader	270
Printing and Faxing (six-weeks)	54
Hoopla Binge Pass 1 (changed mid-month)	3
Hoopla Binge Pass 2 (changed mid-month)	3
Hoopla Binge Pass 3 (changed mid-month)	3
Hoopla Binge Pass 4 (changed mid-month)	2
Hoopla Binge Pass 5 (changed mid-month)	2
Volunteer Fair	28
Tax Information (changed mid-month)	20
hoopla music (six-weeks)	35

Yelp & Google

People are using Yelp and Google to access the library.

In the month of January, 26 people called us by searching for us through Yelp.

In the month January, through Google . . .

- 562 called us
- 865 asked for directions to get to us
- 6,668 Googled our name
- 3,603 visited our website after visiting Google

Google Reviews

We got some great Google reviews recently . . .

This place has definitely changes since I was a kid. I love the new study rooms they have there. They are super useful for studying and writing papers. I have a lot of them being in grad school but it super peaceful and I can finish them in no time. Also, they got super helpful staff compared to years ago when there used to be a mean librarian. Overall, this place is great.

Love everything about this library! This was my library growing up and now my kids get to create memories there. So much has changed since my childhood; you can borrow so much more: STEM kits, toys, games, video games, etc. I am in love with the Maker Studio. Thankful to everyone to make the studio happen. Spend an entire week there using the wood engraving machine, and it was an amazing experience. I probably wouldn't have been able to do outside the Maker Studio. Kids made buttons for themselves. Just so much opportunity for children and adults to gain a skill they could use in life for work! Really appreciate it. Beth was wonderful! She helped guide us throughout, all with a smile on her face. Everyone at the library is super friendly. It's such a great atmosphere.

Enews

We got another 299 subscribers this month—it appears some are the new cardholders, some were corrected email address—it all adds up.

General Enews Subscribers

December 31	20,058
December 31	20,357
Loss/Gain in subscribers	+299

Enews Open Rate

With privacy filters being what they are in not giving accurate click through rates, I am going to only report the open rate on enews. The open rate does let us know when someone opens it—privacy filters do prevent us from knowing the actual percentage of desktop/mobile/tablet opens. It will report the majority of opens from devices as “unknown.”

Overall, our open rate trend continues to be healthy at over 30 percent for regular enews. It's nice to have such engagement for a one size, fits all publication.

Date	Open Rate
January 5	35 percent
January 12	34 percent
January 19	34 percent
January 26	33 percent
Recommends	48 percent

Happy Anniversary!

I'm so excited that as of January 15, we are sending anniversary emails to our guests. This is their anniversary of getting an IPPL card. Through PatronPoint, we set up an automatic email that sends this greeting (below). We also tell them about some services they might enjoy. We will look at this quarterly to update the new services that could be of interest. The open rates are averaging about 45 percent so far. This is just another way to engage our guests.



Library Card and Welcome Emails

I worked with Laura and Cindy on getting the library card applications going through PatronPoint. The great thing about this is now the process is automatic. If someone applies, they are in our district and never had a card before, they will get an email with a new barcode. If someone applies, and they are not in our district, they will get a rejection email. Or, if they apply, and they already have a card, they will get their barcode in the mail. In addition, when they are a

brand new cardholder, they will get a series of welcome emails, telling them about the perks of their card. This process will save the Guest Services staff time, and give us the opportunity to engage our new cardholders from the start. I'm so very excited about the welcome emails—I began this conversation with Jamie and Debbie nearly three years ago.

While all of the above is done through PatronPoint, we also redid the library card page. (This was the last project before Dave left.) We have a much cleaner page. In addition, we have a very cool map to look up addresses to determine if you are in our district or not. We worked with an outside consultant to make this happen. Visit <https://www.ippl.info/addlookup/> to view it. It's great!

Social Media

Facebook and Instagram both had strong growth in January. Twitter and YouTube each lost a follower.

Paul has been doing a great job capturing original photos to use on our accounts. Here is just a sampling of some of the photos—these get the most engagements. After all, people enjoy seeing people.

Social Media Channel	Likes/Followers	+/- (Dec. 31)
Facebook (likes)	2,263	+10
Instagram	1,022	+22
Twitter	1,148	-1
LinkedIn	221	+4
YouTube	219	-1





We are YOUR public library!

Your card gives you exclusive access to enrichment, education, and entertainment including . . .



24/7 online access to ebooks, eaudiobooks, movies, and magazines



Classroom resources



Programs and classes for teens



Books, video games, graphic novels, and board games



Free internet access, wi-fi, and computers in the library



Maker Studio



You don't have to Google or be the expert-- ask us!

We'd love to answer your reference questions.

Don't have a card? Sign up in person at the library!

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

119

**Want to play Dungeons & Dragons?
Try your hand at fun crafts?
Connect with others?**

Attend a library program.

Go to **calendar.ippl.info** to see all
the options available just for teens



401 Plainfield Rd, Darien, IL 60561
630/887-8760



Senior Events at IPPL

We have plenty of options for you to attend a library program!
This is just a sampling of upcoming programs.
Learn more at calendar.ippl.info.

**Home Energy Savings with
Citizens Utility Board**
Thursday, Mar. 2, 7–8 p.m.

Normal Aging vs. Dementia
Wednesday, Mar. 8, 10–11 a.m.

Senior Living Options
Thursday, Mar. 9, 10–11 a.m.

**Legal & Financial Planning
to Help Ensure a Successful
Age-in-Place Plan**
Friday, Mar. 10, 1–2 p.m.

Get Your House Ready to Sell
Thursday, Mar. 16, 6:30–8 p.m.

The History of Carol King
Tuesday, Mar. 21, 7–8 p.m.

Vibrant Adult Walking Book Club
Fridays, Mar. 31, Apr. 7, 14, & 28,
and May 12 & 19, 1–2:30 p.m.

**Food Fads from the 40s, 50s,
& 60s with Leslie Goddard**
Wednesday, Apr. 5, 7–8 p.m.

Sell Your Stuff Online
Saturday, Apr. 8, 10–11:30 a.m.



**Indian Prairie
Public Library**

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

Upcoming Trips

**Door County
Amana Colonies & Jumers Casino
Shipshewana
Hawaii 2024!**

**Save the date!
Immersive Warhol Exhibit
June, 13th**



Holiday Social 2022
So Many wonderful friends



To Register call 630-323-8215 or www.willowbrookil.org

Guest Services
January 2023

Circulation

The total checkouts and renewals for January was 44,846

74% of our checkouts and renewals were done by self-service. 20% of our checkouts and renewals were done at the desk and 6% were done at the drive up.

We had 835 patrons use the drive up in January.

We checked out or renewed 1,838 items at the drive up. 964 holds were placed in January for pickup at the drive-up.

There were 137 checkouts done by patrons on the mobile app.

Community

Passports: We accepted 107 passports in January.

License plate sticker renewals: We sold 51 License plate stickers in January.

Library Cards: We issued 186 resident library cards. 24 were initiated remotely.

Birthday gift: We handed out 36 birthday gifts in January.

Staff

The Department of State conducted a passport inspection on Thursday, January 26. Our inspection was conducted by Aston Hall. He was quite impressed with everything. He loved the privacy of the passport nook. He commented on how well organized everything was and stated that we have everything we should have. He quizzed Amy and myself. He made sure the passports were secured. The Department of State has recently implemented a new software system that will track how many passports each Passport Acceptance Agent submits, how many IRLs (information request letters) the Passport Agency sends out, and a description scale. The scale is numbered 1-4; the lower the number, the more at fault the applicant is. The greater the number, the greater the acceptance agent's fault. In 2021, we submitted over 500 passports; in 2022, we submitted over 1,000 passports. Out of the 1,000 or so passports submitted, 25 letters were sent out. All the letters sent out had a description scale between 1 and 2. That means that all our acceptance agents are doing an amazing job. We succeeded and passed on every level. Amy and I did add that Debbie is to be commended for putting this program in place and for instilling very high standards in both the staff and the library.

Meetings

February 8	RAIL Circulation Roundtable	Zoom
February 15	SWAN Circulation Users group	Zoom
February 23	Explore more Illinois networking group	Zoom

Cindy Maiello Gluecklich
Head of Guest Services

Programming and Outreach Department – January 2023

Community

On Jan. 12, Marquitta Harris, Strategist, and Kate Kresek, Specialist, returned to Burr Ridge Senior Living facility to interact with residents, answer library questions, and checkout materials.

Amy Merda, Dept. Head, presented a Citizenship/Leadership badge program to a co-ed Lions Troop at The Mecca Center on Jan. 16.

Students who participate in the after-school program at Anne M. Jeans School enjoyed a hands-on program making yarn pom poms with Chrissy Wesolowski, Specialist, on Jan. 18.

On Jan. 21, the Preschool Fair, coordinated by Erin Fergus, Early Literacy Librarian, attracted 65 guests looking to speak with the 9 local schools in attendance about their programs. Information was also available on schools not in attendance as well as the Darien Garden Club Sprouts program. Multiple caregivers shared their appreciation at the opportunity to learn so much about local preschool options in one place and multiple preschool providers stated their intent to participate again next year and appreciated being able to connect with new families. One of the event participants, Hummingbird Pediatric Therapies, is also presenting future upcoming speech storytimes.

On Jan. 23, Jack Schultz, Senior Librarian, presented LEGO Robotics to a Girl Scout troop.

Kate Kresek and Joe Popowitch, Resource Librarian, met with a member of the Darien Historical Society to discuss potential partnership programming on Jan. 23.

The Jan. 28 Volunteer Fair, spearheaded by Kate Kresek, connected 68 guests with 15 local non-profits such as the Hinsdale Society, Ronald McDonald House Charities, DuPage Habitat for Humanity, People's Resource Center, West Suburban Community Pantry, and more. One participating organization mentioned there were only 2-3 minutes they did not speak with someone. Multiple guests commented to Kate on their wishes to volunteer and appreciated having the Fair available to "help guide them through all the volunteer possibilities out there." We appreciate the participating organizations taking the time to connect with the IPPL community to inspire community connections and a spirit of volunteerism.

Marquitta Harris presented an engaging button-making program enjoyed by 13 members of the local SEASPAR group on Jan. 30.

In January, Kate Kresek and Marquitta Harris met with staff from Sunrise Senior Living to discuss and plan future visits to the facility. A first visit for residents is now planned for February.

The Homebound program, coordinated by Marquitta Harris and additional staff across departments, saw a circulation of 136 items.

Programs – January 2023

In January, we had 65 programs attended by 2,030 guests.

Early Literacy

1/9	Preschool Play	Erin	24
1/10	Nature Storytime with the Morton Arboretum	Erin	21
1/11	1,000 Books Before Kindergarten Storytime	Jordan	12
1/16	Preschool Play	Erin	13
1/17	Talented Toddlers	Erin	36
1/21	Preschool Fair	Erin	65
1/23	Preschool Play	Erin	13
1/25	Rollick and Roll	Erin	24

Families

1/16	National Day of Service Project	Kate	41
1/27	Winter Science	Erin, Chrissy	18

Mid-Kids

1/9	Mid-Kids Art Club	Amy, Chrissy	15
1/18	Homeschooling SMART: Science of Sound	Amy	21
1/24	Mid-Kids Self Defense Workshop	Amy	12
1/26	STEAM Station	Chrissy	13

Teens

1/10	Middle School Craft Hour: Sock Snowmen	Sarah	1
1/16	Teen Tech Tutor Info. Session	Sarah	2
1/16	National Day of Service Project	Kate	41
1/17	Middle School Dungeons and Dragons	Sarah	6
1/18	Teen De-Stress Storytime	Sarah	0

Adults

1/3	Solve a Cold Case	Kate	12
1/4	Online-Chair Yoga	Cindy	21
1/5	Thursday Afternoon Movie: Elvis	T.J.	26
1/9	Transitioning to Senior Living	Marquitta	12
1/10	Online: Behavioral Interview Questions	Joe	4
1/11	Online-Chair Yoga	Cindy	25
1/11	Savvy Social Security Planning for Baby Boomers	Marquitta	10
1/12	Increase your Cash Flow Fast	Marquitta	3
1/13	James Bond Murder Mystery	Marquitta	10
1/14	Vision Board Workshop	Marquitta	11
1/17	Opera Lovers Lecture: Hansel and Gretel -canceled (low registration)	Cindy	
1/18	Online-Chair Yoga	Cindy	23

1/18	Online-Is the Book Always Better?	Cindy	8
1/19	DIY Together: Acrylic Pouring	Marquitta	7
1/19	Dating Over 50	Kate	18
1/19	Thursday Afternoon Movie: Top Gun Maverick	T.J.	28
1/21	Loom Knitting Basics	Sarah	4
1/23	The Emerging Importance of Aging in Place	Marquitta	15
1/24	Sears Catalog Homes of Chicago	Cindy	16
1/25	Online-Chair Yoga	Cindy	21
1/25	Protecting Seniors from Identity Theft & Scams	Marquitta	12
1/25	Create Your Own D & D Character	Sarah	2
1/25	Dungeons & Dragons	Sarah	8
1/26	Self-Care for Busy People	Kate	5
1/28	Volunteer Fair	Kate	68
1/29	New Year, New You Recipe Exchange	Kate	5
1/30	Five Steps to Self-Defense	Marquitta	11
1/31	Intro. To Aromatherapy Blending	Kate	8

Groups

1/7	In-Person ESL Conversation Group	Joe	7
1/9	Adult Chess	Amy	6
1/11	Online ESL Conversation Group	Joe	5
1/16	Adult Chess	Amy	3
1/21	In-Person ESL Conversation Group	Joe	5
1/21	TASC Meeting	Sarah	9
1/24	Adult Chess	Amy	5
1/25	Online ESL Conversation Group	Joe	6
1/26	Genealogy Group	Joe	15
1/30	Adult Chess	Amy	5

Passive Programs

1/1-1/31	Adult Puzzle	Adults	Marquitta	4
1/20-1/31	Teen Post: Best/Worst Choice Teens		Sarah	8
1 /2-1/9	Winter Bookmarks	Kids & Teens	Chrissy	174
1/10-1/16	Winter Bookmarks(New designs)	Kids & Teens	Chrissy	93
1 /2-1/11	Snowflake Tracing	Early Literacy	Erin	155
1/11-1/22	Mickey Mouse Skating	Early Literacy	Erin	240
1/17-1/22	Chinese New Year Activity	Kids & Teens	Chrissy	196
1/23-1/26	Star Dot-to-Dot	Early Literacy	Erin	50
1/23-1/31	Winter Color by Number	Kids & Teens	Chrissy	194
1/27-1/31	Valentine Monster	Early Literacy	Erin	100
1/27-1/31	Arctic Animal Scavenger Hunt	Early Literacy	Erin	20

Submitted by:
Amy Merda, P & O Dept. Head

Resource Services Monthly Report

January 2023

Submitted by Gail Graziani, Head of Resource Services

Staff

- Natalya reduced her weekly hours from 18 to 12, and will work three days per week instead of four, as of February 1st.
- As a result of this change, Chris adjusted his hours to cover more mornings.

Collections

- Jen finished weeding adult Novels and will begin working with Anna to incorporate the Genlit books into the novels area beginning this spring.
- Anna, Natalya, and Chris have completed up to "T" in the series labelling project for adult Novels.
- T.J. weeded the audiobooks, and the Blu Rays will be moved to the audiobook shelving in order to free up additional space for DVDs.

Library Materials Displays for January

1st Floor

- Winter Wanderlust
- New Year, New You
- Kitchen Gadgets
- Stone Cold Thrillers

2nd Floor

- Winter Fun
- National Hobby Month
- Winter Reads
- Teen Bookmark: New Year, New You
- World Braille Day
- Celebrating Lunar New Year

Monthly Highlights

- Jen prepared and presented a training for Joe and Gail to prepare them to order nonfiction eBook titles in OverDrive beginning in February.
- Jen and Tori began offering the option of once per month deliveries, in addition to twice per month deliveries, to homebound program participants in order to reduce potentially unnecessary calls for participants.
- T.J. facilitated the Thursday Afternoon Movies for January, including *Elvis* with 26 guests in attendance and *Top Gun Maverick* with 29.
- T.J. worked with Department Heads to make updates to When To Work in order to make the Librarian in Charge more visible, and also made adjustments to Gimlet categories and tags.

- Jordan launched the Teen Book Bag program for teens. Teens that register for a bag (maximum one per month) will receive two books based on the teen's preferences as indicated in a form filled out when registering, along with assorted goodies.
- Jordan responded to requests from various local teachers to collect seasonal books and biographies, and connected a teacher to Arabic resources for a student, including the library's database LOTE (eBooks in languages other than English).
- Jordan moved the baby/parenting magazines and Baby Bundles to Little Town for more visibility, reconfigured items on the parenting shelves in order to showcase the Parenting Packs, and moved the Nature Packs to a new, more visible location.
- Joe facilitated the Genealogy Group meeting with 15 members attending.
- Joe organized the 2022 tax forms to be easily accessible in the self-serve hold pick-up area, and worked with Jill to update the tax information on the website.
- Jeanine and Anna organized the computer folders relating to Resource Services.
- Jeanine reclassified the True Crime Subcategories, including adding Chicago, Fraud, Kidnapping, Psychology, and Serial Killers.

Community

- Tori prepared book club discussion materials for 13 area book clubs, six on new titles never before requested and seven on titles that another club had previously requested.
- Joe attended a meeting with Dean Rodkin of the Darien Historical Society, along with Kate from Programming & Outreach, to discuss ideas for collaborating on programming.
- T.J. responded to an inquiry from a librarian in Porter County, Indiana about our Roku collection.

Continuing Education & Contributing to the Profession

- Jen attended the following webinars/meetings:
 - SustainRT Resource Committee Meeting
 - SustainRT Membership Meeting/Steering Committee Meeting
 - The First Amendment and Illinois Libraries (RAILS)
- Jordan attended the following webinars/meetings:
 - The First Amendment and Illinois Libraries (RAILS)
 - Getting Started with Libby (OverDrive)
- Tori attended the following webinars:
 - The Books Are A Foot (Booklist)
 - What's New in Debuts? (Booklist)
- Jeanine attended the following webinar:
 - De-escalation Tools to Promote Intellectual Freedom (part 1 of 2 Professional Development Alliance)

Technology & Maker Services Board Report January 2023

Technology Services

Classes/Programs

Number of Classes: 5 - Total attendance: 25

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Wed., 1/4	6-7:30pm	New Year New You: Change Yourself Online	Adult	Mike from VSP	3
Thu., 1/12	10-11:30am	Intro to the Windows Computer, Session 1	Adult	People's Resource Center (PRC)	5
Tue., 1/17	6:30-8pm	Google Calendar Basics	Adult	Ann	2
Thu., 1/19	10-11:30am	Intro to the Windows Computer, Session 2	Adult	People's Resource Center	7
Thu., 1/26	10-11:30am	Intro. to the Windows Computer, Session 3	Adult	People's Resource Center	7
Tue., 1/31	2-3:30 pm	iPhone/iPad Basics Part 1	Adult	Beth/Ann	8

Statistics

- Computer Usage
 - Adult Users: 1630 Hours: 1317
 - Adult laptop: 30 Hours: 25
 - K&T Users: 493 Hours: 217
 - K&T Laptops: 7 Hours: 6
- Drive-thru Printing- 2
- Technology Desk Assistance- 693

- 1-on-1 Training- 211
- Wireless Usage- Total Unique Access: 6,436

Maker Services/Maker Studio

- The 2nd floor display cases displayed projects made with various Maker Studio equipment. Part of one of the display cases featured Andy Ermel's projects he made in honor of his son.
- Homes Primary School used the Laser cutter for a school project. They lasered shapes out of 200 pieces of cards stock to make a paper lantern



Mary Kassir @KassirMary · 2h

I don't even know what to say. Our @Maercker60PTA has, once again, gone above and beyond for our students!! Every student will leave today with one of these beautiful lanterns. My favorite response so far: This is the best day ever!! #D60Learns – at Holmes Primary School



92



4



Classes/Programs

- Classes: - 13 Total attendance: 126
- Passive program- 1- Embroidered Art. Total attendance: 56

<u>Date</u>	<u>Time</u>	<u>Class</u>	<u>Audience</u>	<u>Instructor</u>	<u>Attendance</u>
Mon. 1/2	6:30-8 pm	Intermediate Sewing Hand Warmers	All	Jack	3
Sat., 1/7	11-12:30pm	Sewing Pillows	Kids	Jack	15
Tue., 1/10	4-5:30pm	Mid-Kid Time	Kids	Beth/Jack	10
Tue., 1/10	6:30-7:30pm	Introduction to Embroidery	All	Ann	8
Thu. 1/12	4-5:30pm	Coding with Scratch & Makey Makey	Kids	Jack, Beth	8
Mon., 1/16	6:30-7:30pm	Introduction to Laser Engraving	All	Tony	7
Tue., 1/17	4-5:30pm	Mid-Kid Time	Kids	Beth/Beth	10
Thu., 1/19	4-5pm	3D design withTinkercad	Kids	Jack, Beth	0
Fri., 1/20	6-8:30pm	After Hours: Sip & Create	Adults	Jack/Beth Ann/Luke	25
Tue. 1/24	4-5:30pm	Mid-Kid Time	Kids	Beth/Jack	11
Wed., 1/25	6:30-7:30pm	Introduction to Vinyl Cutting	All	Beth/Ann	8
Thu. 1/26	6:30-7:30pm	Mug Press Design	All	Jack/Beth	9
Tue., 1/31	4-5:30pm	Mid-Kid Time	Kids	Beth/Jack	12

Made in a class

Sip & Create- Embroidered Napkin, Painted Rock, & Monogram Zippered Bag



Intermediate Sewing: Hand Warmers



Sublimation Pencil Bag- Kids Time



Mug Press Designs



Made Using Equipment

Embroidered Bath Hoody Towel



Painted Lasered Flower Earrings



Sewing –Hemming Jeans



Vinyl Cutter-Snowflake Sweatshirt



Statistics

- Maker Assistance- 415
- Maker 1-on-1 Training- 181

Equipment Usage

- 3D Printers- 16
- Button Maker – 40
- Candle Maker- 0
- Carving Machine-0
- Cricut (Vinyl)- 8
- Embroidery Machine- 76
- Knitting Machine- 6
- Laser Cutter- 60
- Poster Printer – 25
- Sewing Machine- 24
- Silhouette (Vinyl)- 41
- Sizzix (die cut/embossing) – 42
- Sublimation Printer- 71

Websites

- Maker Studio Website Users- 348 Page Views- 964
- IPPL Website Users – 3,242 - Page Views- 9,422

Sharing

- Hosted Library IT Roundtable meeting on January 11.

Ann M. Stovall, Head of Technology & Maker Services, February 7, 2023

STATISTICS FOR	Jan-23	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	20,084	20,276	136,532	134,572	1.46%
Teen	1,448	1,317	9,615	9,350	2.83%
Kids	12,666	13,396	88,532	87,716	0.93%
ILLS Sent	2,502	3,687	18,170	18,746	-3.07%
TOTAL	36,700	38,676	252,849	250,384	0.98%
Electronic Circulation	8,146	9,184	63,364	60,028	5.56%
GRAND TOTAL CIRC.	44,846	47,860	316,213	310,412	1.87%
% Reciprocal Borrowing	10%	8%	10%	8%	
Patron Visits	28,235	22,635	198,621	159,766	24.32%
<u>Current Cards</u>					
Resident	186	161	22,419	23,931	-6.32%
Non-Resident	52	74	1,007	786	28.12%
TOTAL	238	235	23,426	24,717	-5.22%
<u>Patron Assistance</u>					
Adult - Reference	2,661	1,899	15,969	10,480	52.38%
Kids - Reference	814	620	5,103	4,547	12.23%
Technology - Reference	1,109	772	7,757	7,122	8.92%
TOTAL REFERENCE	4,584	3,291	28,829	22,149	30.16%
Adult - Other	122	161	1,099	1,414	-22.28%
Kids - Other	80	168	677	1,033	-34.46%
Technology - Other	28	49	224	452	-50.44%
TOTAL OTHER	230	378	2,000	2,899	-31.01%
GRAND TOTAL ASST.	4,814	3,669	30,829	25,048	23.08%
<u>ILL/Reserves</u>					
Holds	7,560	9,488	47,707	50,876	-6.23%
ILLs Sent	2,502	3,687	18,170	18,746	-3.07%
ILLs Checked Out	3,938	4,496	27,867	23,980	16.21%
ILLs Received	4,635	4,913	34,190	26,857	27.30%
<u>Programs - Adult</u>					
# Programs	27	20	141	75	88.00%
Attendance	393	199	1,853	1,166	58.92%
<u>Programs - Tech & Maker</u>					
# Programs	19	30	119	89	33.71%
Attendance	158	173	873	523	66.92%
<u>Individual Technology Training</u>					
# of Patrons	447	241	2,347	2,099	11.82%
<u>Groups</u>					
# Programs	9	7	88	53	66.04%
Attendance	66	50	553	345	60.29%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	4	13	37	42	-11.90%
Attendance	9	53	155	199	-22.11%
<u>Programs - Kids</u>					
# Programs	14	94	186	195	-4.62%
Attendance	328	297	3,466	1,803	92.24%
GRAND TOTAL ATT.	1,401	1,013	9,247	6,135	50.73%

STATISTICS FOR	Jan-23	SAME MONTH PREV. YEAR	FYTD	FYTD	FYTD % CHANGE
<u>Passive Programs - Adult</u>					
#Programs	2	4	14	12	16.67%
Attendance	25	333	95	475	-80.00%
<u>Passive Programs - Teen</u>					
# Programs	2	6	16	18	-11.11%
Attendance	13	118	327	315	3.81%
<u>Passive Programs - Kids</u>					
# Programs	10	11	77	39	97.44%
Attendance	1,242	589	6,628	2,020	228.12%
<u>Computers - Patron Use</u>					
Adult Computers	1,630	1,306	11,243	9,807	14.64%
Kids Computers	493	196	2,926	1,046	179.73%
Teen Laptop	7	5	75	44	70.45%
Adult Laptop	30	20	129	117	10.26%
TOTAL PATRON USE	2,160	1,527	14,373	11,014	30.50%
<u>Hours Used</u>					
Adult Computers	1,317	943	8,758	7,639	14.65%
Kids Computers	217	84	1,392	555	150.81%
Teen Laptop	6	5	89	42	111.90%
Adult Laptop	25	28	168	150	12.00%
TOTAL HOURS USED	1,565	1,060	10,407	8,386	24.10%
Wireless Total Connections	6,436	6,342	45,041	40,522	11.15%
IPPL Total Web Site Access	12,520	16,267	82,796	100,946	-17.98%
IPPL Total Page Views	43,565	49,363	278,566	280,168	-0.57%
Subscription Database Logins	3,278	3,688	19,294	20,988	-8.07%
<u>Outreach-Homebound</u>					
Items Delivered	136	122	1,045	864	20.95%
<u>Volunteers</u>					
Number Active	11	26			
Hours Worked	25	52	402	301	33.55%
Staff Training Hours	75	47	440	572	-23.08%
<u>Room Use</u>					
Conference Rooms	664	360	3,733	1,978	88.73%
Meeting Rooms					
Library	58	61	415	182	128.02%
Non-Library	20	20	106	34	211.76%
Board Room					
Library	15	2	124	77	61.04%
Non-Library	17	8	121	53	128.30%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -
January 2023

134

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Reference	483	0	0	483	488	494	488	494
Non-Fiction	38260	190	796	37654	6162	8262	6352	9058
Fiction	31912	262	280	31894	9284	12270	9546	12550
ADULT TOTALS	70655	452	1076	70031	15934	21026	16386	22102
KIDS								
Non-Fiction	10858	122	10	10970	1942	2420	2064	2430
Fiction	24032	257	265	24024	6066	4858	6323	5123
KIDS TOTALS	34890	379	275	34994	8008	7278	8387	7553
TEEN								
Non-Fiction	595	4	3	596	269	114	273	117
Fiction	4041	57	50	4048	1328	1096	1385	1146
TEEN TOTALS	4636	61	53	4644	1597	1210	1658	1263
BOOK TOTALS	110181	892	1404	109669	25539	29514	26431	30918

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Audiobooks on CD	6925	28	391	6562	1359	733	1387	1124
Music CDs	4382	10	5	4387	688	2130	698	2135
Playaway	368	0	0	368	6	8	6	8
DVDs (DVD & Blu-ray)	20501	65	33	20533	3315	3619	3380	3652
ADULT TOTALS	32176	103	429	31850	5368	6490	5471	6919
KIDS								
Audiobooks on CD	575	4	0	579	130	93	134	93
Music CDs	280	0	0	280	35	24	35	24
Playaway	114	0	0	114	12	5	12	5
DVDs (DVD & Blu-ray)	3911	14	4	3921	519	906	533	910
KIDS TOTALS	4880	18	4	4894	696	1028	714	1032
TEEN								
Audiobooks on CD	170	0	0	170	87	123	87	123
Playaway	21	0	0	21	2	0	2	0
DVDs (DVD & Blu-ray)	-5	0	0	-5	0	442	0	442
TEEN TOTALS	186	0	0	186	89	565	89	565
AUDIOVISUAL TOTALS	37242	121	433	36930	6153	8083	6274	8516

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					Adds	Discards	Added	Discarded
ADULT								
Console Games	220	0	0	220	77	16	77	16
Tech Takeout (except digital content devices)	158	1	1	158	60	18	61	19
CD-ROMs	-1	0	0	-1	0	36	0	36
ADULT TOTALS	377	1	1	377	137	70	138	71
KIDS								
Kits (STEM, Book bundles, etc.)	216	1	0	217	87	28	88	28
Puzzles (New Aug. 2018)	23	0	1	22	10	3	10	4
Playaway Launch Pads	18	0	0	18	0	4	0	4
KIDS TOTALS	257	1	1	257	97	35	98	36
TEEN								
Equipment (CD Players, etc.)	5	0	0	5	0	1	0	1
Console Games	811	2	4	809	203	58	205	62
Board Games	118	1	0	119	40	19	41	19
TEEN TOTALS	934	3	4	933	243	78	246	82
OTHER TOTALS	1568	5	6	1567	477	183	482	189
COLLECTION TOTALS	148991	1018	1843	148166	32169	37780	33187	39623

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS -

Jan 2023

eBOOKS	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				Adds	Add
Hoopla- Year (ebooks & comics)	683,054	0	683,054	N/A	0
eMedia (Overdrive Consortium)	24,313	-4	24,309	974	970
eMedia (Overdrive Advantage)	7,224	19	7,243	1166	1185
Preloaded eReaders	166	8	174	166	174
eBook Totals	714,757	23	714,780	2306	2,329
AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD	YTD
				A	Add
Audiobooks					
Hoopla- Year	320,052	0	320,052	N/A	0
eMedia (Overdrive Consortium)	6,589	40	6,629	692	732
eMedia Advantage (Overdrive)	1,906	18	1,924	542	560
Preloaded Adult Audiobook iPods	157	1	158	83	84
Audiobook Total	328,704	59	328,763	1317	1376
Music					
Hoopla- Year	241,704	78673	320,377	N/A	78673
Videos					
Hoopla- Year (includes TV Episodes)	43,288	0	43,288	N/A	0
Kanopy	29,836	384	30,220	59672	60056
Preloaded Adult Roku Titles	1,369	9	1,378	2738	2747
Preloaded Family Roku Titles	209	0	209	418	418
Video Totals	74,702	393	75,095	3156	63221
Total Audiovisual	645,110	79,125	724,235	4,473	143,270
Collection Totals	1,359,867	79,148	1,439,015	6,779	145,599

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT

1/31/2023

Balance on hand as of December 31, 2022.....	3,210,967.16
Cash Receipts for January.....	70,670.78
Cash Disbursements for January.....	322,198.28
Cash on hand as of January 31, 2023.....	2,959,439.66

Investments

Illinois Funds (Money Market) - Average Monthly Rate 4.217%

General.....	518,034.50
MPI Investment (Corporate Fund).....	1,422,792.05

Fifth Third - Checking	(1,417.45)
Republic Bank - Savings - Rate 2.50%.....	916,699.00
Republic Bank - Checking General.....	9,362.68
Republic Bank - Payroll Account.....	91,765.23
Republic Bank - License Sticker Account.....	1,599.65
Petty Cash/Circulation.....	604.00
Balances as of January 31, 2023.....	2,959,439.66

FUND BALANCES AS OF 1/31/2023

Corporate Fund.....	2,722,887.60
Building & Maintenance Fund.....	57,160.29
I.M.R.F. Fund.....	(5,599.89)
Liability Fund.....	805.99
Social Security Fund.....	(3,909.33)
Special Reserve Fund.....	(15,742.05)
Current Liabilites.....	203,837.05
Grand Total All Funds.....	2,959,439.66

137

Indian Prairie Public Library District
Consolidated Revenue Report for January 2023

Percent of Year: 58.33

	RECEIVED January 2023	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	40,965.47	3,883,722.31	98.81%	3,930,322.00	46,599.69
41150 · Non-current Property Taxes	0.09	498.62	0.00%	0.00	-498.62
43100 · Interest-Tax Levy	20.80	333.15	0.00%	0.00	-333.15
TOTAL PROPERTY TAX & LEVY INTEREST	40,986.36	3,884,554.08	98.84%	3,930,322.00	45,767.92
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	64,740.70	121.78%	53,161.00	-11,579.70
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	64,740.70	121.78%	53,161.00	-11,579.70
INTEREST					
43500 · Interest - Investment	4,172.85	21,677.96	0.00%	4,000.00	-17,677.96
TOTAL INTEREST	4,172.85	21,677.96	0.00%	4,000.00	-17,677.96
DESK MONIES					
45100 · Copier	279.66	1,717.52	85.88%	2,000.00	282.48
45120 · Computer Copies	1,035.64	8,351.87	69.60%	12,000.00	3,648.13
45130 · Fax	208.42	2,362.99	47.26%	5,000.00	2,637.01
45200 · Fines/Fees	633.79	3,787.31	75.75%	5,000.00	1,212.69
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	471.60	4,244.18	77.17%	5,500.00	1,255.82
45350 · Non-Resident Fees	10,148.09	68,618.20	76.24%	90,000.00	21,381.80
45450 · Hot Picks	90.00	255.00	0.00%	0.00	-255.00
45550 · Meeting Room Rental	56.25	1,993.75	398.75%	500.00	-1,493.75
45600 · ILL Fees	25.00	263.32	52.66%	500.00	236.68
45650 · Maker Studio	290.60	3,423.03	171.15%	2,000.00	-1,423.03
45700 · Passport Fees	3,395.00	20,415.00	81.66%	25,000.00	4,585.00
45750 · Notary Fees	0.00	8.00	0.00%	0.00	-8.00
45800 · License Stickers	176.57	377.70	0.00%	0.00	-377.70
TOTAL DESK MONIES	16,010.62	115,817.87	78.47%	147,600.00	32,159.83
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	0.00	0.00
46700 · Miscellaneous	50.00	948.00	47.40%	2,000.00	1,052.00
46800 · Collection Agency Fee	10.00	20.00	10.00%	200.00	180.00
TOTAL OTHER INCOME	60.00	968.00	44.00%	2,200.00	1,232.00
TOTAL	62,029.83	4,087,758.61	98.80%	4,137,283.00	49,902.09
49000 · Operating Transfer In	0.00	15,742.05			
GRAND TOTAL	62,029.83	4,103,500.66	99.18%	4,137,283.00	33,782.34

Operating Transfer Out reflects \$15,742.05 from Corporate Reserves

70000 · Operating Transfer Purchases - LoDestro Construction Company \$15,742.05

Indian Prairie Public Library District

Consolidated Expenditures Report for January 2023

138

Percent of Year: 58.33

	January 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	163,060.58	1,313,510.67	55.30%	2,375,154.00	1,061,643.33		
61310 · Benefits - Medical / Life Ins.	21,982.56	116,345.45	54.79%	212,360.00	96,014.55		
61330 · Benefits - IMRF	15,648.38	121,912.22	59.98%	203,246.00	81,333.78		
61340 · Benefits - FICA	10,177.25	86,486.06	50.17%	172,400.00	85,913.94		
61400 · Staff Development	1,999.00	8,629.81	38.53%	22,400.00	13,770.19		
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00		
61710 · Workers Compensation	0.00	7,095.00	110.45%	6,424.00	-671.00		
61720 · Unemployment Insurance	0.00	0.00	0.00%	3,500.00	3,500.00		
61730 · Data Expense Reimbursement	0.00	0.00	0.00%	0.00	0.00		
TOTAL PERSONNEL	212,867.77	1,653,979.21	55.20%	2,996,484.00	1,342,504.79	3,250,000.00	50.89%
MATERIALS							
62100 · Books	8,658.54	69,225.02	43.48%	159,200.00	89,974.98		
62200 · Periodicals	86.28	7,728.98	42.24%	18,300.00	10,571.02		
62300 · Audio	1,419.12	9,610.19	32.20%	29,850.00	20,239.81		
62400 · Video	2,596.13	14,324.80	35.41%	40,450.00	26,125.20		
62500 · Multi-Media	0.00	159.77	7.99%	2,000.00	1,840.23		
62600 · eMaterials	18,255.09	138,261.48	68.17%	202,825.00	64,563.52		
62700 · Console Games	430.38	2,710.74	38.84%	7,000.00	4,281.26		
62800 · Damaged Item Replacement	672.54	3,379.21	42.24%	8,000.00	4,620.79		
62900 · Materials Supplies	2,015.08	10,302.13	49.06%	21,000.00	10,697.87		
TOTAL MATERIALS	34,133.16	255,710.32	52.33%	488,625.00	232,914.68	525,000.00	48.71%
BUILDING							
63200 · Cleaning Service	6,200.55	43,163.90	49.61%	87,000.00	43,836.10		
63300 · Utilities (1-8-11 · Gas)	1,258.62	11,373.96	75.83%	15,000.00	3,626.04		
63300 · Utilities (1-8-12 · Electric)	0.00	23,111.47	47.65%	48,500.00	25,388.53		
63300 · Utilities (1-8-13 · Telephone)	234.41	1,348.57	26.97%	5,000.00	3,651.43		
63300 · Utilities (1-8-14 · Water/Sewer)	727.04	7,500.53	93.76%	8,000.00	499.47		
63300 · Utilities (1-8-15 · Garbage Disposal)	507.77	3,573.60	71.47%	5,000.00	1,426.40		
63350 · Building Supplies	586.33	7,668.88	139.43%	5,500.00	-2,168.88		
63400 · Maintenance Supplies	935.51	5,806.31	52.79%	11,000.00	5,193.69		
63500 · Security System Monitoring	153.00	378.00	54.00%	700.00	322.00		
63600 · Property Maintenance	4,131.28	19,796.62	39.59%	50,000.00	30,203.38		
63800 · Building Maintenance/Repair	9,431.40	25,994.90	74.27%	35,000.00	9,005.10		
TOTAL BUILDING	24,165.91	149,716.74	55.31%	270,700.00	120,983.26	350,000.00	42.78%
OPERATIONS							
64100 · Payroll Service	635.00	5,475.00	161.08%	3,399.00	-2,076.00		
64200 · Supplies - Office	250.10	2,072.14	27.26%	7,601.00	5,528.86		
64300 · Photocopy Supplies	80.80	1,245.29	35.58%	3,500.00	2,254.71		
64400 · Guest Services Supplies	0.00	763.03	20.62%	3,700.00	2,936.97		
64500 · Postage	178.08	2,865.52	57.31%	5,000.00	2,134.48		
64550 · Passport Postage	0.00	2,029.34	67.65%	3,000.00	970.66		
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	1,000.00	1,000.00		
64700 · Travel	79.38	332.91	33.29%	1,000.00	667.09		
64800 · Organizational Memberships	300.00	1,750.50	47.31%	3,700.00	1,949.50		
64900 · Bank Fees	198.81	1,369.14	54.77%	2,500.00	1,130.86		
TOTAL OPERATION	1,722.17	17,902.87	52.04%	34,400.00	16,497.13	42,000.00	42.63%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	2,688.49	33.61%	8,000.00	5,311.51		
65150 · Supplies-Staff Toner	323.97	4,654.47	93.09%	5,000.00	345.53		
65160 · Supplies-Technology Services	0.00	138.49	46.16%	300.00	161.51		
65170 · Supplies-Maker Studio	309.24	4,652.82	166.17%	2,800.00	-1,852.82		
65200 · Technology-Prof Services	472.50	1,056.88	35.23%	3,000.00	1,943.12		

139

**Indian Prairie Public Library District
Consolidated Expenditures Report for January 2023**

Percent Of Year: 58.33

	January 23	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65300 · Purchase of Equipment	1,171.33	14,690.37	71.06%	20,672.00	5,981.63		
65350 · Library of Things	90.93	2,311.79	28.02%	8,250.00	5,938.21		
65400 · Technology Equip Mnt/Repair	3,280.00	5,582.51	28.54%	19,564.00	13,981.49		
65500 · Software	3,458.33	8,678.90	51.05%	17,000.00	8,321.10		
65600 · SWAN	12,333.50	37,521.51	76.06%	49,335.00	11,813.49		
65700 · Telecommunications	1,760.85	8,086.82	53.93%	14,995.00	6,908.18		
TOTAL TECHNOLOGY	23,200.65	90,063.05	60.48%	148,916.00	58,852.95	200,000.00	45.03%
CONTRACTUAL SERVICES							
66100 · General Professional Services	7,200.00	11,185.00	60.46%	18,500.00	7,315.00		
66200 · Credit Bureau	128.05	423.55	35.30%	1,200.00	776.45		
66300 · Copier	221.00	1,547.00	51.57%	3,000.00	1,453.00		
66400 · Copier Maintenance Contract	0.00	362.32	12.08%	3,000.00	2,637.68		
66500 · Background Screenings	0.00	500.78					
66900 · Fees - Bond Registrar	0.00	15.00	6.82%	220.00	205.00		
TOTAL CONTRACTUAL SERVICES	7,549.05	14,033.65	54.14%	25,920.00	12,387.13	35,000.00	40.10%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	13,068.00	100.00%	13,068.00	0.00		
67200 · Bonding	0.00	1,386.00	102.21%	1,356.00	-30.00		
67300 · Officers & Directors Liability	0.00	2,153.00	107.17%	2,009.00	-144.00		
67400 · Umbrella Liability	0.00	2,524.00	99.96%	2,525.00	1.00		
TOTAL INSURANCE	0.00	19,131.00	100.91%	18,958.00	-173.00	25,000.00	76.52%
COMMUNICATIONS							
68110 · Marketing Newsletter	0.00	22,273.25	58.00%	38,400.00	16,126.75		
68111 · eNewsletter	403.52	517.52	5.35%	9,670.00	9,152.48		
68210 · Marketing Advertising	0.00	183.00	18.30%	1,000.00	817.00		
68310 · Marketing Supplies	0.00	217.62	21.76%	1,000.00	782.38		
68410 · Marketing-Information Printing	0.00	360.18	2.77%	13,000.00	12,639.82		
68500 · Legal Notices	38.59	858.09	57.21%	1,500.00	641.91		
TOTAL COMMUNICATIONS	442.11	24,409.66	37.80%	64,570.00	40,160.34	70,000.00	34.87%
PROGRAMMING							
68600 · Programming	4,261.92	20,334.32	50.71%	40,100.00	19,765.68		
TOTAL PROGRAMMING	4,261.92	20,334.32	50.71%	40,100.00	19,765.68	50,000.00	40.67%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	25,360.00	0.00%	25,360.00	0.00		
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	0.00	15,742.05	0.00%		-15,742.05		
69900 · Contingency	3,829.78	8,228.13	35.39%	23,250.00	15,021.87		
69920 · Gift/Donation Purchases	0.00	0.00	0.00%		0.00		
TOTAL	312,172.52	2,310,353.05	55.84%	4,137,283.00	1,826,929.95		
70000 · Operating Transfer Purchases	0.00	15,742.05	0.00%				
GRAND TOTAL	312,172.52	2,326,095.10	56.22%	4,137,283.00	1,811,187.90	4,547,000.00	51.16%

Operating Transfer Out reflects \$15,742.05 from Corporate Reserves



MPI Wealth Management, LLC.
15 Salt Creek Lane, Suite 404
Hinsdale, IL 60521

Client Update Report

Account

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

12/31/2022

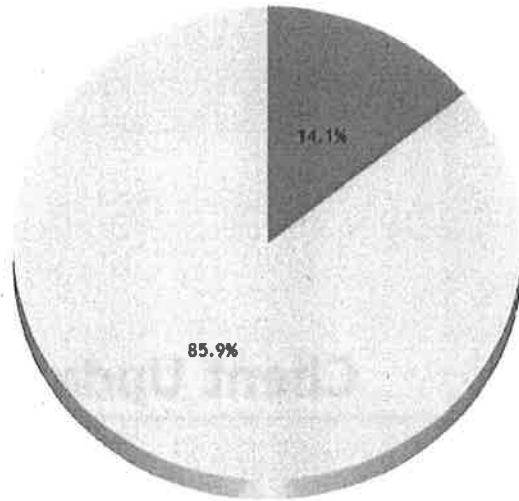


Indian Prairie Public Library District
Corporate Account
Schwab Account #6415-7790

Holdings Overview

US Dollar
12/31/2022

Portfolio Allocation as of 12/31/2022

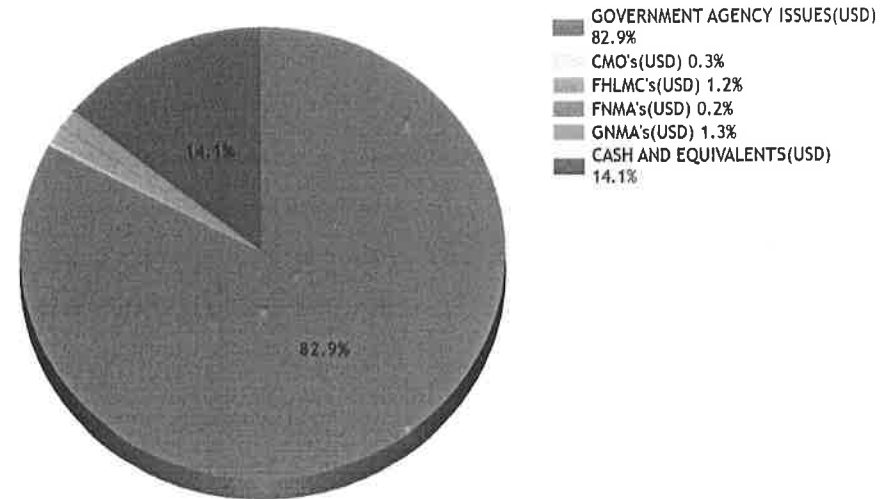


Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	181,154.40	14.1	14.1
Fixed Income	1,105,328.47	85.9	85.9
Equity Total	1,286,482.87	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
cash	Cash Account Balance	181,154.40	14.1
3133ef5e3	Federal Farm Credit Banks 2.250% Due 4/27/2027	139,386.58	10.8
3134gwuq7	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	131,279.75	10.2
3130al4c5	Federal Home Loan Banks 0.950% Due 2/25/2028	127,122.23	9.9
3130ak6v3	Federal Home Loan Banks 0.730% Due 9/22/2027	125,520.39	9.8
3134gwp67	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	124,895.18	9.7
3133embg6	Federal Farm Credit Banks 1.120% Due 9/28/2029	122,766.92	9.5
3137eaeq8	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	98,820.41	7.7
3137eae6	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	98,675.10	7.7
3133emyx4	Federal Farm Credit Banks 0.125% Due 5/10/2023	98,497.22	7.7
Top 10 Holdings Total		1,248,118.18	97.0

Equity Allocation by Security Type





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

Performance by Asset Class

Net of Fees | US Dollar
12/31/2021 - 12/31/2022

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2021	396,327.86	0.00	992,213.24	0.00	1,388,541.10
Accrued Interest	0.00	0.00	3,336.52	0.00	3,336.52
Purchases/Contributions	186,995.12	0.00	398,379.63	0.00	0.00
Sales/Withdrawals	-398,379.63	0.00	-186,995.12	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	-1,283.38	0.00	-1,283.38
Unrealized Gains	0.00	0.00	-114,277.07	0.00	-114,277.07
Interest Income	204.54	0.00	14,440.79	0.00	14,645.33
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-486.14	0.00	-486.14
Management Fees	-3,993.49	0.00	0.00	0.00	-3,993.49
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 12/31/2022	181,154.40	0.00	1,102,478.09	0.00	1,283,632.49
Accrued Interest	0.00	0.00	2,850.38	0.00	2,850.38
Average Capital Base	140,744.25	0.00	1,251,133.37	0.00	1,391,877.62
Total Fees	-3,993.49	0.00	0.00	0.00	-3,993.49
Total Gain after Fees	-3,788.95	0.00	-101,605.80	0.00	-105,394.75
IRR for 1.00 Years	-2.69%	0.00%	-8.12%	0.00%	-7.57%



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

Portfolio Appraisal

US Dollar
12/31/2022

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
100,000	Federal Home Loan Mtg Corp 0.375% Due 4/20/2023	99.82	99,820.46	98.75	98,746.45	7.7	4.5
100,000	Federal Home Loan Mtg Corp 0.375% Due 5/5/2023	99.78	99,777.00	98.62	98,616.77	7.7	4.4
100,000	Federal Farm Credit Banks 0.125% Due 5/10/2023	99.69	99,690.57	98.48	98,479.51	7.7	4.4
150,000	Federal Home Loan Mtg Corp 0.700% Due 12/30/2026	99.98	149,970.98	87.34	131,017.25	10.2	4.2
150,000	Federal Farm Credit Banks 2.250% Due 4/27/2027	106.28	159,426.96	92.52	138,786.58	10.8	4.2
150,000	Federal Home Loan Banks 0.730% Due 9/22/2027	99.96	149,943.65	83.48	125,219.26	9.7	4.7
150,000	Federal Home Loan Banks 0.950% Due 2/25/2028	99.66	149,496.17	84.42	126,623.48	9.8	4.4
150,000	Federal Home Loan Mtg Corp 1.000% Due 9/14/2028	100.00	150,000.00	82.97	124,449.35	9.7	4.4
150,000	Federal Farm Credit Banks 1.120% Due 9/28/2029	99.96	149,937.37	81.56	122,332.92	9.5	4.3
	Accrued Interest				2,692.21	0.2	
			1,208,063.17		1,066,963.78	82.9	4.4
CMO's(USD)							
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	2,784.52	98.11	2,529.50	0.2	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	795.43	100.72	741.07	0.1	3.0
	Accrued Interest				11.97	0.0	
			3,579.96		3,282.53	0.3	2.4
FHLMC's(USD)							
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	199.27	100.72	185.95	0.0	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	1,766.67	100.44	1,620.44	0.1	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	2,345.33	98.36	2,206.90	0.2	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	10,078.20	97.76	9,180.87	0.7	5.1



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

Portfolio Appraisal

US Dollar
12/31/2022

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	2,262.35	99.90	2,108.52 53.93 15,356.61	0.2 0.0 1.2	1.7 3.6
			16,651.84				
FNMA's(USD)							
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028 Accrued Interest	106.63	2,928.21	97.66	2,682.03 9.15 2,691.19	0.2 0.0 0.2	4.8 4.8
			2,928.21				
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	817.97	99.93	736.54	0.1	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	2,226.09	97.97	2,019.40	0.2	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	5,900.47	99.79	5,260.25	0.4	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	2,928.76	101.45	2,726.34	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	1,777.09	104.61	1,705.77	0.1	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,326.92	101.52	2,167.20	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,166.85	102.47	1,095.58	0.1	1.8
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	840.25	105.71	828.30	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038 Accrued Interest	108.93	425.09	105.54	411.83 83.12 17,034.36	0.0 0.0 1.3	2.5 2.5
			18,409.49				



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

Portfolio Appraisal

US Dollar
12/31/2022

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
CASH AND EQUIVALENTS(USD)							
	Cash Account Balance		181,154.40		181,154.40	14.1	0.0
			181,154.40		181,154.40	14.1	0.0
Total Portfolio			1,430,787.06		1,286,482.87	100.0	3.7



Disclaimer & Terms

12/31/2022

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.

RAILS News

E-News February 8, 2023

RAILS Welcomes Monica Harris as New Executive Director

After a nationwide search, the [RAILS Board](#) appointed Monica Harris as [RAILS Executive Director](#), effective immediately. Monica has been serving as Interim Executive Director since November 2022 and first joined RAILS as Associate Executive Director in January 2020.

RAILS will plan several in-person events throughout our area to give all staff at all RAILS libraries the opportunity to get to know Monica better and to share any feedback you have for RAILS moving forward. We will also offer virtual opportunities. Stay tuned to the weekly *RAILS E-News* for details. In the meantime, please join us in welcoming Monica Harris as our new Executive Director!

Special RAILS Member Update with New RAILS Executive Director

RAILS will have a special member update on Tuesday, February 28 from 3:00 – 4:30 p.m. to give members an opportunity to hear from Monica Harris, RAILS' new Executive Director. The update will be held via Zoom, and all levels of staff from all types of RAILS libraries are invited to attend.

Monica will talk about some of her plans for RAILS moving forward, and members will have the opportunity to share any feedback via Zoom Chat. The meeting will also be recorded. Monica will also be traveling to different locations across the RAILS service area in the coming months to talk with members. Stay tuned to this *E-News* for details. [Register for the February 28 Member Update](#).

Upcoming Email List Changes

We're moving our email list operations to another platform soon. This change does not affect the *RAILS E-News*, which will remain on its current setup.

To ensure that you continue to receive messages sent to [your subscribed lists](#), your library's email configuration will need to allow you to get mail sent from the **railslibraries.org** and **list.railslibraries.org** domains.

For discussion lists where you can post messages, we'll notify list subscribers in advance before we migrate each list because you'll need to start posting to a new address after the move. We'll also provide the administrators of networking and other group lists with advance notice about your list's migration date.

Discounted ALA Exhibit Hall Passes

RAILS will be offering our member libraries discounted exhibit guest passes for library staff to visit the exhibit hall at the American Library Association (ALA) Annual Conference, June 22-27, in Chicago. We are still working out the final details with ALA. Watch this weekly *RAILS E-News* for more information about the cost and how to sign up for the discounted passes.

All Members Asked to Help Improve RAILS Website

We're running an exercise online to help us fine-tune the menu for our new website, which will be launching soon. You'll be asked to drill down through a draft outline of the menu items to indicate where you'd go to find a number of things on the site. The exercise should take 10-15 minutes to complete. There are no wrong answers, and we would love to receive feedback from all levels of staff at all types of RAILS libraries (academic, public, school, and specialized). We greatly appreciate your participation! [Take the survey!](#) Thank you!

Delivery Count Begins February 13

The delivery count begins on Monday, February 13. Please physically hand count all of the items in each of your delivery containers and [complete the online count form each day](#) from **Monday, February 13 through Friday, February 17**. To have access to your library's delivery count form, you must be affiliated with a library that receives system van delivery.

All RAILS member libraries, except libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.

Continuing Education

"Consistent Content Marketing" Two-Part Webinar, February 27 & March 6

This two-part webinar series will help you determine where to focus your social media marketing efforts and streamline your creative process. By the end of the series, attendees will know how to determine which material can be repurposed, create content that can be recycled and reused across communication channels, and develop a content schedule for three months. Join Barbara Alvarez, Instructor in Library and Information Science, as she guides you through the process.

This two-part webinar series will be held on Mondays, February 27 and March 6 from 10:00 to 11:30 a.m. [See more details and register on L2.](#)

Networking

RAILS Music Librarianship Group Meeting, February 10

The RAILS Music Librarianship Group is a gathering of individuals who are passionate about music in libraries. Whether it be organizing concerts, collecting vinyl, or making music recommendations for patrons, this group is open to anyone with an interest in music and librarianship. Members may come from academic, public, school, or special library settings.

[The first meeting is via Zoom on Friday, February 10 from noon to 1 p.m. This event will not be recorded.](#)

E-Resources

Explore More Illinois to Host First Networking Group Meeting

RAILS' online cultural and recreational pass program, [Explore More Illinois](#), will host its first networking group meeting on Thursday, February 23 at 11 a.m. Bring ideas to share with your colleagues. Jessica Barnes, RAILS Special Projects Librarian, will share Explore More Illinois news and answer questions. [Email Jessica](#) with topics you would like to see on the agenda or if you have questions

about the meeting. We plan on hosting quarterly networking group meetings going forward. [Zoom registration is required.](#)

Celebrate Black History Month with Explore More Illinois

In February, several Explore More Illinois attractions will offer special events and exhibits highlighting African American history and contributions. Explore More Illinois is RAILS' online cultural and recreational pass program. There are events at several attractions around Illinois. [Get details on the RAILS website about all the Explore More Illinois events for Black History Month.](#)

Visit the [Explore More Illinois web page](#) for more information on joining and current attractions:

Arcadia Publishing and History Press E-Books Available to Everyone in Illinois

Over 300 e-books from [Arcadia Publishing](#) have been added to the [Inkie.org Library](#)! These titles, which focus on the history of Illinois towns and significant events in the state's past, are available for simultaneous use. They can be checked out by anyone in Illinois, no library card or login is required.

We encourage libraries to add a link to the [Inkie.org Library](#) to your collection of online resources. [You can find two versions of the Inkie.org Library logo on the website under Marketing Materials.](#)

Deals, Discounts, Grants

Sign up by March 1 for READsquared Group Purchase

RAILS offers discounted pricing for [READsquared](#), an online tool for managing reading programs such as 1,000 Books Before Kindergarten, Summer Reading, Read Across America, and more. Over 25 RAILS libraries subscribe to READsquared.

RAILS public libraries **must renew/sign up for the group purchase by March 1, 2023**. Renewing libraries will receive a confirmation email from RAILS. New subscribers can visit the RAILS [Deals & Discounts page](#) during the sign-up period

and log in (upper right corner) to view pricing and to opt-in to the deal. The subscription is valid from April 1, 2023 - March 31, 2024.

To learn more about the program, join the READSquared team for a webinar on.

- Tuesday, February 21 at 10:30 a.m., or
- Wednesday, February 22 at 10:30 a.m.

An open Q&A will be offered at the end of the session. No sign-up is required. [Join either READSquared webinar.](#)

OER Campus Kickstart: Award for Growing Illinois OER Programs

The Illinois Association of College & Research Libraries (IACRL) Awards Committee announced that they are opening applications for the Open Educational Resource (OER) Campus Kickstart: Award for Growing Illinois OER Programs. This is an opportunity for you to get a financial incentive for your faculty to take on OER projects.

This award provides funding for financial incentives to smaller college campuses and campuses with little or no support for OER programming to take some of their first steps. The intended outcome is a collaboration between academic faculty and librarians to implement Open Educational Resources in their courses and help establish OER programs on their campus. Applications are due March 31. [Additional information about the OER award](#) is available on the ILA website.

Apply for a Grant or Scholarship!

Applications are being accepted for ILA Scholarships. The complete list of available grants and scholarships is provided below. Please note that the deadlines for the grants and scholarships vary. If you have any questions, please contact [Tamara Jenkins](#).

- [Inclusive Travel Grants for National Conferences](#)
 - [Oberman and Rich Reaching Forward Conference Grant](#)
 - [Robert P. Doyle ILA Conference Grant for Support Staff](#)
 - [Resources and Technical Services Forum \(RTSF\) Scholarship](#)
 - [Valerie J. Wilford Scholarship Grant for Library Education](#)
-

Conference News

AISLE 2023 Session Proposals

The Association of Illinois School Library Educators (AISLE) Annual Conference is in Champaign, October 1 - 3. They are now accepting proposals for the conference sessions. Proposals are due March 15. Send in your proposal today!

Other Library News

ILA's New Three-Step Approach for Legislative Meet-ups, with Webinars

The ILA Advocacy Committee announced that the 2023 Legislative Meet-ups will focus on making legislative endeavors hyperlocal. In place of regional events, ILA is encouraging library advocates to meet with elected officials in your districts. This could be a visit to your legislators' offices, a tour of the library, or even a joint event with neighboring libraries.

ILA will help you prepare for these local events by offering two statewide webinars and additional advocacy resources. Advocates are encouraged to attend **"Get Ready to Advocate" on February 22**, followed by **"Library 101 for Legislators" on February 27**. By attending both of these webinars, you will be ready to schedule, plan, and attend a meeting, tour, or event with your legislator. Visit the ILA website to learn more about these advocacy webinars.

Nominate Someone Today for an ILA Award!

Nominations for the 2023 ILA Awards are now being accepted. ILA awards recognize excellence in librarianship and library services in Illinois. The complete list of awards is available on the ILA website. If you have any questions about award nominations, or if you would like to resubmit a previous nomination, please contact Tamara Jenkins.

Judges Needed for Manuscript Contest!

The Soon to Be Famous Illinois Author Project (STBF) needs judges for this year's Manuscript Contest. Judges will be required to read approximately nine manuscripts over a period of at least 12 weeks beginning in late March or early April. Anyone from any library type and level of staff is welcome to sign up to judge.

In addition, if you are interested in learning more about the Manuscript Contest to share with aspiring authors, check out the [Manuscript Contest page of the STBF website](#). The Contest is accepting completed manuscripts of adult fiction from Illinois residents until March 1. The winner receives professional line editing and a professionally designed cover, as well as being entered as a semi-finalist in the next STBF contest.

Member News

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

RAILS Welcomes General George S. Patton School District 133

Please join RAILS in welcoming our newest member, [General George S. Patton School District 133](#)! This school district is located in Riverdale, Illinois. There is one school in the district, serving K-8 students. According to the Illinois State Board of Education, the district has an enrollment of 210 students.

As a new member of RAILS, the district will now have access to RAILS continuing education, grants, support for e-books, networking, and member connections across Illinois. Welcome, General George S. Patton School District 133!

RAILS Library Director News

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

- Karen Dick and Karen Dillon are interim co-directors of Stockton Township Public Library.
- Ashley Lewis is the new director of Dominy Memorial Library.
- Jennifer Ross is the new director of the Lacon Public Library District.

Indian Prairie Public Library
Policy Committee Minutes
January 17, 2023 – 5:30 p.m.

Call to order 5:34 p.m.

Present: Damon, Megaridis, Birmingham

Absent: Raftis

The committee reviewed the following policies:

- 200 By-Laws
- 420 Library Cards
- 430 Circulation
- 431 Fines & Charges
- 432 Homebound Services
- 433 Suspension/Limitation of Privileges
- 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
- 500 Materials Selection
- 613 Restore Illinois Policy
- 650 Conference Rooms
- 660 Meeting Rooms
- 680 Video Surveillance
- 690 Photography & Video
- 700 Identity Protection
- 800 Personnel
- 1000 Emergency Closing

Minor changes were made and will be included in the February omnibus for full Board approval.

Adjourned 5:55 p.m.

Indian Prairie Public Library Activity Plan 2019-2022

**** Highlighted activities are still to be done**

1. EMPOWERING: *We empower people to learn, grow, and enrich their lives.*

Key Initiative 1.1 We care about people and cultivate relationships to connect around individual interests and their information, education, and entertainment needs.

Activity	Who	Timeline	Update
Develop a system that continually educates and updates staff about library collections and services.			This is partially done though the staff blog
Train staff on how they can provide advisory services relative to our collections, programs, and services as part of conversations with guests.		2023	This is related to roaming and no no formal training has been done due to being short-staffed
Train staff on effective roaming practices that provide a non-intrusive service but also spark conversations with patrons.		2023	On hold until we fill positions
Develop a process to take what is learned by conversations staff have with patrons and apply that information to development of services.		2023	We collect guest comments through Listening Posts and comment forms, but there is no formal process
Develop a one-on-one business resources service.	Resource Services	Ongoing	We offer this to businesses through our Biz Connect and Business webpage.

Key Initiative 1.2: We offer interest-driven programs that spark enjoyment, participation, learning, and creativity.

Activity	Who	Timeline	Update
Create a matrix to understand how our programs relate to the various demographics in our community and use for planning.	Programming/Outreach	2023	
Offer more programs at night and on weekends to accommodate families and adults working during the day.	Programming/Outreach Tech/Maker	ongoing	We do this on an ongoing basis.

Offer at least four adult programs out in the community per quarter (Willowbrook Corner, senior residences, community centers, businesses, etc.)	Programming/Outreach	ongoing	P&O offers programs monthly at schools, after-school programs and senior residences.
Each quarter develop a creative programming series that teaches skills.	Programming/Outreach	ongoing	Each quarter the library offers several craft programs and programs in the maker studio
Offer at least 4 life skills topics each year.	Programming/Outreach	ongoing	This is being done
Identify how we can use public spaces in the library to provide more opportunities for programs and classes.			Programs have been held in the café and in the youth department.
Have flexible space and furniture in order to provide responsive programming. (2.4 also)			This has been completed and programs are held in public areas.
Put some library programs online for people to attend virtually or be able to watch at another time.			This was offered throughout 2020 -2022 Staff continue to offer a few online programs in 2023.

Key Initiative 1.3: We curate dynamic collections that are exciting, responsive, and inclusive.

Activity	Who	Timeline	Update
Increase the budget for popular materials and trending collections, both physical and digital, in order to be responsive to current trends and demand for titles.	Resource Services	ongoing	Additional money has been added each year to digital materials and to popular collections.
Do an in-depth survey of community needs and interest relative to the library's physical and digital collections. Revise the collection development plan and processes accordingly to ensure development of collections to the community.	Resource Services	2023	Not done
Evaluate and expand our collection of non-traditional materials.		2022	The LOT collection was expanded in 2022 to add kitchen and repair tools.
Do a diversity study of the physical and digital collections.	Resource Services	2023/2024	This was completed for the youth materials in 2021 and will be

			done in 2023/2024 for adult materials.
Implement merchandising best practices and increase displays to enhance discovery.			Staff have identified areas to place displays and are tracking their usage. Tech/Maker created a display for the LOT collection.
Study the arrangement of the collections and curation of collections based on trends to enhance discovery for patrons.	Resource Services	2023	
Provide a way to bring materials to Willowbrook Corner.	Resource Services	2022	We started bringing materials to after-school programs and summer camp and it will continue
Examine tools that analyze collection usage and implement viable option(s).	Resource Services	2019	Tools were researched and we determined they were quite expensive. Staff have been using work-arounds via SWAN reports
Aid browsability by using shelf talkers to feature read-alikes and staff reviews.	Resource Services	ongoing	Staff have added a large number of shelf talkers to collections and will be doing more.

Key Initiative 1.4 : We provide opportunities for our residents to discover, learn about, and use technology.

Activity	Who	Timeline	Update
Examine the personal computing services we provide to create the best possible experience.	Tech/Maker Services	2021	Replaced existing adult computer furniture for more privacy and space. Added power to tables so users can charge their own laptops.
Develop a process so that we offer multiples of classes that generate high interest.	Tech/Maker Services	ongoing	Tech/Maker has been offering multiple classes of popular classes and in Sept. 2022 developed a process to open up additional classes based on the waitlist.

Develop a maker space to use for teaching purposes as well as for providing opportunities for patrons to use the equipment themselves.	Building project		This was accomplished on Oct. 15, 2021.
Develop an equipment certification program for patrons.	Tech/Maker Services		This was developed in Oct 2021 when we initially opened the Maker Studio. Starting in Sept. 2022 we renamed it from certification to training session.
Develop volunteers to support library technology services and programs.	Tech/Maker Services	2023	
Enhance our VR equipment and programming.	Tech/Maker Services		We added a VR headset for the Sony PlayStation and two additional Oculus Quest headsets due to the increase in hold requests. We offer occasional VR programs.
Curate instructional videos to support technology training.	Tech/Maker Services	ongoing	We are in the process of doing this as we added instruction videos to the iMac in the Maker Studio. We are also promoting Linked in learning under Technology classes on our website.

Key Initiative 1.5: We use innovative ways to reach and inform our community about all we have to offer and to share our stories of impact.

Activity	Who	Timeline	Update
Develop a plan to collect and share library impact stories.	Marketing	ongoing	Marketing staff have been interviewing guests and sharing stories of how the library has made a difference for them.
Promote collections and services beyond the library's print and digital promotions.	Marketing Programming /Outreach	ongoing	This is done through the newsletter, library's website and enews
Develop a process for staff to identify the value of services beyond statistics, namely outcomes.	All	2023/ongoing	
Develop a plan to share outcomes in the community.	Marketing Programming/Outreach	ongoing	One way we've started doing this is through the newsletter.

Identify a variety of ways to expand communications with community stakeholders and legislators.	Board Administration Marketing	2022, ongoing	This has started with presentations to the village/city councils, communications to new legislators
Identify methods of communication that reach our residents who are from other countries.	Marketing Resource Services	2023, ongoing	
Develop a training program for staff on delivering "messages" as they are out in the community and develop a process for continuous message development.	Marketing Admin	2023, ongoing	

2. Welcoming: IPPL is a preferred destination and welcoming place for all.

Key Initiative 2.1: Our commitment to exceptional experiences for everyone guides the development of our services and assures outstanding hospitality.

Activity	Who	Timeline	Update
Examine our current staffing model and other staffing models with the goal of developing a model that will support new services and ensure outstanding service to our public.	Department Heads		This was completed in 2021
Develop a continuous process to measure member and guest satisfaction with their experience using the library,	Admin	2023	
Develop a hospitality training plan that is consistent across the library and ensures outstanding interactions with patrons.	Staff committee		This was completed in 2022 with the development of the GX philosophy.
Continue staff training around inclusivity and understanding differences in our community. Include this training as part of staff orientation.	Admin	2023, ongoing	

Key Initiative 2.2: We continually learn about our community's needs and interests to ensure we are inclusive.

Activity	Who	Timeline	Update
Do diversity studies of collections and programs.	Resource Services Programming/Outreach	2023	A diversity study was done on youth collections. A study needs

			to be done of the adult collection and our programs.
Identify where staff should go in the community to meet people where they're at and have conversations.	Programming/Outreach	2023	This has started as staff are going to community events, schools, senior residences and other activities.
Talk with various groups in our community to identify what is welcoming to them.	Programming/Outreach	2023	
Survey our residents about accessibility needs.	Admin	2023	
Create promotional materials in other languages.	Marketing	2023, ongoing	
Investigate providing more materials in other languages.	Resource Services	2021	We started a small collection of popular titles in other languages. We have the LOTE database which provides children's books in other languages.
Provide opportunities for cultures to connect and learn about other cultures.	Programming/Outreach Resources	ongoing	We do this through booklists, collections, displays, programs and storytimes

Key Initiative 2.3: Our physical and virtual spaces are welcoming, engaging, useful, and easy to use.

Activity	Who	Timeline	Update
Examine the building and determine priorities for use of the space.	Building project		Completed in the renovation
Have flexible spaces and furniture for programming, meeting, and study spaces.	Building project	FY 19/20	Completed in the renovation
Provide new furniture on the first floor.	Building project	FY 19/20	Completed in the renovation
Expand outdoor space for reading and programs.		2022	The Reading Garden patio was expanded and a new pergola installed.
Create a maker space with all equipment in one place for patrons to use and explore.	Building project	FY 19/20	Completed in the renovation
Hire an architect to plan best use of library space.		FY 19/20	Completed.
Examine replacing the entrance doors with sliding doors.	Building project	FY 19/20	This was done during the renovation design
Provide more collaborative and quiet spaces.	Building project	FY 19/20	Completed in the renovation

Examine if the meeting room can be divided.	Building project	FY 19/20	This was researched and determined that it's expensive and not practical
Consider expanding/redesigning the café.	Building project	FY 19/20	Completed in the renovation
Explore an all-ages collections model for certain collections.		FY 19/20	Examined this and determined to keep materials for youth on the 2 nd floor
Evaluate the signage in the building and improve it.		FY19/20	This was completed in the renovation
Educate patrons on best practices in using the online catalog.	Resource Services	2023	
Explore delivering items to vehicles in the library parking lot.			This was completed with the addition of the pick-up window
Explore providing a drive-through book pick-up.			Completed
Provide a mobile-friendly website or app.			Our website is mobile-friendly and SWAN offers an app with many features.
Explore providing delivery of materials to patrons' homes or businesses. (Not just to homebound residents.)	Guest Services	2023	
Explore providing an electric car charger in the parking lot	Admin	2023	
Explore providing a co-working space in the library			Tried offering this in 2019 but it did not take off as a viable service

3. CONNECTING: We are a vital partner in a strong community and a catalyst for bringing people together.

Key Initiative 3.1: We increase opportunities for people to connect and engage with each other.

Activity	Who	Timeline	Update
Offer a space and a presence around community events and discussions.	Board Admin Programming/Outreach	ongoing	This has started in 2022 with the Darien Community Groups meetings; Programming and Outreach attend community events and gatherings
Offer programming to encompass global and national issues.	Programming/Outreach	ongoing	We regularly offer programs relating to national and global issues.

Study spaces to see if there is a way to host regular community meetings.			Accomplished in the renovation
Offer more expos on various community interests.	Programming/Outreach	ongoing	In 2022, we hosted a teen job fair. In 2023, we hosted a Preschool Fair and a Volunteer Fair. We are currently planning the 2023 Teen Job Fair.
Study local special interest groups and their activities, identifying ways to partner with them.	Programming/Outreach	2023/2024	

Key Initiative 3.2: We develop and nurture partnerships that benefit our community.

Activity	Who	Timeline	Update
Develop a staffing model that allows staff to focus on community outreach	Department Heads		Completed in 2021; Staffing needs have impeded the plan
Train staff on how to develop community relationships and do outreach that is mutually beneficial to goals	Admin	2023/2024	
Explore creating a community outreach committee or department.	Department Heads		Completed in 2021
Develop relationships with organizations in the community	Board Admin Programming/Outreach Resource Services	ongoing	*****
Enhance relationships with senior living centers in the district.	Programming/Outreach	ongoing	
Increase outreach to local small businesses and entrepreneurs.	Resource Services	ongoing	
Explore ways to enhance our relationship with Literacy DuPage.	Resource Services	ongoing	New programming has been developed that promote Literacy DuPage.
Have staff at more community events	Programming/Outreach	ongoing	
Identify hobbyist groups in the community and develop relationships with these groups.	Programming/Outreach Tech/Maker	2023/2024	Our adult Chess Group is one example.

Key Initiative 3.3: We grow our reputation as a valued community resource and partner.

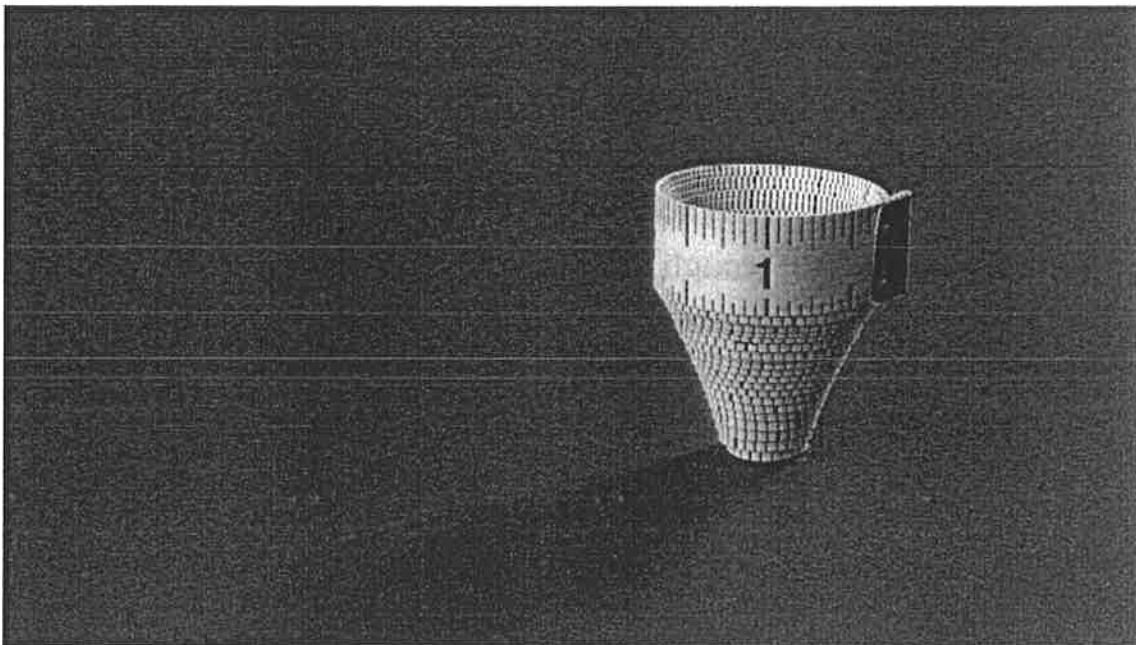
Activity	Who	Timeline	Update
Collect and share stories about our partnerships in the community	Marketing Resource Services Programming/Outreach Tech/Maker	ongoing	Marketing highlights staff participation in community events.
Promote the library as being a good steward of resources.	Marketing	2023/ongoing	
Host conversations on important community topics	Admin Programming/Outreach	As needed	
Develop a promotional plan for senior living centers (also 1.5)	Marketing Programming/Outreach	Completed	
Develop communications plan for stakeholders and legislators (also 1.5)	Board Admin Marketing	ongoing	Developed a plan in 2022.
Share outcomes with the community and not just advertise events, show impact (also 1.5)	Marketing	ongoing	Marketing staff have been interviewing guests and sharing stories of how the library has made a difference for them.
Develop messaging for staff to use when out in the community.	Marketing	ongoing	

Strategic Planning

How to Do Strategic Planning Like a Futurist

by Amy Webb

July 30, 2019



MirageC/Getty Images

Summary. Chief strategy officers and those responsible for shaping the direction of their organizations are often asked to facilitate “visioning” meetings. This helps teams brainstorm ideas, but it isn’t a substitute for critical thinking about the future. Neither are the one-,... [more](#)

I recently helped a large industrial manufacturing company with its strategic planning process. With so much uncertainty surrounding autonomous vehicles, 5G, robotics, global trade, and

the oil markets, the company's senior leaders needed a set of guiding objectives and strategies linking the company's future to the present day. Before our work began in earnest, executives had already decided on a title for the initiative: Strategy 2030.

I was curious to know why they chose that specific year — 2030 — to benchmark the work. After all, the forces affecting the company were all on different timelines: Changes in global trade were immediate concerns, while the field of robotics will have incremental advancements, disappointments, and huge breakthroughs — sometimes years apart. Had the executives chosen the year 2030 because of something unique to the company happening 11 years from today?

The reason soon became clear. They'd arbitrarily picked the year 2030, a nice round number, because it gave them a sense of control over an uncertain future. It also made for good communication. "Strategy 2030" could be easily understood by employees, customers, and competitors, and it would align with the company's messaging about their hopes for the future. Plus, when companies go through their longer-term planning processes, they often create linear timelines marked by years ending in either 0s or 5s. Your brain can easily count in fives, while it takes a little extra work to count in 4s or 6s.

Nice, linear timelines offer a certain amount of assurance: that events can be preordained, chaos can be contained, and success can be plotted and guaranteed. Of course, the real world we all inhabit is a lot messier. Regulatory actions or natural disasters are wholly outside of your control, while other factors — workforce development, operations, new product ideas — are subject to layers of decisions made throughout your organization. As all those variables collide, they shape the horizon.

Chief strategy officers and those responsible for choosing the direction of their organizations are often asked to facilitate "visioning" meetings. This helps teams brainstorm ideas, but it isn't a substitute for critical thinking about the future. Neither are

the one-, three-, or five-year strategic plans that have become a staple within most organizations, though they are useful for addressing short-term operational goals. Deep uncertainty merits deep questions, and the answers aren't necessarily tied to a fixed date in the future. Where do you want to have impact? What it will take to achieve success? How will the organization evolve to meet challenges on the horizon? These are the kinds of deep, foundational questions that are best addressed with long-term planning.

Why We Avoid Long-Term Timelines

As a quantitative futurist, my job is to investigate the future using data-driven models. My observation is that leadership teams get caught in a cycle of addressing long-term risk with rigid, short-term solutions, and in the process they invite entropy. Teams that rely on traditional linear timelines get caught in a cycle of tactical responses to what feels like constant change being foisted upon them from outside forces. Over time, those tactical responses — which take significant internal alignment and effort — drain the organization's resources and make them vulnerable to disruption.

For example, in 2001 I led a meeting with some U.S. newspaper executives to forecast the future of the news business. They, too, had already settled on a target year: 2005. This was an industry with visible disruption looming from the tech sector, where the pace of change was staggeringly fast. I already knew the cognitive bias in play (their desired year ended in a five). But I didn't anticipate the reluctance to plan beyond four years, which to the executives felt like the far future. I was concerned that any strategies we developed to confront future risk and find new opportunities would be only tactical in nature. Tactical actions without a vision of the longer-term future would result in less control over how the whole media ecosystem evolved.

To illustrate this, I pointed the executives to a new Japanese i-Mode phone I'd been using while living in Tokyo. The proto-smartphone was connected to the internet, allowed me to make

purchases, and, importantly, had a camera. I asked what would happen as mobile device components dropped in price — wouldn't there be an explosion in mobile content, digital advertising, and revenue-sharing business models? Anyone would soon be able to post photos and videos to the web, and there was an entire mobile gaming ecosystem on the verge of being born.

Smartphones fell outside the scope of our 2005 timeline. While it would be a while before they posed existential risk, there was still time to build and test a long-term business model. Publishers were accustomed to executing on quarter-to-quarter strategies and didn't see the value in planning for a smartphone market that was still many years away.

Since that meeting, newspaper circulation has been on a steady decline. American publishers repeatedly failed to do long-term planning, which could have included radically different revenue models for the digital age. Advertising revenue has fallen from \$65 billion in 2000 to less than \$19 billion industrywide in 2016. In the U.S., 1,800 newspapers closed between 2004 and 2018. Publishers made a series of short-term tactical responses (website redesigns, mobile apps) without ever developing a clear vision for the industry's evolution. Similar stories have played out across other sectors, including professional services, wired communications carriers, savings and loan banks, and manufacturing.

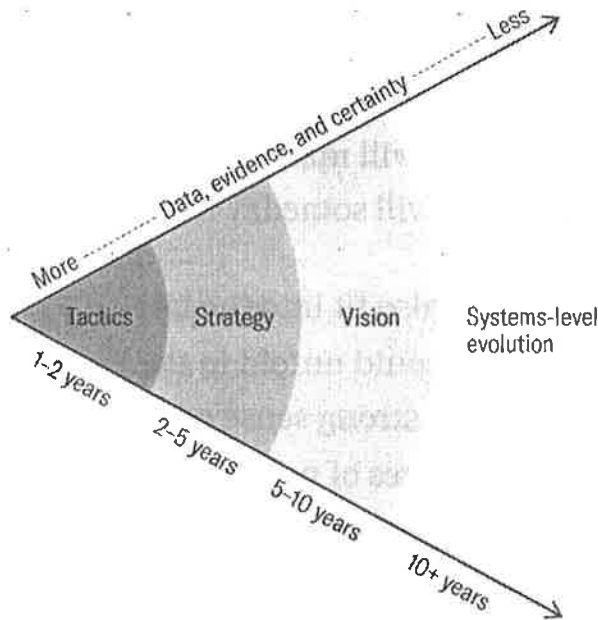
Use Time Cones, Not Time Lines

Futurists think about time differently, and company strategists could learn from their approach. For any given uncertainty about the future — whether that's risk, opportunity, or growth — we tend to think in the short- and long-term simultaneously. To do this, I use a framework that measures certainty and charts actions, rather than simply marking the passage of time as quarters or years. That's why my timelines aren't actually lines at all — they are cones.

For every foresight project, I build a cone with four distinct categories: (1) tactics, (2) strategy, (3) vision, and (4) systems-level evolution.

A Futurist's Framework for Strategic Planning

Instead of arbitrarily assigning goals on a quarterly or yearly time line, use a cone instead. First identify highly probable events for which there's already data or evidence, and then work outward. Each section of the cone is a strategic approach, and it encompasses the one before it until you reach major systems-level evolution at your company.



Source: Amy Webb, Future Today Institute

HBR

I start by defining the cone's edge, using highly probable events for which there is already data or evidence. The amount of time varies for every project, organization, and industry, but typically 12 to 24 months is a good place to start. Because we can identify trends and probable events (both within a company and external to it), the kind of planning

that can be done is *tactical* in nature, and the corresponding actions could include things like redesigning products or identifying and targeting a new customer segment.

Tactical decisions must fit into an organization's strategy. At this point in the cone, we are a little less certain of outcomes, because we're looking at the next 24 months to five years. This area is what's most familiar to strategy officers and their teams: We're describing traditional strategy and the direction the organization will take. Our actions include defining priorities, allocating resources, and making any personnel changes needed.

169
Lots of organizations get stuck cycling between strategy and tactics. While that process might feel like serious planning for the future, it results in a perpetual cycle of trying to catch up: to competitors, to new entrants, and to external sources of disruption.

That's why you must be willing to accept more uncertainty as you continually recalibrate your organization's vision for the future. A company's vision cannot include every detail, because there are still many unknowns. Leaders can articulate a strong vision for 10 to 15 years in the future while being open to iterating on the strategy and tactics categories as they encounter new tech trends, global events, social changes, and economic shifts. In the vision category, we formulate actions based on how the executive leadership will pursue research, where it will make investments, and how it will develop the workforce it will someday need.

But the vision for an organization must also fit into the last category: systems-level disruption that could unfold in the farther future. If executive leaders do not have a strong sense of how their industry must evolve to meet the challenges of new technology, market forces, regulation, and the like, then someone else will be in a position to dictate the terms of your future. The end of the time horizons cone is very wide, since it can be impossible to calculate the probability of these kinds of events happening. So the actions taken should be describing the direction in which you hope the organization and the industry will evolve.

Unlike a traditional timeline with rigid dates and check-ins, the cone always moves forward. As you gain data and evidence and as you make progress on your actions, the beginning of the cone and your tactical category is always reset in the present day. The result, ideally, is a flexible organization that is positioned to continually iterate and respond to external developments.

Imagining the Future for Golf Carts (or Mini-Gs)

For an example, let's consider how a company that manufactures golf carts could use this approach when considering the future of transportation. We would consider some of the macro forces related to golf carts, such as an expanding elderly population and climate change. We'd also need to connect emerging tech trends that will impact the future of the business, such as autonomous last-mile logistics, computer vision, and AI in the cloud. And we would investigate the work of startups and other companies: Amazon, Google, and startups such as Nuro are all working on small vehicles that can move packages short distances. What emerges is a future in which golf carts are repurposed as climate-controlled delivery vehicles capable of transporting people, medicine, groceries, office supplies, and pets without a human driver. Let's call them mini-Gs. The golf cart manufacturer probably already has the core competency, the supply chain, and the expertise in building fleets of vehicles, giving it a strategic advantage over the big tech companies and startups. This is an opportunity for a legacy company to take the lead in shaping the evolution of its future.

With a sense of what the farther future might look like, leaders can address the entire cone simultaneously. There will need to be new regulations governing speed and driving routes. City planners and architects will be useful collaborators in designing new entrance ways and paths for mini-Gs. Drug stores like CVS and Walgreens could be early buyers of mini-Gs; offering climate-controlled home delivery of prescriptions could eventually lead to using mini-Gs to collect blood or other diagnostic samples as the technology evolves. Working at the end of the cone, the golf cart manufacturer's leaders will determine how the ecosystem forms while they simultaneously develop a vision for what their organization will become.

Working at the front of the cone, executives will incorporate mini-Gs into their strategy. The actions here will take deeper work and more time: setting and recalibrating budgets, reorganizing business units, making new hires, seeking out partners, and so on.

171

They will build in flexibility to make new choices as events unfold over the next three to five years. While the mini-Gs future I described above may still be very far off, this will position the company to pursue tactical research today: on the macro forces related to golf carts, emerging tech trends, and all of the companies, startups, and R&D labs currently working on various components of the ecosystem, such as last-mile logistics and object recognition. Over the next year, the golf cart manufacturer will bring together a cross-functional team of employees and experts; perform an internal audit of capabilities; facilitate learning sessions and workshops; assess current and potential vendors; and stay abreast of new developments coming from unusual places. What employees and their teams learn from taking tactical actions will be used to inform strategy, which will continually shape the vision of the company and will position it to lead the golf cart industry into the future.

Dozens of organizations around the world use the time horizons cone in the face of deep uncertainty. Because their leaders are thinking exponentially and taking ongoing incremental actions, they are in position to shape their futures. It might go against your biological wiring, but give yourself and your team the opportunity to think about the short- and long-term simultaneously. Resist the urge to pick a year ending in a 0 or 5 to start your strategic planning process. You will undoubtedly find that your organization becomes more resilient in the wake of ongoing disruption.

Amy Webb is a quantitative futurist and professor of strategic foresight at the New York University Stern School of Business. She is the author of *The Signals Are Talking: Why Today's Fringe Is Tomorrow's Mainstream* and *The Big Nine: How the Tech Titans and Their Thinking Machines Could Warp Humanity*.

Stanford SOCIAL INNOVATION Review

Informing and inspiring leaders of social change

Nonprofit Management

The Strategic Plan is Dead. Long Live Strategy.

In today's fast-changing world, why freeze your strategic thinking in a five-year plan?

By Dana O'Donovan & Noah Rimland Flower | Jan. 10, 2013

Take a moment and read these two words: strategic plan. Now close your eyes and picture one. If what comes up is a thick binder, gathering dust on a shelf next to other thick binders from five and ten years past, you're not alone. We believe that a better understanding of the history of strategy and what caused the demise of binder-bound strategic planning can point the way to re-inventing strategy for the world we live in today. It is important to remember that strategy's roots are military. Military strategy focuses on setting objectives, collecting intelligence, and then using that intelligence to make informed decisions about how to achieve your objectives—take that hill, cut this supply line.

Historically, the battlefield was a place where you could count on a few constants:

- The past was a good predictor of the future. There were years or decades between meaningful shifts in the basic variables, such as the power of a soldier's weapons or the range of aircraft.
- Good data was scarce and hard to come by. Scouts and spies had to risk their lives to find and relay information, and had to be ever on the lookout for enemy deception.
- Lines of communication were unreliable at best. Small numbers of clear directives were a tactical imperative.

Not surprisingly, after a couple of millennia, military strategy became well adapted to these constraints.

After World War II, when military strategy came into the business world as strategic planning, so did these constraints. As a result, strategic planners focused on predicting the future based on historic trend lines; invested heavily in gathering all available data; and produced a small number of directives issued from the top, for the rest of the organization to execute.

This approach to strategic planning was a reasonably good fit for much of the business world from the fifties through the eighties. But with the rise of high-tech tools and increased globalization in the nineties, the world began to change, and now it looks quite different indeed. The future is no longer reasonably predictable based on the past—in fact, it is liable to be startlingly different. Good data is easy to access and cheap to acquire. Communication is rapid, indiscriminate, and constant.

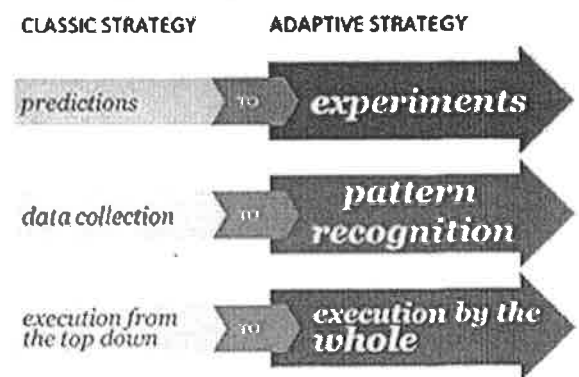
The world has become a more turbulent place, where anyone with a new idea can put it into action before you can say “startup” and launch widespread movements with a single Tweet. This has left organizational leaders with a real problem, since the trusted, traditional approach to strategic planning is based on assumptions that no longer hold. The static strategic plan is dead.

This has led to increasingly polarized attitudes about the value of having a strategy at all. Some leaders are valiantly trying to save strategic planning by urging us to focus even more on rigorous data analysis. Others deny the value of strategy, arguing that organizations need agility above all else (an attitude that famed strategist Roger Martin reports hearing with increasing frequency).

We think that what is necessary today is a strategy that breaks free of static plans to be adaptive and directive, that emphasizes learning and control, and that reclaims the value of strategic thinking for the world that now surrounds us. Martin acknowledged this point at the Skoll World Forum in 2010 when he said: “Every model is wrong and every strategy is wrong. Strategy in a way helps you learn what is ‘righter’. People think you can prove a strategy in advance. You can’t.”

The approach we developed in working with our clients at Monitor Institute is what we call *adaptive strategy*. We create a roadmap of the terrain that lies before an organization and develop a set of navigational tools, realizing that there will be many different options for reaching the destination. If necessary, the destination itself may shift based on what we learn along the way.

Creating strategies that are truly adaptive requires that we give up on many long-held assumptions. As the complexity of our physical and social systems make the world more unpredictable, we have to abandon our focus on predictions and shift into rapid prototyping and experimentation so that we learn quickly about what actually works. With data now ubiquitous, we have to give up our claim to expertise in data collection and move into pattern recognition so that we



know what data is worth our attention. We also know that simple directives from the top are frequently neither necessary nor helpful. We instead find ways to delegate authority, get information directly from the front lines, and make decisions based on a real-time understanding of what's happening on the ground. Instead of the old approach of "making a plan and sticking to it," which led to centralized strategic planning around fixed time horizons, we believe in "setting a direction and testing to it," treating the whole organization as a team that is experimenting its way to success.

This approach wouldn't surprise anyone in the world of current military strategy. Recent generations of military thinkers have long since moved beyond the traditional approach, most notably famed fighter pilot John Boyd. He saw strategy as a continuous mental loop that ran from *observe* to *orient* to *decide* and finally to *act*, returning immediately to further observation. By adopting his mindset (with a particular emphasis on the two O's, given our turbulent context), we can get much better at making strategy a self-correcting series of intentional experiments.

To provide structure to this fluid approach, we focus on answering a series of four interrelated questions about the organization's strategic direction: what vision you want to pursue, how you will make a difference, how you will succeed, and what capabilities it will take to get there.

THE CASCADE OF STRATEGIC CHOICES:



© 2012 Monitor Institute. All rights reserved.

The skills and mindset for today's strategic planning will come from continuously asking ourselves these questions about our organizations, programs, and initiatives. Once we accept Dwight D. Eisenhower's sage advice that "Plans are useless, but planning is everything," we will be ready to adapt to whatever curveballs the twenty-first century sees fit to throw.

Read more stories by Dana O'Donovan & Noah Rimland Flower.



Dana O'Donovan (@DanaODonovan) is the COO of Monitor Institute and is fascinated by the border between strategy and execution, where seemingly incremental changes in day-to-day behavior can enable individuals, organizations and collectives to achieve breakthrough social change. Her consulting practice at Monitor Institute focuses on identifying opportunities, developing strategy, designing organizational and activity systems, helping organizations learn, and facilitating groups through periods of transition.



Noah Rimland Flower (@MntInstitute) works with leaders to achieve large-scale social change through new uses of collaboration, networks, and technology. Over close to a decade of work at Monitor he has combined consulting

and research to develop new strategies on issues including education reform, healthy food systems, and climate change.

175

DOI: 10.48558/dgsh-zc31

If you like this article enough to print it, be sure to subscribe to SSIR!

Copyright © 2022 Stanford University.

Designed by Arsenal, developed by Hop Studios



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.