



**New Lenox Public Library District**

**New Lenox, Illinois**

**General Policy**

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## **100 - Board of Trustees**

### **101 DUTIES AND RESPONSIBILITIES**

- 1) The Board serves as the basic policy-making body. It shall adopt policies for the regulation of the Library and Board and shall review these biennially.
- 2) The Board shall select, appoint, and evaluate the Library Director.
- 3) Only the Board President and the Library Director or their assignees may speak for the Library.
- 4) The Board shall be responsible for enacting, publishing, and filing with the Will Clerk the Library Budget and Appropriation Ordinance and the Levy Ordinance, and to hold any necessary public hearings. Once the appropriation and Budget is approved; the Library operating funds may be expended without specific Board approval of individual expenditures up to the budget total for that category. All expenditures of \$2,500 or more not anticipated in the budget must be first formally approved by the Board. Once the total expenditures have reached the total budgeted amount, any additional expenditures must have the approval of the Board, and the reason for the expenditure must be stated in the minutes.
- 5) The Board shall see that adequate Library building facilities are provided and maintained.
- 6) The Board shall determine that the property of the Library is adequately insured against loss and damage, and carry adequate general liability insurance and any other types of insurance that it considers necessary.
- 7) The Board and supervisory staff shall be familiar with Illinois and other laws which affect library operations and shall participate in the legislative process to effect change that will benefit libraries.
- 8) Any Board member associated with an organization with which the Library conducts business shall abstain from voting on all matters relating to that organization.
- 9) Board members shall be encouraged to attend trustee meetings and workshops, and expenses relating to their attendance shall be paid by the Library.
- 10) Regular attendance at Board meetings by Trustees is expected. The president, at the discretion of the Board, may seek the resignation of any Trustee who shall be absent from three consecutive Board meetings without due cause.
- 11) By majority vote of the Board, a new trustee shall be appointed to fill the unexpired term of a Trustee who has resigned according to the provisions of Illinois law.
- 12) The Library shall be an institutional member of the Illinois Library Association.

- 13) The Board in conjunction with staff shall prepare a 5-year plan and a long-range plan for the development of library services. Input from community leaders will be sought. This plan will be reviewed each year on the anniversary of its adoption.
- 14) The Board shall annually in the month of June review the financial status of the Library and will determine that the tax rate is sufficient.
- 15) The Library Director serves as chief executive of the Library and is responsible for the administration of the Library under the general policies approved by the board. The Librarian is directly responsible to the Board, and through the Board, to the community.
- 16) The Library Director shall attend all meetings of the Board, except Closed Sessions, and is urged to speak on all subjects under discussion, but has no vote.
- 17) The Library Director shall report the hiring of all personnel to the Board.

*REVISED JANUARY 10, 2005*

## **102 NEW TRUSTEE ORIENTATION**

A comprehensive orientation shall be conducted for each new Board member. This shall include, but not be limited to:

- a) Packet of information containing:
  - i) List of Board members
  - ii) List of staff members and their positions
  - iii) Latest Illinois library laws
  - iv) New Lenox Public Library District Policies
  - v) Serving Our Public: Standards for Illinois Public Libraries; current edition.
  - vi) Copy of past month's appropriation, budget and bills
- b) A walk – through the Library.
- c) Board discussion by hold over Board members of the history, business and procedures of the Board and Library

**103    *FRIENDS OF THE LIBRARY***

- 1) The Board of Library Trustees of the New Lenox Public Library District looks upon the establishment of the Friends of the New Lenox Public Library District as a worthwhile community endeavor which will benefit the library.
- 2) Complete advance information regarding all Friends of the Library projects shall be provided to the Library Director and the Board of Library Trustees of the New Lenox Public Library District. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of the Library, but the Board reserves the right not to participate in any Friends projects in which the Board does not believe the best interest of the Library is being served.
- 3) The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the New Lenox Public Library District, and that the Friends of the Library has its own Board and its own goals and purposes.
- 4) Friends of the New Lenox Public Library District is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the New Lenox Public Library District.
- 5) The Friends of the New Lenox Public Library District is an organization comprised solely of volunteers distinct and separate from Library personnel. However, library personnel may perform certain duties and take certain acts on behalf of the Friends of the Library as approved by the Library Director.
- 5) Operating expenses of the New Lenox Public Library District are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the New Lenox Public Library District becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.
- 6) Complete advance information regarding all Friends of the New Lenox Public Library public relations programs on behalf of the New Lenox Public Library shall be provided to the Library Director and the Board of Library Trustees of the New Lenox Public Library District. The Board of Library Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the New Lenox Public Library District.

*ADOPTED BY THE BOARD OF TRUSTEES AUGUST 10, 2009, REVISED MAY 10, 2010*

## **104 Public Comment Policy**

The purpose of the Audience to Visitors section of the meeting is to provide a time for the New Lenox

Public Library District Board of Trustees to listen to comments from the public. Responses to comments will be at the discretion of the President of the Board of Trustees and need not be made at the time of the audience.

The policy will apply to monthly Board meetings and committee meetings. Agendas for all Board and committee meetings will include an Audience to Visitors section.

There will be a sign-in sheet at all meetings to keep an accurate record of meeting attendees. All members of the public who wish to speak at the meeting must sign in prior to speaking.

Visitors may speak for up to five minutes. If a group is attending, one representative from the group will speak on behalf of the group. The audience to visitors section will not exceed 30 minutes. The board, at its discretion, may allow for longer with consent of a majority of the Board.

Patrons may submit comments and questions to Library Trustees at any time through the Library website. These questions will be answered in a timely manner via email. To email a question, patrons may go to [www.newlenoxlibrary.org](http://www.newlenoxlibrary.org) and click on About Us, Trustees.

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

## **200 PUBLIC SERVICE POLICIES**

### **201 PATRONS**

- 1) The Library shall serve all residents of the New Lenox Public Library District.
- 2) Services shall not be denied or abridged because of age, religious, racial, social, physical, economic, or political status.
- 3) Upon proper application, including evidence of residence in the New Lenox Public Library District, telephone number, and birth date, any person shall be issued a library card which entitles that individual to use the full services of this Library. That individual, or the parent or guardian in the case of a minor, is then responsible for all items checked out on his/her card.
- 4) Library cards shall be valid for three years from month of issue, or upon termination of residence in the New Lenox Public Library District. A minor under the age of 18 must have his application co-signed by a parent, guardian, or other adult relative who is responsible for the child on a long-term basis, who shall accept responsibility for any financial liabilities and/or damages incurred by said minor. The parent or guardian shall determine any internet filtering levels for the minor until the minor reaches 18 years of age. Unless modified by a parent or guardian, Internet access shall be set for the minimum level.
- 5) Patrons must present a library card or photo I.D. when checking out items
- 6) It is the responsibility of patrons to immediately report lost cards.
- 7) The use of the Library and its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public.
- 8) The use of the Library or its services may be denied for due cause. Such cause may be the failure to return materials or to pay penalties, destruction of Library property, disturbance of other patrons, or any other objectionable conduct on Library premises. Owing a late fee of \$15 or more or having one or more overdue items shall cause the patron to be denied library privileges and may cause family members residing in the same household to be denied library privileges.
- 9) Community agencies and businesses located in the New Lenox Public Library District may obtain a card in the name of the agency/business if the application is completed by an officer of the agency/business who is then responsible for all items checked out on the card. There is no fee for the card. Such cards shall be renewed annually.

- 10) The Library shall initiate programs, exhibits, booklists, etc. to stimulate the use of library materials for the enlightenment of people of all ages. Priority for programs shall be given to New Lenox Public Library District residents or fee card holders.
- 11) Except with the specific approval of the Library administration, nothing shall be sold or advertised for sale in the Library.
- 12) There shall be no eating in the public areas of the Library. However, food may be allowed in the meeting room with Library staff approval. Covered drinks are permitted in the Library.
- 13) All services and areas of the Library shall be accessible to handicapped patrons.
- 14) Information regarding local civic activities and non-profit organizations shall be welcomed for display on the bulletin board. No commercial activities shall be advertised.
- 15) Tobacco products may not be used in the library building nor outside within 15 feet of any door.

The Library administration has established procedures to protect its collection and the investment of public funds.

## 202 RULES FOR PATRON DEPARTMENT AND DISRUPTIVE BEHAVIOR

The New Lenox Public Library District is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment.

The Board of Library Trustees of the New Lenox Public Library District establishes its conduct policy as follows:

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties as determined by library staff shall cease such activity immediately upon request by library personnel.

Some activities may include, but are not limited to:

- 1) Overt signs of substance abuse, including drunkenness
- 2) Overt sexual behavior
- 3) Bringing weapons, simulated or real, into the library
- 4) Using skateboards or skates
- 5) Loitering, fighting or other rowdy behavior
- 6) Dressing inappropriately or in clothing that offends, disrupts or disturbs, or is "gang related" or creates a disturbance in the library.
- 7) Abuse or destruction of library property.
- 8) Excessive noise from large groups of people or sound-generating devices
- 9) Soliciting for donations, purchases, etc or passing petitions, surveys, etc.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Library personnel will inform the Library Director whenever there are instances in which patrons are required to leave the premises. Upon the third instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the third recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron (exclusion of certain persons from the library is permitted under 75 ILCS 16/30-55.55).

*REVISED, JANUARY 10 2005, SEPTEMBER 8, 2008, MARCH 9, 2009, MAY 10, 2010, AUGUST 8, 2011*

## 203 FEES

- 1) Any non-resident of the New Lenox Public Library District, upon proper application including evidence of residence, telephone number, and birth date and payment of an annual fee to be determined by the Board of Trustees, shall be issued a library card (or cards) which entitles members of the household to use the full services of the New Lenox Public Library District for one year from the date of issuance.
- 2) Upon proper application (form attached to and becomes part of this policy) a non-resident who owns taxable property in the Library District may be issued a library card without paying a non-resident fee. Only one card per parcel of taxable property may be issued. Such cards will expire one year from the date of issuance.
- 3) The fee for replacement of a lost library card shall be \$2.00.
- 4) Lost or damaged library materials must be paid for at replacement cost. A non-refundable processing fee of \$5.00 shall be charged for each item whose replacement cost is over \$10.00. In some instances, if a damaged item may be repaired, the replacement cost will be reduced based on the cost necessary to repair the item
- 5) If a lost item is paid for, any overdue fine is canceled.
- 6) If a lost item that was paid for is returned to the Library in good condition within 60 days (2 months) from the checkout due date, the price of the item shall be refunded minus the processing fee.
- 7) Messages may be faxed for patrons within the U.S. The rate will be \$1.00 per page of "faxable" material. The rate applies to incoming as well as outgoing faxes.
- 8) For the first three calendar days after an item is due, there is a grace period when no late fees are charged, except for DVDs. After the grace period, the late fees are calculated from the due date.
- 9) Late fees for all items except DVDs shall be \$0.25 per calendar day. The late fees shall not exceed the list price of the item. Late fees for DVDs shall be \$ \$1.00 per day the library is open
- 10) The charge for removing or destroying bar code labels from Library material shall be \$2.00 per bar code label.
- 11) Participation fees may be charged for programs
- 12) Patrons will be charged a delivery fee for all inter-library loan items that must be returned to the owning library.

## 204 HOURS

- 1) The Library shall be open to the public and adequately staffed during the following hours:

Monday through Thursday – 10:00 a.m. to 8:00 p.m.

Friday- 10:00 a.m. to 6:00 p.m.

Saturday – 10:00 a.m. to 4:00 p.m.

Summer Saturday Hours: will be 10:00 a.m. to 2 p.m. from the Saturday after Memorial Day through the Saturday before Labor Day.

- 2) The Library shall be closed on the following holidays:

New Year's Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Close at 5:00 p.m. the day before Thanksgiving

Thanksgiving Day

Christmas Eve Day

Christmas Day

Close at 4:00 p.m. on New Year's Eve Day

Holidays that fall on a Sunday will be observed on the following Monday unless the federal government observes it on a different day.

## 205 CIRCULATION POLICY

- 1) All Library items, except certain items listed in the chart below, shall be loaned for home use to any patron regardless of age under Library regulations and procedures.
- 2) Items on hold for another patron and new high-demand items may not be renewed.
- 3) Vacation loans may be made for up to 28 days.
- 4) Items returned in the book drop prior to 10:00 a.m. will be processed by the computer as having been returned the last day the Library was open.
- 5) There is no limit to the number of items that may be borrowed by each patron at one time as long as the supply of materials in a given category is not depleted.
- 6) Schools located within the Library District's boundaries are entitled to library services which must be renewed each school year by the principal. The loan period shall be 28 days, with the exception of videocassettes and DVDs, which shall be 7 days. Rules and procedures for these accounts shall be established by the Administration and Circulation Departments.
- 9) The Library administration will establish procedures to protect its collection and the investment of public funds.

Circulation Chart							
Materials	Restrictions	Vacation Loan	Loan Period	Grace Period	Renewable	Overdue Charges/Day	Maximum Charges Overdue
Books on Cassette	None	Yes	3 weeks	3 days	Yes, (2 times)	\$0.25	\$25.00*
Books	None	Yes	3 weeks	3 days	Yes, (2 times)	\$0.25	\$25.00*
Books, New Non-Fiction, New Large Print	None	No	3 weeks	3 days	No	\$0.25	\$25.00*
Books- New Fiction	None	No	2 weeks	3 days	No	\$0.25	\$25.00*
Books- Browse Collection	No holds allowed	No	2 weeks	3 days	No	\$0.25	\$25.00*
CD-Roms	None	Yes	3 weeks	3 days	Yes, (1 time only)	\$0.25	\$25.00*

<b>Materials</b>	<b>Restrictions</b>	<b>Vacation Loan</b>	<b>Loan Period</b>	<b>Grace Period</b>	<b>Renewable</b>	<b>Overdue Charges/ Day</b>	<b>Maximum Charges Overdue</b>
New DVDs	Limit 3, New Lenox Cardholders only, No holds allowed	No	3 days	None	No	\$1.00	\$25.00*
DVDs	Limit 3	No	7 days	None	Yes, (1 time, only)	\$1.00	\$25.00*
eBooks/ eAudiobooks	Limit 3	No	7-21 days	3 days	No	None	N/A
eReaders	Limit 1, New Lenox Cardholders only	No	2 weeks	None	No	\$5.00	\$75
Flip Cameras	Limit 1, New Lenox Cardholders only	No	2 weeks	None	No	\$5.00	\$50
Kits- Book w/ cassette and Book w/CD	None	Yes	3 weeks	3 days	Yes, (2 times)	\$0.25	\$25.00*
Playaways	None	No	3 weeks	3 days	Yes, (2 times)	\$0.25	\$25.00*
Periodicals	None	Yes	2 weeks	3 days	Yes, (2 times)	\$0.25	\$25.00*
Reference Items	New Lenox cardholders only	No	At discretion of librarian	3 days	No	\$0.25	\$25.00*
Video cassettes	None	Yes	7 days	3 days	Yes, (2 times)	\$0.25	\$25.00*

\*=Overdue charges will not exceed the cost of the item

## **206 REFERENCE POLICY**

- 1) Reference service will be provided in response to all forms of inquiry, including telephone, mail, e-mail and the chat-based online reference service. Answering reference questions has priority over other staff assignments. In-person requests will generally take precedence over other types of requests. There is no set limit to the amount of time which may be spent on a reference question; the librarian will decide when all reasonable sources have been exhausted. When other patrons are waiting, staff will generally defer complex questions to a less busy time.
- 2) Normally, staff will provide the answer to a question if the information is available in the library's resources. However, if determining the answer to a question requires reading and evaluating an extensive amount of text, the staff will gather the sources for the patron to use or, in the case of electronic databases; will train the patron in the use of the resource. In-depth research projects are beyond the purview of our reference service.
- 3) Answers to information requests will be returned in the most efficient way available within legal copyright limits. Unusual or unique circumstances will be taken into account when responding to information requests.

## **207 ELECTRONIC RESOURCES/INTERNET POLICY**

### **GENERAL**

The New Lenox Public Library District endeavors to develop collections, resources, and services that meet the informational, educational, cultural and recreational needs of our patrons. Electronic resources and equipment provided by the Library expand the scope of information available to our patrons and our staff in fulfilling these needs. The Library has no control over the content, accuracy, or currency of these resources, nor does the Library have complete knowledge of what is available on the Internet. Library users access the Internet at their own discretion. Internet access levels for minors under the age of 18 shall be set by the parent or guardian. All computer users must agree to comply with the library's electronic resources/Internet policy. Violation of the New Lenox Public Library District Electronic Resources/Internet Policy or computer use rules may result in the loss of library privileges and may be subject to legal action by local, state and/or federal authorities.

- 1) The New Lenox Public Library reserves the right to monitor patrons' use of the Internet to reasonably ensure compliance with the Electronic Resources/Internet Policy and the Electronic Resources Guidelines. The library reserves the right to classify any action, access, or operation as inappropriate. The library reserves the right to suspend or revoke Internet use privileges if a person fails to comply with the guidelines.
- 2) Public access computers are located in public areas shared by patrons of all ages, backgrounds, and sensibilities; the library expects patrons to recognize this and refrain from accessing potentially obscene or disturbing web sites. The library reserves the right to ask individuals to discontinue the display of information and images that violate state and federal laws.
- 3) Computers shall not be used to access pornographic materials.
- 4) It is not acceptable to disclose, use, or disseminate any personal information regarding minors under the age of 18 without authorization from the minor's parent or legal guardian.
- 5) Use of the Library's electronic resources for the transmission, dissemination and/or duplication of information is regulated by federal and state laws. Users are required to comply with such laws, regulations, and software licenses.
- 6) Parents and/or guardians are responsible for their children's use of the Library's electronic resources and are encouraged to explore these resources with their children at the Library.
- 7) Destruction of, damage to, or unauthorized alteration of the Library's computer hardware, software, or network security procedures is prohibited. Users are responsible for any damage to computer equipment or software.
- 8) The Library is not responsible for any loss of data, or for theft or damage to personal equipment or software.

### **WIRELESS ACCESS**

- 1) The Library provides wireless Internet access via an open, unsecured, and unfiltered wireless network. It is not meant as a replacement for the wired network and is not to be used as a primary network connection.
- 2) All applicable library rules, regulations, and policies apply. All users are expected to use the Library's wireless access in a legal and responsible manner.
- 3) The Library is not responsible for any loss of data, or for theft or damage to personal equipment or software.
- 4) Patrons may print from a library-owned computer, and applicable fees will be charged. Printing is not available over the wireless network.
- 5) Library staff cannot provide technical assistance and assumes no responsibility for laptop configurations, security, or changes to data files resulting from connection to the Library's network.

## 208 **CONFIDENTIALITY**

- 1) It is the policy of the New Lenox Public Library District to preserve the confidentiality of the registration and circulation records of its patrons to the fullest extent permitted by law. Information regarded as confidential in patron records includes name, address, telephone number, and any other information provided on the patron registration card and circulation record. Additionally, library staff may not disclose whether or not a person has a library card.
- 2) The Library may use registration information to distribute library-related information to registered borrowers. However, registration and circulation records will not be made available to individuals (other than the patron him or herself), groups, or businesses. These records will not be made available to any local, state, or federal agency, or to any private individual, e.g., an attorney, except pursuant to a court order as may be authorized under the authority of and pursuant to federal, state, and local law. (Note: Usually a subpoena in Illinois is inadequate for disclosures of confidential information. However, a subpoena may be issued by the U.S. Attorney General under the provisions of the USA Patriot Act.) In all instances, the library's legal counsel may be consulted or advised of issues related to patron confidentiality.
- 3) The general and specific provisions of this policy are in accord with the Illinois Library Records Confidentiality Act (75 ILCS 70/1). A copy of the Library Records Confidentiality Act accompanies this policy.
- 4) Any employee of the Library who receives a request, or who is served with a subpoena, court order, or search warrant, to release or disclose any library record shall promptly notify the Library Director.

## **209 PHOTOGRAPHING / RECORDING POLICY**

Any person desiring to photograph or record on any medium inside the library building must get written permission from library staff before proceeding. Permission must also be obtained from any individual whose image will be photographed or whose voice will be recorded. Any person not following this policy may be asked to leave the premises.

## **210 MEETING ROOM POLICY**

- 1) The library meeting rooms are for use by the Library and for affiliated Library organizations and activities (such as the Friends of the Library). When they are not being used or needed for Library purposes they are available to the public under the terms and conditions of this policy and the regulations.
- 2) The New Lenox Public Library provides meeting rooms as a limited public forum to support its informational, educational, and recreational mission and roles. Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "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." Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs. First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:
  - Library-related groups
  - Non-profit organizations
  - Businesses holding non-commercial meetings.
- 3) Meeting rooms may not be used for gatherings of a purely social nature. All users holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- 4) Groups may not charge admission nor solicit or require donations for their meetings. No products or services may be solicited or sold except at Library-sponsored events.
- 5) Meetings shall not interfere with the public's use of the Library through noise, activity outside the meeting room, or other disturbance that violates the Patron Conduct Policy.
- 6) The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.
- 7) The Library's Unattended Children Policy applies to people who use the meeting rooms. A group must make provision for childcare if the children will not be part of the program. Library staff is not responsible for watching unattended children.
- 8) The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

## **211 UNATTENDED CHILDREN POLICY**

Parents are responsible for the behavior of their children while they are in the Library. The New Lenox Public Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to, serve as baby-sitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child.

Children eight years of age and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver 16 years of age or older. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

During Library programs, parents and caregivers should remain in the Library.

Children nine years of age and older may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

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### ***UNATTENDED CHILDREN PARENTAL NOTIFICATION LETTER***

Dear \_\_\_\_\_,

*The New Lenox Public Library has recently experienced an incident involving your child, \_\_\_\_\_, where they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.*

*Very truly yours,*

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*Board President or Library Director*

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### **UNATTENDED CHILDREN AFTER HOURS**

In the event a young person is still at the library after the library closes to the public, staff will wait 15 minutes and then the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parents, but in no instance will staff take young people home. Two staff members will wait with the child until the child is picked up or the police arrive.

## **212 - VOLUNTEERS**

The New Lenox Public Library District recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the New Lenox Public Library District throughout the year. All work performed by volunteers is done without compensation and at the risk of the volunteer. The library does not carry insurance which protects the volunteer in the case of accidental injury.

## **301 – 305    COLLECTION POLICIES**

### **301    Parameters and Priorities of the Collection**

Within the confines of budget and space, the New Lenox Public Library District shall acquire and maintain an organized collection of materials for the use of the various types of clientele. All items are available for use by all patrons. Some items are available for in-library use only based on variables including, but not limited to: cost of item, popular need, loss, accessibility of format. A basic current level of materials in English will be assembled with no retrospective purchasing. Materials in languages other than English will be added as needed. Gifts of library materials will be added to the collection if they meet the selection criteria of the Library and are in good physical condition. The library cannot collect comprehensively in any area. Processing and shelving of materials in no way reflects a value judgment of the materials. There will be no labeling of items to indicate a point of view or bias, however, labels may be used to indicate subject matter and/or physical location within the building.

Inter-Library Loan will be used to secure specialized items for patrons.

Within budgetary limitations the library may secure multiple copies of materials to meet patron demand. Textbooks will be purchased only if they are the best information on a subject.

For Collection Development purposes, the Youth Services Department will purchase items targeted toward children from birth through 8<sup>th</sup> grade.

The New Lenox Public Library District does not supply materials for course work of elementary or secondary schools or of institutions of higher learning. The library provides materials supplemental to various courses of instruction but does not provide textbooks with the exception of reference copies provided by local schools.

The formats currently collected include:

- Books (hard cover and paperbacks)
- Periodicals
- Newspapers
- Pamphlets
- Children's audio book kits
- Audio books
- Compact discs
- DVDs
- Electronic resources

Primarily because of budget/staff/space limitations, the New Lenox Public Library District does not at this time collect, in any significant way, the following formats:

- Sheet music
- Maps (other than atlases)
- Slides
- Films
- Microforms (except old New Lenox newspapers)
- Computer software
- Toys and games
- Textbooks (with the exception of reference copies provided by local schools)

## 302 *Purpose of the Collection*

To meet the informational and recreational reading needs of the New Lenox Public Library District patrons, a balanced materials collection will be developed and maintained for the purpose of providing:

- 1) Recreational and informational materials for adults.
- 2) Recreational and informational materials at various reading levels for young people.
- 3) Early learning materials for preschool children.
- 4) Reference materials to serve as a source of specialized knowledge.
- 5) Guidance to staff in selection of materials.

### Selection of Materials

- 1) Responsibility: The Board of Trustees of the New Lenox Public Library District delegates to the professional staff the responsibility for the material selection and purchases within the framework of the library policies.
- 2) Criteria: To ensure the continuing development of the collection with varied materials based on the needs and interests of the community the following objective guidelines, listed in alphabetical order, shall be followed:
  - A. Accuracy
  - B. Authority and reputation of author in his field
  - C. Availability of material on the subject
  - D. Clarity and logic of presentation
  - E. Comprehensiveness and depth of treatment
  - F. Contemporary significance or permanent value
  - G. Literary quality
  - H. Objectivity of approach
  - I. Price
  - J. Relation of work to existing collection
  - K. Representation of varying points of view
  - L. Suitability of physical format for circulation and library use
  - M. Timeliness
- 3) Evaluation and selection materials shall include, but not be limited to:
  - A. Professional book reviews in
    1. *Booklist*
    2. *Library Journal*
    3. *Chicago Tribune*
    4. *School Library Journal*
  - B. Standard Catalogs
    1. *Public Library Catalog*

2. *Fiction Catalog*
  3. *Children's Catalog*
- C. Basic general lists
  - D. Special bibliographies
  - E. Awards and prize lists
  - F. Patrons' recommendations
  - G. Publishers' catalogs
  - H. Sales Representatives' merchandise

After selection, the books shall be ordered from book wholesalers, publishers, or sales representatives. Approval plans are generally not used. Standing orders may be entered as deemed useful.

### **303 Evaluation of the Collection**

The collection will be continuously evaluated by the Library Director and the staff.

Criteria used will be:

- 1) Ability to provide items or information requested by patrons
- 2) Items owned that occur on standard lists
- 3) Expansion of collection to include more areas of knowledge, or more items of great demand
- 4) Currency of copyright
- 5) Physical condition of items
- 6) Usage statistics, particularly for electronic subscription items

#### Withdrawal of Materials – Weeding and Replacement

To ensure a vital collection, materials which are no longer useful in light of the stated objectives of the library will be systematically weeded by the staff.

The following Criteria will be used:

- 1) Worn through use
- 2) Outdated
- 3) Duplicate copies of a title no longer in demand
- 4) Non-circulation of an item for five years

Replacement of an item is not automatic if it is discarded because of wear. It must again meet the criteria for selection.

Encyclopedias, yearbooks, annuals, etc. will be replaced with current editions as often as allowed by budgetary considerations. In some cases an electronic version of such reference sources may be more economical and less cumbersome to use, therefore, some print versions may be replaced by electronic ones.

### **304 *Gifts and Donations***

- 1) Books and other materials shall be accepted on the condition that the Library Director or his/her designee has the authority to make whatever disposition of the items is deemed advisable.
- 2) Except at the discretion of the Library Director or his/her designee, no special collections shall be accepted. All items added to the collection shall be integrated into the collection.
- 3) Gifts of money, real property and/or stocks shall be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- 4) Personal property, art objects, portraits, antiques, and related objects may be accepted. At the discretion of the Board and the Librarian, property that is more properly described as museum objects will not be accepted.
- 5) The library will not accept for deposit materials which are not outright gifts. The library staff is unable to place a value on gift books donated to the library. For income tax purposes, the value of books donated shall be determined by the donor.

## **305 Censorship**

Although the library accepts responsibility for providing free access by the public to various points of view, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it. Controversial issues may be represented in the library as far as budget, space and availability of materials allow.

Selection is based upon the criteria cited in this policy statement. The race, religion, nationality or political views of an author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community does not cause an item to be automatically included or excluded.

Children are not limited to materials in the juvenile collection. Responsibility for materials elected for or by a child must rest with the parent or legal guardian. Selection will not be inhibited by the possibility that controversial materials may come into the possession of children.

Adopted by the Board of trustees as part of the materials selection policy are the American Library Association statements:

- 1) The Library Bill of Rights
- 2) The Freedom to Read Statement
- 3) The Freedom to View Statement

Criticisms of library materials must be in writing, using the form "Request for Reconsideration of Library Material" supplied by the library. This form must be completed in full and submitted to the Librarian who will determine the validity of the complaint and take appropriate action.

If the determination of the Library Director is unacceptable to the complainant, the complainant may take the matter before the Board of Trustees who shall make the final determination. A copy of the form "Request for Reconsideration of Library Material" is attached to and becomes part of this policy. Copies of any requests shall be sent to all Board members for informational purpose only.

## **400 PUBLIC FUNDS POLICY**

- 401 **PURPOSE AND SCOPE.** The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the New Lenox Public Library District. Its scope is all public funds of the library.
- 402 **RESPONSIBILITIES.** All investment policies and procedures of the New Lenox Public Library District will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Library Trustees.
- 403 **DELEGATION OF AUTHORITY.** Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment program.
- 404 **“PRUDENT PERSON” STANDARD.** All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 405 **OBJECTIVES.** In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:
- Legality (conforming with all legal requirements)
  - Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
  - Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
  - Yield (attaining a market rate of return on investments)
  - Simplicity of management
- 406 **GUIDELINES.** The following guidelines should be used to meet the general investment objectives:

- A) Legality and Safety:
  1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral).
  2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.
- B) Liquidity:
 

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
- C) Yield-Return on investment:
 

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.
- D) Simplicity of management:
 

The time required by library administrative staff to manage investments shall be kept to a minimum.

407 **REPORTING.** Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the general public upon request.

408 **INTERNAL CONTROLS.** In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.

The preferred method of payment to vendors for the Library is through invoice billing. However, there are times when credit card charges are the only available or only practical method. The guidelines for credit card use follow:

- A) Annually, the board will review the Library personnel who will be granted credit card privileges. Credit cards will be issued in the name of the Library with signatures approved by the board.
- B) The board, with advice from the Director and Business Manager, will set appropriate monetary limits on the signature accounts in accordance with the anticipated needs for the accounts.

- C) Personnel granted credit card privileges must submit signed paper receipts or internet printouts of charges to the Business Manager for accounting purposes as soon as possible.
  - D) Credit card charges will be debited against the appropriate Library funds; board members signing checks for credit card payments will review the charges for accuracy.
- 409 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS. Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.
- 410 CONFLICTS OF INTEREST. Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

## **501 – 507 PROHIBITED GIFTS POLICY**

**501 GENERAL POLICY.** It is the policy of the New Lenox Public Library District to comply with the State's Gift Ban Act through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts, shall be applicable to proceedings, meetings, or documents involved here, which are exempt therefrom.

**502 EXEMPTION.** Due to the high costs of compliance for uncompensated and non-salaried, appointed and/or elected members of the Board of Library Trustees, and given that the experience of gifts of any kind or value to them is virtually non-existent and certainly has not been a source of improper action, influence, or effect in this Library or any Public Libraries in Illinois, it is the Policy to exempt all non-salaried appointed or elected officials of the Library from this Policy and the State Act, as permitted by that Act.

**502 DEFINITIONS.** The terms "gift," "prohibited source," and "employee," whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban Act.

**504 PROHIBITED GIFTS.** The solicitation and acceptance of any "gifts" from any "prohibited source" are banned and prohibited for all Library employees except as provided in the following section of this Policy.

**505 EXCEPTIONAL GIFTS.** The restrictions in the foregoing section do not apply to the following:

- 1) Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- 2) A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
- 3) A gift from a relative as defined in the State Act;
- 4) Anything provided by an individual on the basis of a personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee's position and not because of personal friendship;
- 5) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- 6) Payments to a legal defense fund established for the employee that is otherwise lawfully made;
- 7) Intra-office and inter-office gifts, meaning any gifts from an employee of the Library to an employee of the Library;
- 8) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by the organization;

- 9) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
- 10) Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications;
- 11) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;
- 12) Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards);
- 13) Training (including food and refreshments furnished to all attendees as an integral part of the training) if the training is in the interest of the Library;
- 14) Educational missions, including meetings with government officials intended to educate them on matters of public policy;
- 15) Bequests, inheritances, and other transfers at death;
- 16) Anything that is paid for by the federal government, the State, or the Library, or secured by the government under a government contract;
- 17) A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal, including hospitality extended for a non-business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;
- 18) Free attendance at a widely attended event permitted under Subsection 24 below;
- 19) Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members which is unrelated to employment or official positions, offered to members such as an employees' association or credit union, or offered to a group that is not defined in a manner that specifically discriminates on the basis of branch of government or type of responsibility or on the basis that favors those of higher rank or pay in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participation in organization activities offered to all government employees;
- 20) A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation;
- 21) Golf or tennis, food or refreshments of nominal value, and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased;
- 22) Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value;
- 23) An item of nominal value, such as a greeting card, baseball cap, or T-shirt;
- 24) Attendance at events: An employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event provided by the sponsor of the event if the employee participates as a speaker or panel participant or performs a ceremonial function appropriate to their employment or position, or attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event, except reimbursement for transportation and lodging may not be accepted in connection with the event. This "free attendance" may include waivers of all fees and, unless

otherwise stated, the provision of transportation, food, refreshments, entertainment, and instruction materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees, except as permitted under Subsection 21 above.

**506 ENFORCEMENT.** Any employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return, or turn over any prohibited gift as directed by the Board of Library Trustees.

**507 ETHICS OFFICER.** The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers, and employees of the library before they are filed, and provide guidance to members, officers, and employees in the interpretation and implementation of the State Gift Ban Act.

## **600 TRAVEL POLICIES**

- 1) For approved travel to ALA, ILA, System, State Library, and other approved continuing education events, meetings, and conferences by staff, director, or trustees, 100% of reasonable airline or train fares, mileage (at approved IRS rate), tolls, shuttles, and parking will be reimbursed. Mileage will only be reimbursed at the rate of trips originating from the library if it is less than mileage from home. If attendance at a meeting is in addition to the regular work schedule, mileage will be reimbursed from home to the destination.
- 2) When overnight stay is required or advisable for staff, director, or trustees, 100% of reasonable rates will be reimbursed at the single rate. Reasonable rates are equivalent to the single room rate charged by local low- to mid- priced hotel/motel chains in the travel area. Accompanying spouses or non-staff members must pay additional expense above the single rate.
- 3) For meals while in attendance out of the area, a per diem is allowed as follows: \$25 per diem or \$35 for major cities. Partial day claims will be based on the following approximate rates: \$4 for breakfast; \$6 for lunch; \$15 for dinner. All receipts for travel, hotel, and meals must be turned in to the library business office for reimbursement. Receipts must be kept and presented to the library business office within one week of the return home.