



General Policy 2020

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GENERAL POLICY

100 BOARD OF TRUSTEES POLICIES

101 DUTIES & RESPONSIBILITIES

The Board serves as the basic policy-making body of the New Lenox Public Library District and it shall adopt policies for the regulation of the library and Board and shall review these biannually. As such, the Board has the following duties and responsibilities:

- 1) The Board shall select, appoint, and annually evaluate the library Director. The Board may choose to obtain input from select staff for appointments or evaluations.
- 2) Only the Board President and the library Director or their assignees may speak on behalf of the library.
- 3) The Board or its assignees shall be responsible for enacting, publishing, and filing with the Will County Clerk the library Budget and Appropriation Ordinance and any Levy Ordinances, and to hold any necessary public hearings. Once the Budget and Appropriation 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 expenditure must have the approval of the Board and the reason for the expenditure must be stated in the minutes.
- 4) The Board shall see that adequate library building facilities are provided and maintained.
- 5) 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.
- 6) 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 the library.
- 7) Any Board member associated with an organization with which the Library conducts business must abstain from voting on all matters relating to that organization.

- 8) Board members shall be encouraged to attend trustee meetings and workshops, as well as community events. Travel, meals and lodging expenses relating to their attendance shall be paid by the library in accordance with the Personnel Policy – 306 Travel Policy.
- 9) 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 is absent from 12 consecutive Board or committee meetings without due cause.
- 10) 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.
- 11) The Board shall ensure that library is an institutional member of the Illinois Library Association.
- 12) The Board, in conjunction with select staff, shall prepare a Strategic Plan for the development of library services. Input from community leaders will be sought. This plan will be reviewed monthly at the board meeting and a full review will be conducted annually.
- 13) Annually each June the Board shall review the financial status of the library and determine if the tax rate is sufficient.
- 14) The library Director serves as chief executive of the library and is responsible for the administration of the library under the policies approved by the Board. The library Director is directly responsible to the Board, and through the Board, to the community.
- 15) The library Director shall attend all meetings of the Board, except executive sessions, and is urged to speak on all subjects under discussion, but shall have no vote.
- 16) The library Director shall report the hiring and termination of all personnel to the Board.

102 ETHICS POLICY

The New Lenox Public Library recognizes that it depends on the trust of the community in order to achieve its mission. Therefore, all Board and staff members will conduct business with the highest levels of integrity under this ethics policy to avoid even the appearance of impropriety.

- 1) All Board and staff members shall uphold the integrity of the library and perform their duties impartially and diligently
- 2) All Board and staff members will adhere to the non-discrimination provisions in the Personnel Policy – 102 Selection of Personnel and EEO
- 3) The rights of all library patrons under General Policy – 209 Confidentiality will be upheld by all Board and staff members
- 4) All Board and staff members will avoid any situation where there is an apparent or perceived conflict of interest with the best interests of the library and its mission
- 5) Any behavior that could be perceived as violating the trust of the community, or offers unwarranted privileges, or appears to be partial or non-objective to their position shall not be taken by any Board or staff member
- 6) No Board or staff member should appear to be swayed by partisan interests, public pressure, or fear of criticism in performing their duties
- 7) No Board or staff member shall under any circumstances denigrate the library, library policy, Board decisions or any other Board or staff member in any public venue
- 8) All Board and staff members shall keep confidential all information not available to the public nor shall any such information be used for personal gain
- 9) No Board member will be compensated, financially or otherwise, for serving the library and their community nor accept any gifts, services, or special treatment not available to all patrons

Any staff member who is or appears to be in conflict with the ethics policy will be required to meet with the Director to determine what corrective action, if any, is necessary up to and including termination. Any perceived conflict by any Board member or the Director will be brought before the Board to determine the scope and resolution which may include censure, suspension, or removal.

103 NEW TRUSTEE ORIENTATION

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

- 1) An informational packet containing:
 - a) A list of current Board members and their contact information
 - b) An organizational chart of staff members and their positions
 - c) The latest Illinois library laws
 - d) All New Lenox Public Library District policies
 - e) Current edition of *Serving Our Public: Standards for Illinois Public Libraries*
 - f) A copy of the previous month's minutes and Treasurer's Report
- 2) A walkthrough of the library
- 3) A discussion by holdover Board members of the history, business and procedures of the Board and library
- 4) Attendance at a trustee orientation workshop held by a third party (such as the Illinois Library Association or Reaching Across Illinois Libraries System)

104 FRIENDS OF THE LIBRARY

The Board of Trustees of the New Lenox Public Library District looks upon the establishment of the Friends of the New Lenox Public Library as a worthwhile community endeavor, which will benefit the library.

Complete advance information regarding all Friends of the Library projects and public relations programs shall be provided to the library Director and the Board of Trustees of the New Lenox Public Library District. The Board of Trustees acknowledges that it does not supervise the activities or public relations of the Friends of the Library, but the Board reserves the right not to participate in any Friends projects or public relations in which the Board does not believe the best interest of the library is being served. The Board of Trustees further 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. As such, 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. Public relations programs adopted by Friends shall not be part of the budget of, nor funded by, the New Lenox Public Library District.

The Friends of the New Lenox Public Library 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.

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 not specifically donated to the library, those funds and their disbursements to the Friends shall be kept as separate ledger for audit and bookkeeping purposes.

105 PUBLIC COMMENT POLICY

The purpose of the Audience to Visitors section of the Board meeting is to provide a time for the Board of Trustees of the New Lenox Public Library District to listen to comments from the public. Responses to comments will be at the discretion of the Board President 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 the library website.

The Board may suspend the whole or any part of the preceding policy by general consent, or by a vote of the board members present. Any motion to suspend shall specify the reason and duration of the suspension of the rules.

106 BUDGET & FINANCIAL POLICY

The New Lenox Public Library District has a written budget approved by the Board. This budget is developed annually as a cooperative process between the Board's finance committee, the library Director, and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the library's revenue or to cut expenses.

The New Lenox Public Library District strives to spend a minimum of 12% of its real estate tax income on materials for patrons. Materials include books, audiovisual materials, public use software, periodicals, telecommunication costs for reference services, and fees for online information services. Costs related to the installation and maintenance of a LAN or a shared or standalone bibliographic database is not included.

On a monthly basis, the library Director and/or assignees presents written reports on library operations to the Board of Trustees. These reports include such areas as finance, library usage, matters of personnel, programming, facility maintenance, and outreach in addition to any other relevant and pertinent information.

The library maintains adequate records of library operations in a manner easily understood by the public as well as by the Board of Trustees and library Director. This record of library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

200 PUBLIC SERVICE POLICIES

201 PATRONS

The library shall serve all residents of the New Lenox Public Library District. Services shall not be denied or abridged because of age, religious, racial, social, physical, economic, or political status.

Anyone who rents or owns residential or commercial property in the New Lenox Public Library District may obtain a library card by presenting current photo identification. The ID must have their name and address.

If the photo identification does not have their current address, they must show a photo ID and an additional piece of identification with the current address. Valid forms of identification include: driver's license, rent receipt, utility bill, bank statement, blank check, apartment lease, letter on letterhead from a shelter, or business card (for businesses only).

Library cards shall be valid for three years from month of issue, or upon termination of residence in the New Lenox Public Library District. It is the responsibility of patrons to immediately report lost cards. Patrons are responsible for items checked out on the card if the card is not reported as lost.

A minor, being 15 years of age or younger, must have the application co-signed by a parent, guardian, or other adult relative who is responsible for the child on a long-term basis. That adult is then responsible for all items checked out on the card including any financial liabilities and/or damages incurred by the minor. The adult is also responsible for all items checked out on the card including any financial liabilities and/or damages incurred while the patron was a minor and is now over 16.

The parent or guardian shall determine any Internet filtering levels for the minor until the minor reaches 16 years of age. Unless modified by a parent or guardian, Internet access shall be set for the minimum level.

Patrons must present a library card or photo ID when checking out items.

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.

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 \$5 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.

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 program openings shall be given to New Lenox Public Library District residents or fee cardholders.

Except with the specific approval of the library Director or Board President, nothing shall be sold or advertised for sale in the library. Approval shall be withheld for any for-profit company or organization, except in the instance of charitable work or employment fairs. Any sale or advertisement may be declined or revoked if previously approved, with or without reason, at any time at the sole discretion of the library Director or Board President.

Eating is prohibited within the building except within the café or during authorized library programs. Responsible consumption of covered beverages in the library is permitted. For the protection of our equipment, food and drink is prohibited in Digital Media Lab. The independently operated café is located in the vestibule of the library's west entrance. Café purchases that do not comply with the library's food policy can be enjoyed in the café dining area or on the library's west patio.

All services and public areas of the library shall be accessible to handicapped patrons.

Tobacco products and electronic or vapor cigarettes may not be used in the library building nor outside within 15 feet of any door.

Adopted by the Board of Trustees January 11, 1999; Revised January 10, 2005; Updated April 9, 2007; Updated September 8, 2008; Updated November 10, 2008; Updated May 10, 2010; Updated August 8, 2011; Updated March 18, 2013; Updated April 21, 2014; Updated November 16, 2015; Updated April 12, 2016; Updated December 11, 2017; Updated September 9, 2019; Updated November 12, 2019

202 PUBLIC DISPLAYS, NOTICES, HANDOUTS & RELATED ACTIVITIES

A. Notices

Information regarding local civic activities and non-profit organizations shall be welcomed for display on the designated bulletin board. No commercial activities shall be advertised. Fliers and notices must be hung by library staff; items that are hung by someone other than library staff may be removed. Notices and fliers will be removed by library staff if it is determined that the space is needed, or if the item has become outdated. Library staff will not make an effort to return notices or fliers.

B. Display Cases

The library display cases located in the vestibule and Adult Services department are available for use by patrons who wish to display a personal collection of cultural or historic value, or by local civic and/or non-profit organizations. Display cases are only available when they are not being used by the library.

Display cases located in the Youth Services department are reserved for use by youth patrons.

C. Requirements & Approval

Use of display cases is intended for patrons of the New Lenox Public Library District with library cards. Residents of the district who do not wish to have a library card may also be permitted to use the display cases, with priority given to card holders. Organizations and civic groups who wish to use the cases must be located within the library district.

Public use of the display cases is limited to non-profit, non-partisan, non-commercial, or civic groups and to individuals with materials deemed to be connected to the library's goals. Approval of a display does not constitute library sponsorship of an organization, endorsement of a particular point of view, or support of the activities promoted by an organization or individual. The New Lenox Public Library District reserves the right to determine the appropriateness of a display and will not tolerate displays that are offensive in nature.

D. Reservations & Duration

Reservation requests will be considered and approved as space becomes available providing contents and design of the display are consistent with guidelines established by the library. Reservations will be accepted up to 12 months in advance on a first-come first-served basis; with priority to library use first, cardholders second, and all others third. Space may be reserved for a maximum of one calendar month and may only be reserved by an individual or organization once per calendar year. Displays must be set up and taken down during regular library hours. The library reserves the right to dispose of any materials left beyond the termination date of the display.

E. Security

The display cases are unlocked and the library cannot guarantee security or take responsibility for lost, stolen or damaged items. The library does not provide promotion for displays.

A Display Case Agreement Form, as follows below, must be filled out and submitted before any items are placed into the case.



120 Veterans Parkway • New Lenox, IL. 60451 • 815.485.2605 • Fax: 815.485.2548

Applicant Name _____ Organization _____
Library Card # _____
Address _____
City _____ State _____ Zip _____
Email _____
Phone _____
Requested Display Month/Year _____

Briefly Describe the Display

I understand that the library will only be in contact with the individuals listed on this document.

I have been provided the New Lenox Public Library Display Case Policy (General Policy – 202 Public Displays, Notices, Handouts and Related Activities) and have read, understand and agree to it.

Failure to sign this form BEFORE set-up will result in a cancellation of the agreement to display items.

Signature of Responsible Party _____

Approved by:

Staff Name _____ Date _____

203 PATRON BEHAVIOR POLICY

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 staff a secure and comfortable environment. Therefore, the Board of Trustees of the New Lenox Public Library District establishes its patron behavior 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.
- 10) Acting or speaking in a confrontational, threatening or abusive manner to other patrons or staff

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.

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Library personnel will inform the library Director whenever there are instances in which patrons are required to leave the premises and will fill out an Incident Report for each occurrence and submit one copy to the department manager and one to the Director. 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. The length of exclusion or number of incidences required may be adjusted at the sole discretion of the Director based on the severity of the incidents. Parents wishing to appeal such action may do so upon written request to the Board of 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 Trustees such conduct following prior exclusion and the Board will consider a long-term or permanent exclusion of that patron, as exclusion of certain persons from the library is permitted under 75 ILCS 16/30-55.55.

*Adopted by the Board of Trustees January 11, 1999; Revised January 10 2005;
Updated September 8, 2008; Updated March 9, 2009; Updated May 10, 2010; Updated
August 8, 2011; Updated April 21, 2014; Updated December 11, 2017*

204 FEES

A. Library Cards

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 month of issuance. Upon proper application 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. The fee for replacement of a lost library card shall be free for the first lost card and \$1.00 for each card after.

B. Lost & Damaged Materials

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. If a lost item is paid for, any overdue fine is canceled. If a lost item that was paid for is returned to the library in good condition within 60 days from the checkout due date, the price of the item shall be refunded minus the processing fee. A fee for damages will be assessed based on the damage to the item.

C. Late Fees

For the first calendar day after an item is due, there is a grace period when no late fee is charged. After the grace period, the late fees are calculated from the due date. Late fees for all items except DVDs and equipment shall be \$0.25 per day the library is open. Late fees for DVDs and equipment shall be \$1.00 per day the library is open. The late fees shall not exceed \$10.00 per item.

D. Faxes, Programming & ILL

Messages may be faxed for patrons within the U.S. The rate will be \$1.00 per page. The rate applies to incoming as well as outgoing faxes. Participation fees may be charged for programs. Patrons will be charged a delivery fee of \$5.00 for any out-of-state inter-library loan items that must be returned to the owning library. A limit of 15 inter-library loan items will be imposed for each individual patron at a given time.

E. Digital Media Lab

There is no charge to use the Digital Media Lab equipment, but there are some fees associated with certain equipment as described in General Policy – 220 Digital Media Lab Policy.

F. Accessories

The Library provides accessories for people using the computers and some library materials. Patrons and visitors may purchase these at one of the service desks:

- Flash Drives
- Headphones
- Earbuds

The following additional items are available for purchase at the Digital Media desk:

- Blank CDs
- Blank DVDs
- Blank Blu-Ray Discs
- Buttons (Pin or Magnet Backed)
- Cardstock Sheets
- Cameo Vinyl or Heat Transfer
- Small, Medium, or Large Photo Paper Sheets
- Medium or Large Lamination Sheets
- 3D Printing

Adopted by the Board of Trustees January 11, 1999; Revised January 10, 2005; Updated April 9, 2007; Updated May 10, 2010; Updated June 14, 2010; Updated August 8, 2011; Updated March 18, 2013; Updated April 21, 2014; Updated April 12, 2016; Updated December 11, 2017

205 HOURS

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.

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
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- 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.

The library Director or assigned designee may, at their discretion, close the library to the public during normal operating hours for the purposes of adverse weather, power outages, all-staff meetings, or during instances where the staff and public's safety would be endangered through their presence in the library building.

In the event of adverse weather or power outages lasting more than one hour, the library Director will determine whether the library will close early, open late, or close for the day.

Road conditions as reported by the Illinois State Police, National Weather Services and/or closings of local schools, park districts, or libraries will be taken into consideration in adverse weather events.

In the event of closure or reduction of hours, all staff scheduled to work that day will be contacted by the library Director or designee. Local media may be contacted by the library Director or designee to list the library as closed and/or events cancelled.

*Adopted by the Board of Trustees January 11, 1999; Revised January 10, 2005;
Updated August 10, 2009; Updated January 11, 2010; Updated August 8, 2011;
Updated March 18, 2013; Updated December 11, 2017*

206 CIRCULATION POLICY

All library items, except certain items listed in the chart below, shall be loaned for home use to any PrairieCat patron regardless of age under library regulations and procedures. Reciprocal borrowers from outside the PrairieCat system are limited to 5 items per card of which only one may be new. Items on hold for another New Lenox patron and new high-demand items may not be renewed. Vacation loans may be made for up to 28 days.

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. Patrons with fees of \$10.00 or more on their card will not be permitted to check out materials.

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 DVDs, which shall be 7 days. Rules and procedures for these accounts shall be established by the Administration and Circulation departments.

Circulation Chart							
Materials	Restrictions	Vacation Loan	Loan Period	Grace Period	Renewable	Overdue Charges Per Day	Maximum Charges Overdue
Books, Audiobooks, Music CDs, Kits-Books, Periodicals, Playaways	None	Yes	2 Weeks	1 Day	Yes (2 Times)	\$0.25	\$10.00
New Books	None	No	2 Weeks	1 Day	Yes (1 Time)	\$0.25	\$10.00
Browse Collection Books	No Holds Allowed	No	2 Weeks	1 Day	No	\$0.25	\$10.00
New DVDs, Portable Hard Drives, Flash Drives	Limit 3 NLPL Cardholders, Limit 1 for all others, No Holds	No	7 Days	1 Day	No	\$1.00	\$10.00
DVDs	Limit 10	No	7 Days	1 Day	Yes (1 Time)	\$1.00	\$10.00

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TV Series DVDs	Limit 10	No	2 Weeks	1 Day	Yes (1 Time)	\$1.00	\$10.00
eBooks & eAudiobooks	Limit 4	No	7-21 Days	None	Yes	None	N/A
eReader Playaways	Limit 1 New Lenox Cardholders Only	No	2 Weeks	1 Day	Yes (1 Time)	\$1.00	\$10.00
Reference Items	New Lenox Cardholders Only	No	Per Director	1 Day	No	\$0.25	\$10.00
Overdue Charges Will Not Exceed the Cost of the Item							

Adopted by the Board of Trustees January 11, 1999; Revised August 8, 2005; Updated June 14, 2010; Updated September 12, 2011; Updated March 18, 2013; Updated April 21, 2014; Updated April 12, 2016; Updated December 11, 2017; Updated July 8, 2019

207 RESEARCH ASSISTANCE POLICY

Research assistance will be provided in response to all forms of inquiry, including telephone, mail, and e-mail. Answering patron questions has priority over other staff assignments. There is no set limit to the amount of time which may be spent on a question, but staff should be cognizant of adhering to reasonable time limits and the needs of other patrons in relation to staff availability. Therefore, the staff member will decide when all reasonable sources have been exhausted. Staff should remind patrons of the availability of scheduling one-on-one training sessions.

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.

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.

Adopted by the Board of Trustees January 11, 1999; Revised November 13, 2006; Updated June 14, 2010; Updated April 21, 2014; Updated March 25, 2015; Updated December 11, 2017

208 ELECTRONIC RESOURCES & INTERNET POLICY

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 currentness 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.

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. 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.

A. Guidelines

- 1) Computers shall not be used to access pornographic materials.
- 2) 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.
- 3) 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.
- 4) 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.

New Lenox Public Library District General Policy

- 5) 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.
- 6) The library is not responsible for any loss of data, or for theft or damage to personal equipment or software.

B. Wireless Access

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. 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.

The library is not responsible for any loss of data, or for theft or damage to personal equipment or software. Patrons may print from a library-owned computer, and applicable fees will be charged. Printing is available over the wireless network with the same applicable fee structure. 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.

Adopted by the Board of Trustees January 11, 1999; Revised March 10, 2003; Updated September 8, 2008; Updated November 10, 2008; Updated June 14, 2010; Updated September 12, 2011; Updated April 12, 2016

209 CONFIDENTIALITY

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. However, patrons may opt to sign a waiver allowing a person of their choosing access to their records. Patrons wishing to allow the library to share information may request a waiver at the front circulation desk.

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/herself or a person designated by the cardholder), 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 that 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.

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 is available on the library's website.

Any staff member 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.

210 PHOTOGRAPHING & RECORDING POLICY

The New Lenox Public Library, for the enjoyment of its patrons, welcomes all to take photographs of the building and its grounds.

Photographers are requested to observe the following:

- Refraining from the use of flash equipment in areas in which it might disturb library users
- Equipment such as tripods not obstructing passageways or causing disturbances to library users
- Photographing, filming or audio recording of members of the public, staff members on duty, and public programs, unless permission has been granted in advance by the library, are prohibited

The New Lenox Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Patrons and visitors should notify a library staff member if they do not want to be photographed or recorded.

211 MEETING ROOM POLICY

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.

The New Lenox Public Library provides meeting rooms as a limited public forum to support its educational mission and roles. Library meeting room use will not be denied to any person or organization because of race, religion, color or any other protected class. The 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. 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

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. 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. Groups leaving the meeting rooms in damage or disorder may be disqualified from future use and/or charged any repair and replacement costs.

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 Behavior Policy. 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. 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 are not responsible for watching unattended children.

See the attached Meeting Room Regulations and Large Meeting Room Use Agreement for more information on renting the meeting room.

*Adopted by the Board of Trustees January 10, 2005; Revised October 10, 2011;
Updated December 11, 2017; Updated November 12, 2019*



Meeting Room Regulations

Business and Non-Profit Groups

1. Meeting room hours are available only during regular library operating hours; i.e., 15 minutes after opening and before closing.
2. Reservations are taken on a first-come, first-serve basis only. Library programming takes precedence over meeting room requests.
3. Fees are as follows:
 - a. Fees: \$25 per meeting room for up to two hours, and each additional hour will be \$10 per hour
4. Setup of room is allowed 15 minutes prior to start of meeting.
5. All fees must be paid within three business days of the room being booked or the booking is forfeited.
6. Cancellations must be made 24 hours before scheduled meeting date.
7. Proof of group affiliation is required when room is booked such as letterhead or brochures.
8. All meeting rooms receive a basic room setup of two tables and twelve chairs, unless otherwise noted.
9. The Library's Unattended Children Policy applies to people who use the meeting rooms, and all groups must make provision for childcare if the children will not be part of the program as library staff is not responsible for watching unattended children.

Large Meeting Room Use Agreement

Name of Organization/Group: _____

Contact Person: _____

This person must be over 18 and attend the entire meeting.

Contact Person's Address: _____

Contact Person's Phone Number: _____

Contact Person's Email Address: _____

Please remember reservations for Meeting Room use are not final until confirmed by library staff.

Date & Time Requested

Date: _____ Day: _____ Start Time: _____ End Time: _____

Alternate Date(s) & Times(s) Requested

Date: _____ Day: _____ Start Time: _____ End Time: _____

Date: _____ Day: _____ Start Time: _____ End Time: _____

Purpose

The meeting room will be used for the following purpose: _____

Meeting Room Selection

- Room A – 35 Person Occupancy
- Room B – 35 Person Occupancy & Screen Projector
- Room A & Room B – 70 Person Occupancy & Screen Projector

Meeting Room Setup

- Basic Setup — 2 tables and 12 chairs
- Auditorium Style — Maximum 35 chairs per room, in rows with a center aisle
- Classroom Style — Maximum 8 tables, 24 chairs, 3 people per table
- Other

Number of people expected _____

Number of chairs _____

Number of tables _____

Consent

Signing below confirms you have read and agree to abide by the meeting room regulations. Failure to comply with the meeting room regulations may result in a loss of meeting room privileges. All meeting publicity must include the statement “This meeting/program is not a New Lenox Public Library activity” as the New Lenox Public Library is not a sponsor of any organization’s program. The library’s address or phone number may not be used as the organization’s contact point.

Contact Person’s Signature: _____ Date: _____

Library Authorization

To request a meeting room a completed form must be submitted. Reservations are not final until confirmed by library staff. A signed copy of this form will be provided to the contact person.

Reservation Confirmed Library Staff Signature: _____
Date: _____

Reservation Unavailable Library Staff Signature: _____
Date: _____

Comments: _____

212 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 must 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.

Unattended Children After Hours

In the event a child 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 child. Attempts will be made during that 15 minutes to reach parents, but in no instance will staff take children home. Two staff members will wait with the child until the child is picked up or the police arrive.

In the event of a local, state, or national emergency, the age at which a child can visit the library unattended can be changed at the discretion of the library Director.

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 Unattended Children Policy 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,

Library Director

President of the Board of Trustees

213 VOLUNTEER POLICY

The New Lenox Public Library District recognizes and appreciates the hard work and unique talents that volunteers offer the Library. The New Lenox Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. The New Lenox Public Library shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff.

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.

Volunteers assist at the request and pleasure of the library and their services may be modified, curtailed, or ended at any time, with or without reason, at the sole discretion of the library Director or Board President.

214 THE ILLINOIS FREEDOM OF INFORMATION ACT

A brief description of the New Lenox Public Library is as follows:

- 1) Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community
- 2) An organizational chart follows below
- 3) The total amount of our operating budget for FY2020 is: \$2.17 million
- 4) Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations
- 5) Tax levies are:
 - a) Corporate (for General Operating Expenditures)
 - b) IMRF (for Staff Member's Retirement and Related Expenses)
 - c) FICA (for Staff Member's Social Security Costs and Related Expenses)
 - d) Liability (for Risk Management, Building & Contents, Liability, Unemployment and Worker's Compensation Insurance Premiums)
 - e) Audit (for Annual Audit, Payroll Processing, and Related Expenses)
 - f) Construction & Maintenance (for Building & Maintenance Expenses)
 - g) Bond (for Bond Principal and Interest Payments)
- 6) The library is located at: 120 Veterans Parkway, New Lenox, IL, 60451-2390
- 7) The library employs the following number of staff members:
 - a) Full-Time 19
 - b) Part-Time 20
- 8) The following organization exercises control over library policies and procedures: The Board of Trustees of the New Lenox Public Library District, which meets monthly on the second Monday of each month at 19:00 in the library Board Room
- 9) The current members of the Board are: Dr. Ed A. Tatro, President; Linda Evans, Vice President; Michelle Monbrod, Secretary; Bonnie Ulstad, Treasurer; Collette Loecke, Ann Podoba, and Alex Vancina
- 10) The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois Libraries System in Burr Ridge, Illinois
- 11) The current members of RAILS consist of various staff
- 12) The library is required to report and be answerable for its operations to: Illinois State Library, Springfield, Illinois
- 13) The current members of the Illinois State Library are: Secretary of State Jesse White, State Librarian; Anne Craig, Director of the State Library; and various other staff

The information may be requested and the records available to the public in the following manner:

- 1) Use of the request form as follows below is preferred
- 2) Requests should be directed to the following individuals: Michelle Krooswyk, FOIA officer, or in her absence to Michael Stubler, Substitute FOIA officer

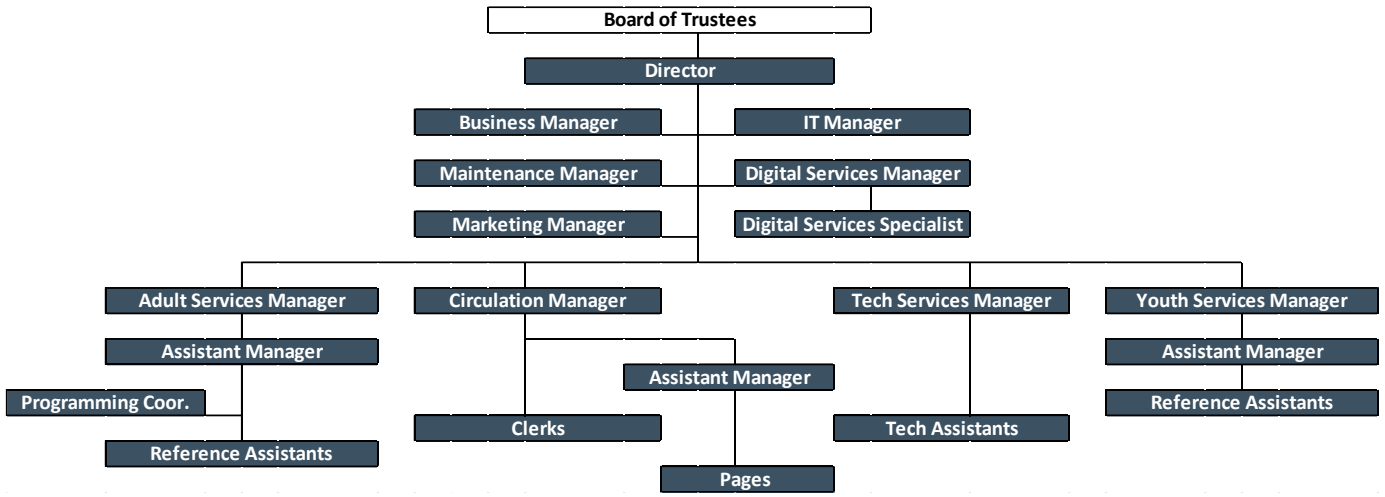
- 3) The records requested to be disclosed for inspection or to be copied must be specified
- 4) If any records need to be certified, they must be specifically identified
- 5) To reimburse the library for actual costs for reproducing and certifying, if requested, the records there will be the following charged fees:
 - a) \$1.00 charge for each certification of records
 - b) No charge for the first fifty pages of black and white text on letter or legal size
 - c) \$0.15 per page charge for copied records in excess of 50 pages
 - d) The actual copying cost of color copies and other sized copies will be charged
- 6) If the records are kept in electronic format they may be requested in a specific format and if feasible they will be so provided, but if not feasible they will be provided either in the electronic format in which they are kept and charged the actual cost of the medium only, i.e. disc, flash drive, etc.; or on paper as requested
- 7) The library will respond to a written request within five working days after receipt of the request or sooner if possible
- 8) An extension of an additional five working days may be necessary to properly respond
- 9) Records may be inspected or copied by the requestor
- 10) If inspected, a staff member must be present throughout the inspection
- 11) Appeals of any decision by the FOIA officer will be decided by the Board of Trustees
- 12) The place and times where the records will be available are 10:00 a.m. to 5:00 p.m. at the New Lenox Public Library Administrative Offices

Certain types of information maintained by the library are exempt from inspection and copying. However, the following types or categories of records which can be requested are maintained under the library's control, which include but are not limited to:

- 1) Monthly Financial Statements
- 2) Annual Receipts and Disbursements Reports
- 3) Budget and Appropriation Ordinances
- 4) Levy Ordinances
- 5) Operating Budgets
- 6) Annual Audits
- 7) Minutes of the Board of Library Trustees
- 8) Library Policies, including Materials Selection
- 9) Annual Reports to the Illinois State Library

Adopted by the Board of Trustees March 12, 2012; Updated April 21, 2014; Updated March 25, 2015; Updated April 12, 2016; Updated October 10, 2016; Updated December 11, 2017; Updated June 8, 2020

ORGANIZATIONAL CHART
New Lenox Public Library District



New Lenox Public Library
Freedom of Information Request

Requestor's Name (or Business Name, if applicable)	Date of Request	Phone # (Optional)
--	-----------------	--------------------

Certification requested: _____ Yes _____ No

Address

City State Zip

Description of Records Requested:

A P P R O V E D	<p style="text-align: center;"><i>Library Response (Requestor does not fill in below this line)</i></p> <p>() The documents requested are enclosed.</p> <p>() The documents will be made available upon payment of copying costs \$_____.</p> <p>() You may inspect the records at _____ on the date of _____.</p>
--------------------------------------	--

D E N I E D	<p>() The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.</p> <p>() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____</p> <p>Individual(s) that determined request to be denied: _____</p> <p>() Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.</p> <p>The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.</p>
----------------------------	--

FOIA Officer	Date of Reply
--------------	---------------

215 SERVICE TO PATRONS WITH DISABILITIES

The New Lenox Public Library District offers the same services to patrons with disabilities as to all other segments of the population, and adheres to all aspects of the Americans with Disabilities Act. The library will endeavor to assist with any reasonable accommodation required by any patron or visitor.

In addition, the New Lenox Public Library District acts as facilitator between the patron and services to the blind and physically handicapped and welcomes all service animals in the library. Service animals are not required to be certified or equipped with any identifying markers to be used within the library. There will be no charges or restrictions on the use of service animals within any public area of the library. No staff or Board member or volunteer will discriminate against patrons or visitors with service animals or require information on any disability. Patrons or visitors with service animals may be asked what tasks the animal has been trained to provide and can be responsible for any behavior or clean up issue caused by the service animal.

216 IMMIGRATION COMPLIANCE POLICY

The New Lenox Public Library District complies with the requirements of federal immigration law, and for all staff hired after November 6, 1986 the library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the U.S. Department of Justice Immigration and Naturalization Service or through the Business Office of the library.

217 WIRELESS NETWORK USAGE POLICY

Wireless Internet access is available throughout the library building, to anyone who has the necessary devices and software, via an open, unsecured network.

The wireless network is not meant as a replacement for the wired network and is not meant to be used as a primary network connection. The wireless network is meant to extend the wired network for simple uses in areas where wired network access is unavailable. Users are expected to avoid using applications that will use large amounts of network bandwidth.

There are other electronic devices that use the same 2.4GHz frequency as the library's wireless network. These devices include 2.4GHz cordless phones, microwave ovens, X10 wireless cameras, Bluetooth devices, and other wireless LAN equipment. Devices using this technology can cause intermittent failure and loss of service.

Wireless Internet access in the library is governed by the library's Electronic Resources & Internet Policy. The following policies are in addition to the library's computer and Internet usage policies. Actions that are detrimental or inappropriate when accessing the library and Internet resources include but are not limited to those listed below:

- Extending or modifying the network in any way, including adding access points and installing bridges, switches, hubs, or repeaters
- Attempting to break into or gain unauthorized access to any computers or systems from a wireless connection
- Any effort to circumvent the security systems designed to prevent unauthorized access to the library's wireless network

Individual users will be responsible for all costs associated with purchase, installation, operation, and support of wireless adapters in client computers. Any restriction or monitoring of a minor's access to the library's wireless network is the sole responsibility of the parent or guardian. The library does not supply or loan network cards or laptop computers. Library staff are not responsible for troubleshooting or assisting with wireless networking. Access specifications are available upon request. The library reserves the right to limit bandwidth on a per connection basis on the wireless network, as necessary, to ensure network reliability and fair sharing of network resources for all wireless users, or to remove or disable any unauthorized access points.

Adopted by the Board of Trustees March 12, 2012; Updated April 21, 2014; Updated December 11, 2017

218 SOCIAL MEDIA FOR LIBRARY POLICY

The New Lenox Public Library posts on several social media websites including but not limited to: blogs, Twitter, and Facebook. The purpose of these sites is to present information and resources about the library as well as interact with the residents of the library district.

While patrons are encouraged to share thoughts and opinions on the library's social media pages, it must be done in a respectful manner.

The New Lenox Public Library District does not agree with or endorse every comment that individuals post on the library's pages. The goal is to share ideas and information with as many individuals as possible and wherever possible and appropriate the library will accept the majority of comments made to the library's pages. External, non-library links on these sites do not constitute an official endorsement on behalf of the library.

A comment will be deleted if it contains:

- Hate speech
- Profanity, obscenity or vulgarity
- Nudity in profile pictures or content
- Defamation to a person or people
- Name calling and/or personal attacks
- Comments whose main purpose are to sell a product
- Comments unrelated to the topic
- Comments that infringe on copyrights
- Spam comments, such as the same comment posted repeatedly on a profile
- Comments promoting or opposing any person or campaign for election to a political office or politicking for any ballot proposition
- Other comments that the New Lenox Public Library District deems inappropriate

All links posted as comments on library pages will be reviewed and may be deleted. Repeated violations of this policy may cause the author to be blocked from commenting.

It is understood that social media is a 24/7 medium; however, the library does not possess continuous moderation capabilities. Not all inappropriate comments may be identified immediately, and the library trusts in the maturity of the community to ignore personal attacks and negative speech until staff is able to remove the comment.

Adopted by the Board of Trustees March 12, 2012; Revised December 11, 2017

219 STUDY ROOM POLICY

The study rooms of the New Lenox Public Library District are for use by small groups or individuals for quiet study and/or to work on team projects. The rooms are not available for regularly scheduled classes. Use of these rooms should be consistent with the mission of the library, which is to inform, enrich and enlighten and should follow all other library policies.

Library study rooms may not be used to distribute or sell goods or services of any kind, including, but not limited to, paid tutoring services unless approval has been given by the library Director.

Use of the study rooms will be arranged at the Youth Services Desk on the first floor and Adult Services Desk on the second floor. Study rooms may be reserved up to one week in advance in person or by phone. Failure to claim a study room reservation fifteen minutes after the reserved time will forfeit said reservation. Study rooms are available with a maximum capacity of four to ten people. No extra chairs will be allowed without prior approval from library staff. Activities in a study room should not materially or substantially interfere with the proper functions of the library.

Prohibited activities include:

- Causing excessive noise
- Creating safety hazards or security risks
- Creating other disturbances that violate the library's Patron Behavior Policy

All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement. The full repair costs to fix any damage to the room or contents will be charged to all individuals responsible. All individuals in the room are responsible for the behavior of others using the room during their session.

Study rooms may be used for two hours. The length of these sessions may be extended if no other patrons are waiting to use the rooms. A designated individual in the group using a study room must check in at the desk and present a valid personal ID (i.e. valid driver's license, current library card, student ID) to reserve a room. The names of all the individuals using the study room must be given at the desk.

The Board of Trustees reserves the right to amend this policy at any time. The library may also deny access to the study rooms to groups that have failed to follow the rules and regulations for the rooms' use. In times of high demand, New Lenox Public Library District card holders will be given priority as staff deem necessary.

Adopted by the Board of Trustees March 18, 2013; Revised April 15, 2013; Updated April 21, 2014; Updated December 11, 2017; Updated July 8, 2019; Updated January 13, 2020

220 DIGITAL MEDIA LAB POLICY

The Digital Media Lab offers the space, equipment, and software for patrons to get creative with video, music, graphic design, and more. The Digital Media Lab is open during the hours when the Digital Services staff are working and also by appointment.

Use of the lab is available to PrairieCat member library cardholders:

- 18 years and older who have:
 - Signed the Digital Media Lab User Agreement
 - Completed Orientation
- 7th grade (or entering into 7th grade after the school year has ended) up to 17 years old who have:
 - Signed the Digital Media Lab User Agreement (Parent or Guardian Signature Required)
 - Completed Orientation
- 6th grade and younger who have:
 - An adult accompaniment at all times
 - Signed the Digital Media Lab User Agreement (Parent or Guardian Signature Required)
 - Completed Orientation

Users can make 2-hour reservations, with extended time permitted if no one else is waiting, to use the lab up to one month in advance. If there are no reservations, the lab is available on a first come, first serve basis. If a group is using the lab, at least one member of the group must have a PrairieCat member library card and have attended the orientation and signed the Digital Media Lab User Agreement. This person is responsible for being in the lab at all times with other members of the group. Behavior in the Digital Media Lab is to be consistent with the library's Patron Behavior Policy. A maximum of 6 people may use the lab at any one time. Users of the Digital Media Lab accept financial responsibility for any and all damage caused to the equipment or space beyond normal wear.

No food or drink is allowed in the lab at any time.

A variety of equipment and services are available for use in the Digital Media Lab free of charge. Some equipment is available for checkout on a limited basis. All checkouts and check-ins for equipment will be handled at the DML or Adult Services Desk.

Workstations are not available for general computing activities such as word processing, web browsing or email. These stations are available only for those who need to use the special software and hardware found only in the lab.

Users must save their work on an external memory source. External hard drives and flash drives are available for checkout, while CDs, DVDs, and smaller flash drives are sold at the DML or Adult Services desk. The library is not responsible for equipment or files left behind in the lab.

Policy for Digital Media Lab Circulating Equipment

An extensive collection of digital media equipment is available for use by all New Lenox Library cardholders and PrairieCat cardholders. While most hardware must remain in the Digital Media Lab, designated as reference (non-circulating) items, other hardware items are intended for use off site, designated as circulating equipment.

Patrons must be 18 or older to check out equipment. Credit or debit card information will be required for circulating equipment checkouts totaling \$200 or more in value. Patrons must fill out a Checkout Policy Agreement as follows below in order to check out equipment. Certain advanced equipment will require additional training and practical demonstration by the patron before it will be checked out.

Items will be checked in after a thorough inspection by staff for condition; patrons are required to be present during this evaluation. Card information will be shredded after the item is found in good condition and checked back in.

Equipment intended for circulation is loaned for a period of three or seven days, as staff determines for patron's needs. A grace period of one day may be extended only if the patron calls before the item is overdue. Renewals may be made for three days only; renewals are not allowed if other patrons are waiting for the item.

Individual library cardholders will be limited to five pieces of circulating equipment at any one time.

Availability of equipment is not guaranteed and reservations are encouraged. Availability is contingent on patrons returning equipment in a timely manner. Patrons are responsible for returning all equipment directly to the Digital Media Lab or Adult Services staff on time and in good condition. Items left in the book drop will be assessed a fine if undamaged, or the full replacement fee if damaged.

Adopted by the Board of Trustees April 21, 2014; Revised April 12, 2016; Updated November 14, 2016; Updated December 11, 2017

Digital Media Lab User Agreement

Name: _____

Parent's Name (If under 17 yrs.): _____

Address: _____

Phone 1: _____ Phone 2: _____

Email: _____

Library Card Number: _____

Please check which of the following you plan to use in the lab (NOTE: This does not mean you may not use other equipment, but is for orientation purposes)

- | | |
|--|--|
| <input type="checkbox"/> Adobe Software | <input type="checkbox"/> VHS to DVD Converter |
| <input type="checkbox"/> DSLR Camera | <input type="checkbox"/> Cassette to MP3 Converter |
| <input type="checkbox"/> Camcorder | <input type="checkbox"/> LP to MP3 Converter |
| <input type="checkbox"/> Drawing Tablet | <input type="checkbox"/> Scanner |
| <input type="checkbox"/> Photo/Video Backdrops | <input type="checkbox"/> Vinyl Printer |

I understand that I must attend an orientation session in order to use the Digital Media Lab at the New Lenox Public Library District. I also understand that I am responsible for any and all damage caused to the equipment or space beyond normal wear. I agree to adhere to the Digital Media Lab and Patron Behavior Policy and agree to not bring in any food or beverages to the lab.

Signature

Date

For parents of 17 year olds & under: I hereby allow my son or daughter to use the Digital Media Lab without my presence and accept responsibility for any and all damage caused to the equipment or space beyond normal wear.

Parent's Signature

Date

For Staff Use Only

Entered in Sierra: _____ Staff Initials: _____

Orientation Completed On: _____ Staff Initials: _____

221 HOMEBOUND SERVICE

The Homebound Library Delivery Service at the New Lenox Public Library provides library services to individuals who are residents within district boundaries and are unable to physically come to the New Lenox Public Library. Homebound is defined as being generally confined to one's residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. In most circumstances, if a patron drives, he or she would not be considered homebound. This service is open to all ages.

Homebound services are provided at no cost to the patron. Patrons must be a resident of New Lenox Public Library District and have a current New Lenox Public Library card. Patrons are eligible if they reside in their own home, or an assisted living or nursing facility.

Patrons can apply on the library's website or call the library. Once the patron has applied, the Homebound Coordinator will contact the applicant to explain how to request books and other materials, as well as help with suggestions based off of the application. A schedule of delivery will be set up, depending upon the individual's needs, and on the availability of volunteer drivers. Home visits are usually scheduled for once a month.

The library does not limit the number of items that may be borrowed per delivery through this program, with the exception on new release DVDs and TV series. Materials will be delivered to and picked up from each participant's residence by library staff or volunteers. Participants will be charged the replacement costs for materials that are lost and/or damaged while in their care.

Patrons requesting homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their residences, and patrons must protect all library materials while in their custody. Staff or volunteers will not provide assistance with activities of daily living or advice on financial or personal matters.

New Lenox Public Library District General Policy

Staff or volunteers may choose not to enter a home, to leave a home immediately, or recommend suspension of homebound service if any of the following conditions exist:

- 1) Any person in the home presents threatening, obscene, or abusive language, gestures, or images
- 2) Any person in the home harasses the library representative
- 3) Any person in the home is engaging in illegal activity at the time of service
- 4) Any person in the home exhibits signs of illness that may endanger the health of the library representative
- 5) The conditions of the home or property are unsafe or unsanitary

The New Lenox Public Library has the right to terminate this service to any individual who does not meet the terms and requirements as defined above.

Adopted by the Board of Trustees November 14, 2016

222 ALCOHOL POLICY

The New Lenox Public Library District seeks to make our libraries the cultural hub of our respective communities. Our mission statement encourages library staff to inform, enrich, and enlighten our community with opportunities for lifelong learning. As such, the New Lenox Public Library District Board of Trustees recognizes that from time to time it may be reasonable and beneficial to allow alcohol to be served in our library fundraising events or during programs of a cultural or educational nature.

Illinois Public Act 99-0559 states: “Alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that the delivery and sale is approved by the Board of Trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature. Before the Board of Trustees of a public library district may approve the delivery and sale of alcoholic liquors, the Board of Trustees of the public library district must have a written policy that has been approved by the Board of Trustees of the public library district governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail on property owned by that public library district. The written policy must (i) provide that no alcoholic liquor may be sold, distributed, or consumed in any area of the library accessible to the general public during the event or program, (ii) prohibit the removal of alcoholic liquor from the venue during the event, and (iii) require that steps be taken to prevent the sale or distribution of alcoholic liquor to persons under the age of 21. Any public library district that has alcoholic liquor delivered to or sold at retail on property owned by the public library district shall provide dram shop liability insurance in maximum insurance coverage limits so as to save harmless the public library districts from all financial loss, damage, or harm.”

Therefore, the Board of Trustees of the New Lenox Public Library District hereby establishes the policy with the following parameters set forth:

I. When Alcohol is Allowed

- a. The serving of alcohol will only be permitted at library events or at events that are cosponsored by the library and another entity
- b. The serving of alcohol will not be permitted at any event unless first preapproved by the Director and the Board of Trustees to be in compliance with this policy
- c. Outside groups or individuals conducting a meeting or event at our library are not allowed to serve alcohol while using our meeting spaces unless the event meets the criteria set forth in this section

II. Where Alcohol is Allowed

- a. Alcohol may be served at preapproved events held within an enclosed or controlled space, such as a meeting room or throughout the library facility or its grounds so long as there is a means by which to:
 - 1) Prevent unauthorized access to the general public
 - 2) Prevent alcohol from being removed from the premises by attendees
 - 3) Prevent the sale or distribution of alcohol to persons under the age of 21

III. The Serving of Alcohol

- a. Alcohol may be served at preapproved events by catering staff secured for such purpose by the library
- b. Alcohol may be served at preapproved events by any library staff member or volunteer who is of legal age and designated by the Director to do so

IV. Allowable Event Types

- a. Approved events may include, but not limited to: fundraisers, book discussion group meetings, programs discussing alcohol within the cultural heritage of the group, or educational programming intended to broaden the understanding of a topic relating directly or indirectly to alcohol

V. Liability Insurance

- a. The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act
- b. Per Illinois Public Act 99-0559, when serving alcohol the library must provide liability insurance with a coverage limit that saves harmless the library from all financial loss, damage, or harm under the maximum liability limits set forth in the Illinois Liquor Control Act of 1934
- c. The library's liability insurance coverage is determined annually by the Director who shall ensure that said liability insurance meets the parameters set forth in this policy before approving any programs or events where alcohol is to be served

VI. General Rules & Restrictions

- a. All rules put forth in other library policies shall remain in effect during events where alcohol is served, including but not limited to the General Policy and the Personnel Policy
- b. Purposely deceiving library staff in order to unlawfully gain access to an event where alcohol is served is a crime and will be reported to the proper authorities

This policy is not all-inclusive and approval of individual situations not described here will be determined by the Director. Waiver of any prohibitions in this policy may be requested by written application directed to the Board of Trustees.

300 COLLECTION POLICIES

301 PARAMETERS & 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 use by the patrons it serves. The library is guided by a sense of responsibility to the past, present and the future of the community and therefore adds materials, which will enhance the collection while attempting to preserve an intellectual balance. The library also accepts as its responsibility the selection of materials that will add intellectual enlightenment and recreational pleasure even though such materials may not have enduring interest.

This policy governs the decisions to add items to the collection or to retain or discard material already in the collection. Items added to the collection will be chosen by the knowledgeable staff of the New Lenox Public Library with the intention of building a collection that reflects the needs and desires of the patrons it serves and keeping in mind the demographics and community profile of the district.

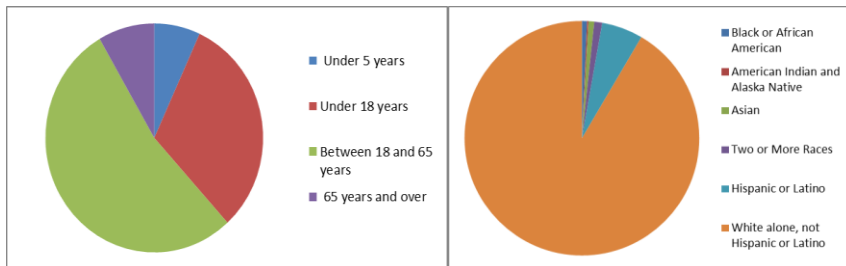
Library staff responsible for selecting items to be added or removed from the collection do so with an understanding of the community profile, and strive to build a collection that reflects the desires of the community we serve.

Community Profile

The New Lenox Public Library District serves approximately 40,733 residents consisting of the majority of the Village of New Lenox and neighboring district residents who are not served by another community library. The demographic information available to the staff of the New Lenox Public Library reflects only those patrons who live within the Village of New Lenox.

New Lenox Public Library District General Policy

The Village of New Lenox is a community of some 25,426 people. Approximately 37% of the total population is under the age of 18, and approximately 8% is over age 65. The population of New Lenox is 92% white and the second largest ethnic grouping is Hispanic or Latino, with 5.5% of residents identifying as such. Small numbers of the population identify themselves as Black, Asian, American Indian, or a combination of races. Over 96% of the adult population has a high school diploma or higher, and over 35% has a bachelor’s degree or higher. Median household income is \$93,609. 88% of housing in the community is single-family, with the rest comprised of multi-family housing.



Source: U.S. Census Bureau, 2008-2012 American Community Survey

Adopted by the Board of Trustees January 11, 1999; Revised January 10, 2005; Updated June 14, 2010; Updated December 12, 2011; Updated April 21, 2014; Updated March 25, 2015; Updated April 12, 2016; Updated December 11, 2017

302 USE, AVAILABILITY & LABELING

All library items for public use 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 the item
- Popular demand or need
- Loss or unavailability of the item
- Accessibility of format

A basic current level of materials in English will be assembled. Materials in languages other than English will be added as needed. Material gifts to the library will be added to the collection if they meet the selection criteria of the library and are in good physical condition. Processing and shelving of materials in no way reflects a value judgment of the materials. While there will be no labeling of items to indicate a point of view or bias, labels may be used to indicate subject matter and/or physical location within the building.

*Adopted by the Board of Trustees June 14, 2010; Revised December 12, 2011;
Updated April 21, 2014; Updated April 12, 2016; Updated December 11, 2017*

303 EVALUATION OF THE COLLECTION

Purchasing

The library shall cooperate with other libraries and institutions in order to best serve the needs of its users within the limits of its materials budgets. Inter-Library Loans will be used to secure items for patrons that are not available at the library. The library will also adhere to the Online Media of Northern Illinois digital collection development policy, which outlines the collection development, weeding and reconsideration policies for digital materials in the OMNI collection.

Within budgetary limitations the library may secure multiple copies of materials to meet patron demand. Patrons may request that the library purchase additional items. The library will consider the purchase based on cost and how well the item fits into the needs of the overall community.

For collection development purposes, the Youth Services Department will purchase items targeted toward reading levels from birth through junior high. The teen collection will target junior high and high school reading levels.

The library will comply with current laws regarding obscenity. The Board of Trustees believes that parents are responsible for the growth and development of their children's reading habits. The library shall not coerce the taste of others or censor the reading materials of its adult or youth patrons.

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.

Because of developments in technology, formats that the library is considering collecting will be evaluated based several criteria including but not limited to use, availability, ability to replace, currency and availability of supporting equipment, space requirements.

Selection Criteria

As it is not possible for the library staff to personally read and review the entirety of the large number of books and other materials produced each year, the information gathered from critical reviews; reputation of the author, artist or distributor; and other positive publicity, generally serves as the basis for applying these criteria. Influencing selection includes but is not limited to:

- Community demand, whether expressed or anticipated, as demand may be for specific titles or for material and resources covering certain topics or in certain formats, therefore multiple copies may be purchased or leased in order to meet demand

New Lenox Public Library District General Policy

- Intrinsic value or quality of the work, relating to such considerations as factual accuracy and authoritativeness of content, comprehensiveness of treatment, style, clarity, effectiveness of expression and creativity.
- Scope, depth of coverage or approach of a work, for example highly technical materials and scholarly studies of limited value to the community at large will generally not be added to the collection
- Importance of a work in adding balance to or filling gaps in the collection
- Compatibility of the subject, treatment or style of a work with its intended audience; this criterion pertains especially to materials and resources being considered for the youth and teen collection
- Authority, reputation and standing of the author
- Availability of the same or similar material at neighboring libraries or through interlibrary loan
- Cost of the material or resource
- Suitability of the physical form of the material for library use including the quality, durability and general usefulness of the format
- Ease and practicality of providing effective physical and bibliographic access to the material or resource
- Local interest or local historical significance of the work
- Availability of the item for purchase

Technology & Media

The library will progressively and responsibly add new material formats as community demand, emerging technologies, industry trends, budgetary considerations and compatibility with the library environment allow. Any equipment or devices that the library adds to its collection will also be subject to the criteria established in this policy. Digital content and other emerging format acquisitions may require additional considerations, such as:

- Community interest in format and ability of residents to access format with readily available technology
- Cost of the material or resource
- Availability of other versions and/or updates once electronic content is available
- Supplementary costs including hardware and software requirements
- Possible duplication of content
- Terms of licensing agreements
- Preservation and long-term access issues
- Provisions for providing access in-house and patron accessibility off-site
- Performance questions, such as for example if the technology makes information more easily or accurately available than its print counterpart
- Training of staff and users in the use of new electronic resources
- Ability to direct patrons to this resource through our online catalog

Acquisitions

Librarians with collection development responsibilities also determine which vendors are most appropriate for their purchases. Library vendors are generally preferred as they may offer substantial discounts, expedited shipping, and special packaging. The Technical Services Department processes material upon arrival and materials are then made available to patrons in a timely manner. Materials are cataloged according to standard library practices with ease of access in mind. Public services managers may work with the Director and the Technical Services Manager to customize the organization of materials to facilitate patron access.

Retention of Materials

Weeding, the ongoing, systematic withdrawal of library materials, is an integral part of collection evaluation and helps maintain the library's usefulness and vitality. Library staff use much of the same criteria used in the selection process.

Materials considered for deaccession may include items that are:

- Superseded by a new edition or a better work on the same subject
- Of little or diminished interest to the community
- Worn or damaged
- Outdated or inaccurate
- No longer within the scope of the collection
- In a format which is no longer viable

Weeded items may or may not be replaced with another copy of the same title or another work on the same subject.

*Adopted by the Board of Trustees January 11, 1999; Revised January 10, 2005;
Updated December 12, 2011; Updated April 21, 2014; Updated April 12, 2016; Updated
December 11, 2017*

304 GIFTS & DONATIONS

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. Gifts, memorials, and donated items may be weeded according to the criteria above. In all instances, the library reserves the right to dispose of withdrawn items as it sees fit. If gifts and donations cannot be used for the library's collection they will be disposed of according to General Policy – 309 Disposal of Library Materials.

*Adopted by the Board of Trustees January 10, 2005; Revised December 12, 2011;
Updated March 18, 2013; Updated April 12, 2016; Updated December 11, 2017*

305 NAMING RIGHTS POLICY

The Board of Trustees considers the naming of a room in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow.

The New Lenox Public Library District seeks to recognize persons who have supported the library through distinguished effort or substantial financial contributions by naming rooms, collections or other parts of the library in their honor.

General Definitions

Naming opportunities for distinguished effort may include a room or collection naming to honor or memorialize an individual who has achieved exceptional distinction in librarianship and/or other areas of knowledge management or who has served the New Lenox Public Library District as a trustee or volunteer. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the nomination process.

Naming opportunities due to a financial donation may include the room or area may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor. Proposals for naming should be submitted to the library Director and should contain specific information, including any guidelines on how the donated funds are to be used to support the named collection or area. All proposals must be approved by the Board of Trustees.

Guidelines for Naming

A proposal for naming a collection or area of the library in honor of a person will normally be considered when that person is a major benefactor or has given extraordinary distinguished service to the library that merits recognition.

Naming rights will normally not extend beyond the normal life of the collection or area. Generally, naming rights for benefactors would be granted when there is a minimum contribution of \$50,000 or when the Board of Trustees recognizes distinguished service. Naming rights will remain in place for a period of no longer than twenty-five years, although a plaque will remain in the location in perpetuity, acknowledging the name and the donation. In the event the room or collection is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the Board of Trustees will roll the name forward in a similar capacity.

A proposal for naming a collection or area in honor of a member of the community will also be considered when that person has given distinguished service to the library that merits recognition in the library's history.

New Lenox Public Library District General Policy

Unless the Board of Trustees determines otherwise, a person's or corporation's name may be used in naming a library room only once.

When a major building project is to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the library Director for recommendation to the Board of Trustees of the New Lenox Public Library.

If an individual or organization, after which a room has been named, comes into disrepute at the library or in the community at large, the library Director may recommend to the Board of Trustees that the use of the name be discontinued.

306 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 are welcomed from patrons served by the New Lenox Library District and must be in writing, using the Request for Reconsideration of Library Material form supplied by the library. This form must be completed in full and submitted to the library Director who will determine the validity of the complaint and take appropriate action. Reconsideration of materials in the OMNI digital collection will be reviewed quarterly by the OMNI consortium.

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 Request for Reconsideration of Library Material form follows General Policy – 307 Request for Reconsideration of Library Material. Copies of all requests shall be sent to all Board members for informational purpose only.

*Adopted by the Board of Trustees January 10, 2005; Revised February 11, 2008;
Updated December 12, 2011; Updated March 25, 2015; Updated December 11, 2017*

307 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

It is the policy of the library to reconsider any item selected for the library collection at the formal request of a patron who is a cardholder or resident of the New Lenox Public Library District.

A Request for Reconsideration of Library Material form must be filled out by a patron wishing such action. The item in question will be reviewed by the library Director, in conjunction with a Selection Review Committee appointed by the library Director if deemed necessary. The library Director shall inform the patron requesting the review of the decision by letter or email. A copy of the communication sent to the patron as well as the initial Request for Reconsideration of Library Material form completed by the requesting patron shall be given to the Board of Trustees for informational purposes. The decision of the library Director may be appealed to the Board of Trustees by the patron.



Request for Reconsideration of Library Material
Return to the Director of New Lenox Public Library

Request Made By:

Name _____ Phone _____

Address (Street, Town, State, ZIP): _____

Representing: _____ Self _____ Group (If so, please name: _____)

Title _____ **Author** _____

What do you object to in the work? Specify portion of the work you find objectionable. _____

What do you feel might be the result of reading/viewing/listening to/using this work? _____

Did you read/view/listen to/use the entire work? _____ Yes _____ No

If not, which parts? _____

What do you believe is the theme of this work? _____

Please continue on the next page.

Do you think the work mentioned had any good points? If so, please list. _____

For what age group would you recommend this work? _____

Are you aware of the judgment of this work by literary critics? If yes, please identify the source.

What would you like the library to do about this work?

In its place, what work of equal or superior quality would you recommend that would convey as valuable a picture and perspective of the subject?

Additional Comments:

308 PURCHASING POLICY

Under the direction of the Board of Trustees, the library Director or designee shall have the authority to purchase or lease products or services to provide the best and most efficient public library services possible provided that the amount budgeted for any such expense line of the budget shall not be exceeded without prior approval of the library Director.

In accordance with Chapter 75 ILCS 5/55 and except as otherwise provided, all purchase orders or contracts for products and services in excess of \$25,000 shall be let by free and open competitive bidding to the lowest responsible bidder, or any other bidder determined by the Board to be in the best interest of the library.

All purchase orders or contracts for products and services less than \$25,000 but more than \$5,000 may be made in the open market, without the above competitive bid requirements, but shall whenever possible be based on at least three written competitive proposals obtained by direct mail, telephone, fax, online communication or from vendor's price lists or other quote information.

Purchases and services less than \$5,000 may be made with attention to the lowest possible cost, consistent with needs of the user departments with regard to durability, performance, prior experience, delivery and service capability. Where possible, three written proposals or three documented price quotes will be obtained.

Contracts for the services of individuals possessing a high degree of professional skill, where ability and fitness of the individual plays an important part, such as with consulting services, may be by obtaining written proposals instead of competitive bidding. When such written proposals exceed \$25,000 the Board will be asked to waive bids and approve entering into the contract.

Contracts for library materials, utilities, emergency services or that are only available from a single source are not adaptable to award by competitive bidding and shall not be subject to the competitive bidding policy. However, such contracts in excess of \$25,000 shall be presented to the Board requesting approval to waive bids and approval to enter into a formal contract.

Adopted by the Board of Trustees December 12, 2011; Revised December 11, 2017

309 DISPOSAL OF LIBRARY MATERIALS

The Board of Trustees of the New Lenox Public Library District authorizes the library Director or designees to withdraw and dispose of library materials.

In order to maintain a collection of materials that best serves the public, the library must periodically withdraw library materials such as books, magazines, videos, DVDs, CDs, etc., from the collection for a variety of reasons as outlined in the General Policy – 303 Evaluation of the Collection.

Library materials will be disposed of in one of the following ways:

- 1) By transferring them to the Friends of the Library, in order to be sold in the Friends of the Library book sale
- 2) By donating them to other institutions or non-profit organizations so that they may continue to be used including local schools, nursing homes and the New Lenox Area Historical Society
- 3) If the materials cannot otherwise be disposed of or are not in salable condition, they will be recycled or otherwise discarded

Items will not be removed from the collection upon the request of patrons or staff in order for them to purchase.

400 PUBLIC FUNDS POLICIES

401 PURPOSE & SCOPE

The purpose of the Public Funds Policies are 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 Board of 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 and, by designation, the library Director and any assignees acting under the authority of the Board of Trustees.

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated November 13, 2017

403 DELEGATION OF AUTHORITY

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer and, by designation, the library Director and any assignees. The Treasurer, and by designation, the library Director are responsible for establishing internal controls and written procedures for the operation of the investment program. All proposals shall be submitted to the full Board of Trustees for their approval.

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017

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. Any investment firms hired by the library, 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 or value changes, except in instances of fraud or gross negligence, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017

405 GUIDELINES

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- 1) Legality and safety, conforming to all legal requirements such as:
 - a) Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC
 - b) 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
 - c) 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
- 2) Liquidity, preserving capital and including diversification appropriate to the nature and amount of the funds such as:
 - a) Investments should in general be managed to meet liquidity needs for the current month plus one month, based on forecasted needs, and any reasonably anticipated special needs
- 3) Yield-return on investment, maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated such as:
 - a) Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made
 - b) All available funds will be placed in investments or kept in interest bearing deposit accounts as allowed by law
- 4) Simplicity of management, the time required by the library's Business Office to manage investments shall be kept to a minimum

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017

406 REPORTING

Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Trustees and at least quarterly include information regarding any owned securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Treasurer and, by designation, the library Director 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.

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017

407 DAILY OPERATIONAL CONTROLS

In addition to these guidelines, the Treasurer and, by designation, the library Director and any assignees 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 whenever possible. However, there are times when credit card charges are the only available or only practical method. The guidelines for credit card use follow:

- 1) Annually, the Board will review the library personnel who may be granted credit card privileges
- 2) Credit cards will be issued in the name of the library with signatures approved by the board
- 3) The following positions may be issued credit cards:
 - a. Director
 - b. Business Manager
 - c. Youth Services Manager
 - d. Adult Services Manager
 - e. IT Manager
 - f. Maintenance Manager
 - g. Circulation Manager
- 4) 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
- 5) Personnel granted credit card privileges must submit signed paper receipts or printouts of charges to the Business Manager for accounting purposes as soon as possible
- 6) Credit card charges will be debited against the appropriate library funds
- 7) Trustees signing checks for credit card payments will review the charges for accuracy

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017; Updated August 12, 2019

408 AUTHORIZED FINANCIAL DEALERS & INSTITUTIONS

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Trustees upon the recommendation of the Treasurer and, by designation, the library Director and any assignees. The Treasurer and, by designation, the library Director and any assignees will maintain a list of financial dealers and institutions authorized to provide investment services.

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017

409 CONFLICTS OF INTEREST

Board and staff members 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.

Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006; Updated December 11, 2017

410 ROUTINE BANKING PROCEDURES

The library Director and Business Manager are authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The library Director and Business Manager are authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the Board of Trustees, or to wire transfer between existing library accounts held in separate financial institutions or for the purpose of meeting bond repayment obligations. The opening or closing of any banking accounts must be approved by the Board of Trustees.

The library Director and Business Manager are authorized to write checks or make payments from petty cash without the signature of a Board member provided:

- 1) Payments are for library purposes only
- 2) All such expenses are reported to the Board on the next Treasurer's Report
- 3) Payments are less than \$5,000.00 in total per month
- 4) The expense does not under any circumstances pay for any expense that would fall under the bidding guidelines in General Policy – 308 Purchasing Policy
- 5) Expenses are generally for, but not limited to, fee reimbursements to patrons or developers, or to other libraries to replace lost or damaged materials, or for postage or other common library expense
- 6) No library staff or Board member is reimbursed for any travel, meal, or lodging expense without a Mileage Form approved by the Director
- 7) No library staff or Board member is reimbursed for any other expense of any kind from petty cash

The library Director is not authorized to receive cash from library accounts for personal reimbursement except when the Board of Trustees authorizes such action through the approval of checks to reimburse the petty cash expense.

411 SPENDING LIMITS

The New Lenox Public Library District may spend in excess of \$25,000 only after completing the formal bid process as described in Illinois Law. In case of extreme emergency, the library Director may spend up to \$7,500 with an additional \$2,500 with the approval of any two Board members so long as the amount does not exceed the threshold requiring a formal bidding process as outlined in General Policy – 308 Purchasing Policy.

The library Director and Business Manager are authorized to determine the specific spending ledgers and the organization thereof, to modify or remove unnecessary ledgers, and set spending limits for each when designing a budget plan for the next fiscal year. All such budget decisions are subject to adjustment and approval by the Board of Trustees before the start of the fiscal year.

412 PUBLIC FUNDS INVESTMENT POLICY OF THE NEW LENOX PUBLIC LIBRARY DISTRICT

Under this policy, the Board of Trustees of the New Lenox Public Library District creates its Investment Policy. It is the policy of the library to invest all funds under the library's control in a manner which will provide the highest investment return using authorized instruments, while meeting the library's daily cash flow demands and in conformance with all federal and Illinois statutes governing the investment of public funds. This policy shall apply to all investments entered into on or after the effective date of this instrument.

Investment Guidelines

The primary objective in the investment of library funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the library, and providing the highest investment return using authorized instruments.

Safety

The safety of principal is the foremost objective of the investment program. Library investments shall be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Collateralization section of this policy, is required to ensure that the library prudently manages market, interest rate and credit risk.

Liquidity

The investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements which might be reasonably projected.

Return on Investment

The investment portfolio shall be designed to obtain the highest available return, taking into account the library's investment risk constraints and cash flow needs and the library's desire to promote fiscal responsibility. The portfolio shall seek to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated under this policy.

The rate of return achieved on the library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

Authorized Investments

All investments shall be those permitted by state law (30 ILCS 235/2) as follows:

- 1) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest
- 2) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies and instrumentalities; for purposes of this policy, the term "agencies of the United States of America" includes (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 *et seq.*) and Acts amendatory thereto; and (ii) the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress
- 3) Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 *et seq.*), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation
- 4) Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the library's funds are invested in short-term obligations of corporations;
- 5) Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. '80a-1 *et seq.*), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1) and (2))
- 6) Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201 U.S.C. §1701 *et seq.*)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation
- 7) Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit union must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law

- 8) The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advice regarding the investment of any public funds
- 9) Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. §780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the library, shall be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2), while repurchase agreements may be executed only with approved financial institutions or broker and/or dealers meeting the District's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the library
- 10) Any other investment instruments now permitted by the Public Funds Investment Act or hereafter permitted by the Public Funds Investment Act by reason of amendment thereof
- 11) Investments may be made only in those savings banks or savings and loan associations, the shares or investments of which are insured by the Federal Deposit Insurance Corporation

Periodic Review of Investment Portfolio

Any investment advisor or advisors appointed by the Board of Trustees pursuant to the Delegation of Authority section herein shall make a periodic review, not less frequently than weekly, of the library's investment portfolio, its effectiveness in meeting the library's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The investment advisor shall report to the library Director on an 'as needed' basis, and shall report to the Board of Trustees at least quarterly.

Prudence

Investments shall be made with the judgment and care under the 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 preservation of their capital as well as the probable income to be derived. This 'prudent person' standard shall be used by all investment officers of the library and shall be followed in making investments for the library and in managing those investments.

Ethics & Conflicts of Interest

Authorized investment officers of the library and staff in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the library any material financial interests in financial institutions, which conduct business with the library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the library, or who is employed in any similar capacity by or for the library, may do any of the following:

- 1) Have any interest, directly or indirectly, in any investments in which the library is authorized to invest
- 2) Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments
- 3) Receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest

Authorized Brokers or Dealers & Financial Institutions

Authorized investment officers shall utilize the Board of Trustees' approved list of financial institutions when selecting institutions to provide investment services. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/0.01 *et seq.*). In addition, a list shall be maintained of approved security broker and/or dealers selected according to their creditworthiness, and their financial efficiency in serving the library, which shall be measured in terms of the location of the broker's and/or dealer's corporate office, the number of full-time staff, the size of its payroll, and the extent to which the broker and/or dealer has an economic value to the library. The list may include primary dealers or regional dealers which qualify under Securities and Exchange Commission Rule 240.15c3-1 (Net Capital Requirements For Brokers Or Dealers).

All financial institutions, brokers or dealers who want to qualify to bid for investment transactions must initially, and on a periodic basis upon request, provide to the library's authorized investment officers the following, where applicable:

- 1) Audited financial statements
- 2) Proof of minority, female, or disabled broker status
- 3) A trading resolution
- 4) Proof of State of Illinois registration
- 5) Completed Broker or Dealer Questionnaire
- 6) Certification of notice and knowledge of the library's Investment Policy

- 7) Published reports for brokers from rating agencies with investment grade ratings
- 8) Proof of emerging broker status
- 9) Consolidated Reports of Condition and Income

An annual review of the financial condition and registration of qualified bidders will be conducted by the library's authorized investment officers. More frequent reviews may be conducted if warranted.

A current audited financial statement is required to be on file for each financial institution and broker and/or dealer with which the library establishes a depository, trading, or safekeeping relationship. Qualified bidders shall submit annual audited financial statements and shall submit financial statements when a material change occurs in the financial condition or registration of qualified bidders.

Investment Restrictions

Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.

Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the library shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the library unless the instruments and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).

Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the library's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the library.

Investment in commercial paper is permissible if rated A1/P1.

Collateralization

Collateralization will be required above depository insured amounts on two (2) types of District investments:

- 1) Deposit Collateralization: Collateral securities approved by the library with a market value equal to at least 110% of deposits in excess of \$100,000 per institution shall be required. The collateral shall be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$100,000 per institution shall be required.

- 2) Repurchase Agreement Collateralization: direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement shall be maintained at all times. Repurchase agreement collateral shall be marked to market at the time of execution and daily thereafter.

Diversification

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of library assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the library:

- 1) The library shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker and/or dealers
- 2) The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits
- 3) No investment category shall exceed 40% of the library's portfolio, with the exception of cash equivalents and treasury securities as defined herein
- 4) The library shall invest the majority of library funds in authorized investments of less than one year maturity
- 5) No investment shall exceed two years maturity

Safekeeping & Custody

All security transactions entered into by the library shall be conducted on a delivery-versus-payment or receipt-versus-payment basis. Securities shall be held by a safekeeping agent designated by the library, and evidenced by safekeeping receipts.

Internal Controls

The library's investment advisor shall establish a system of internal controls, which shall be documented in writing and filed with the Board of Trustees for review. The controls shall be designed to prevent losses of public funds arising from fraud, staff error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by authorized investment officers.

Asset Allocation

The allocation of assets within investment categories authorized herein shall be approved by the library.

Competitive Bidding

Authorized investment officers shall obtain competitive bids from at least three brokers and/or dealers prior to executing the purchase or sale of any authorized investments. Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the library set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

Limitation of Liability

The standard of prudence to be used by authorized investment officers shall be the 'prudent person' standard as stated herein, and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

Reporting

Financial reports shall be prepared monthly by the investment advisor and reviewed by the designated library accountant. The report shall contain the following:

- 1) Performance as compared to established benchmarks
- 2) Asset allocation
- 3) Any circumstances resulting in a deviation from the standards established herein
- 4) Impact of any material change in investment policy adopted during the quarter
- 5) The average days to maturity
- 6) A listing of all investments in the portfolio marked to market value, including but not limited to information regarding securities in the portfolio by class or type, by value, income earned and market value as of the report date

The library's investment advisor shall develop performance reports in compliance with established industry reporting standards within six months following the adoption of this investment policy. Such reporting standards may include those sanctioned by the Association of Investment Management Research in accordance with Generally Accepted Accounting Principles.

Delegation of Authority

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board of Trustees shall require the investment advisors selected and working on behalf of the library to meet the following conditions:

- 1) To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the library and in accordance with this policy, with such actions including but not limited to:

- a) The allocation of library funds among alternative types of investments
 - b) Specific investment opportunities regarding the acquisition, retention or disposition of investments
 - c) The recommendation of the addition, deletion or modification of authorized investments
- 2) To execute all investment transactions on behalf of the library at the best net price, utilizing such approved brokers and dealers, as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the library
 - 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the library

The library's investment advisor shall be responsible for establishing the internal controls in written procedures for the operation of the library's investment program as set forth in this policy.

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this policy is delegated to the Board Treasurer and any assignees. In the event the Treasurer is not available, the President or Vice President of the Board is authorized to so act.

Reservation of Rights

The library reserves the right to amend this policy at any time upon the advice and consent of its Board of Trustees.

Availability of Policy

This policy shall be available to the public at the library's Business Office or on the library's website.

500 PROHIBITED GIFTS POLICIES

501 GENERAL POLICY

It is the policy of the New Lenox Public Library District to comply with the Illinois Gift Ban Act, 5 ILCS 425/1 et seq., 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.

Adopted by the Board of Trustees December 13, 1999; Revised January 9, 2012

502 EXEMPTION

Due to the high costs of compliance for uncompensated and non-salaried, appointed or elected members of the Board of 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.

Adopted by the Board of Trustees December 13, 1999

503 DEFINITIONS

The terms ‘gift’, ‘prohibited source’, and ‘staff member’, 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, 5 ILCS 425/1 et seq., as listed below:

Staff member means all full-time, part-time plus, part-time, and contractual staff, appointed and elected officials, and directors of a governmental entity.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a staff member, officer, or judge.

Prohibited source means any person or entity who:

- 1) Is seeking official action (i) with the member or officer or (ii) in the case of a staff member, with the member, officer, governmental entity, or other staff directing the staff member
- 2) Does business or seeks to do business (i) with the member or officer or (ii) in the case of a staff member, with the member, officer, governmental entity, or other staff directing the staff member
- 3) Conducts activities regulated (i) with the member or officer or (ii) in the case of a staff member, with the member, officer, governmental entity, or other staff directing the staff member
- 4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the staff member or officer
- 5) Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act

*Adopted by the Board of Trustees December 13, 1999; Revised June 12, 2006;
Updated January 9, 2012; Updated December 11, 2017*

504 PROHIBITED GIFTS

The solicitation and acceptance of any gifts from any prohibited source are banned and prohibited for all library staff except as provided in General Policy – 505 Exceptional Gifts.

505 EXCEPTIONAL GIFTS

The restrictions in the foregoing section do not apply to the following:

- 1) Anything for which the staff member 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, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée or as defined in the state's Gift Ban 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 staff member's position and not because of personal friendship
- 5) In determining whether a gift is provided on the basis of personal friendship, the staff member, or officer shall consider the circumstances under which the gift was offered, such as:
 - a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals
 - b) whether to the actual knowledge of the staff member, or officer the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift
 - c) whether to the actual knowledge of the staff member, or officer the individual who gave the gift also at the same time gave the same or similar gifts to other staff members, or officers
- 6) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business
- 7) Payments to a legal defense fund established for the staff member that is otherwise lawfully made
- 8) Intra-office and inter-office gifts, meaning any gifts from a staff member of the library to a staff member of the library
- 9) 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

- 10) Pension and other benefits resulting from continued participation in a staff welfare and benefits plan maintained by a former employer
- 11) Informational materials sent to the staff member in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications
- 12) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings
- 13) Honorary degrees and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards
- 14) 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
- 15) Educational missions, including meetings with government officials intended to educate them on matters of public policy
- 16) Bequests, inheritances, and other transfers at death
- 17) Anything that is paid for by the federal government, the state, or the library, or secured by the government under a government contract
- 18) 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
- 19) Free attendance at a widely attended event permitted under subsection 24 below
- 20) Opportunities and benefits that are available to the public or to all staff 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 individual's 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 staff members
- 21) A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation
- 22) 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
- 23) Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value
- 24) An item of nominal value, such as a greeting card, baseball cap, or T-shirt

25) Attendance at events such as staff 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 staff member 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 staff member and the acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual; further, staff 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 and 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

*Adopted by the Board of Trustees December 13, 1999; Revised January 9, 2012;
Updated December 11, 2017*

506 ENFORCEMENT

Any Board or staff member 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 Trustees.

507 DISPOSITION OF GIFTS

The recipient of a gift that is given in violation of this act may, at his or her discretion, return the item to the donor or give the item or an amount equal to its value to an appropriate charity.

Adopted by the Board of Trustees January 9, 2012

508 ETHICS OFFICER

The library Director shall serve as the Ethics Officer for the library by reviewing Statements of Economic Interests and disclosure forms for staff and Board members of the library before they are filed, and providing guidance to staff members and officers in the interpretation and implementation of the state's Gift Ban Act, 5 ILCS 425 et seq., as required.

*Adopted by the Board of Trustees December 13, 1999; Revised January 9, 2012;
Updated December 11, 2017*