

New Lenox Public Library District
Board of Trustees Meeting
120 Veterans Parkway, New Lenox, Illinois
October 10, 2022
Policy Committee Meeting - 6:30 p.m.



AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Audience to Visitors**
- 4. New Business**
 - A. Review recommended updates to
 - i. finance policies including electronic payments and routine banking procedures (General Polices 308 & 410)
 - ii. policies to update Business Manager position
 - B. Review new proposed Fund Balance Policy (tentative General Policy 413)
 - C. Discuss library card privileges as it relates to extended family members and Joliet patrons (General Policies 201 &206)
- 5. Trustee Comments**
- 6. Adjournment**

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the New Lenox Public Library District - ADA Compliance Coordinator at 815- 485-2605 at least 24 hours in advance of the meeting date. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to: Michelle Krooswyk at director@newlenoxlibrary.org.



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. Commercial/Business cards will be valid for one year from the month of issue, or upon termination of the business within the boundaries of the New Lenox Public Library District.

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 fee 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 Executive 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 Executive 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; Updated March 14, 2022

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 item replacement costs, damaged item fees, or maximum overdue periods on their card will not be permitted to check out materials.

Although the Library does not charge overdue fines for most items, a patron’s card will be blocked after an item is 7 days overdue and a replacement cost will be charged to the patron’s account for each item that is 21 days overdue. These parameters may be subject to change due o extenuating circumstances such as emergency closures.

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
Books, Audiobooks, Music CDs, Kits-Books, Periodicals, Playaways	None	Yes	2 Weeks	1 Day	Yes (2 Times)
New Books	None	No	2 Weeks	1 Day	Yes (1 Time)
Browse Collection Books	No Holds Allowed	No	2 Weeks	1 Day	No

New Lenox Public Library District General Policy

New DVDs, Portable Hard Drives, Flash Drives	Limit 3 NLPL Cardholders, Limit 1 for all others, No Holds	No	7 Days	1 Day	No
DVDs	Limit 10	No	7 Days	1 Day	Yes (1 Time)
TV Series DVDs	Limit 10	No	2 Weeks	1 Day	Yes (1 Time)
eBooks & eAudiobooks	Limit 4	No	7-21 Days	None	Yes
eReader Playaways	Limit 1 New Lenox Cardholders Only	No	2 Weeks	1 Day	Yes (1 Time)
Reference Items	New Lenox Cardholders Only	No	Per Executive Director	1 Day	No

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; Updated September 14, 2020; Updated December 14, 2020; Updated June 14, 2021