

*Winnebago Library Board Policy Manual*

**Winnebago Public Library District  
Board of Trustees**

# **Policy Manual**

March 21, 2024

## Winnebago Public Library District Policy Manual Table of Contents

Name of Policy	Last Reviewed	Next Review Date
Access to Library Services	10/2024	08/2025
ADA Compliance	08/2023	08/2025
Budget and Appropriations Ordinance, Levy Ordinance, Reports and Audits	07/2023	07/2025
Charges, Fees and Appeals	03/2025	03/2027
Collection Management and Development	09/2023	09/2025
Community Advocacy	06/2023	06/2025
Confidentiality of Library Records	07/2023	07/2025
Emergency Procedures	09/2023	09/2025
Hours of Operation	01/2022	04/2024
Investment of Public Funds	07/2023	07/2025
Library Conduct	12/2023	12/2025
Local History Room	08/2023	08/2025
Meetings of the Board of Trustees	03/2023	03/2025
Meeting Room Use	05/2023	05/2025
Membership and Trustees of the Board	07/2023	07/2025
Mission Statement	03/2023	03/2025
Name and Duties of the Board of Trustees	05/2023	05/2025
Personnel	12/2020	04/2024
Purchasing	03/2024	03/2026
Records Retention and Control	10/2023	10/2025
Sexual Harassment	10/2023	10/2025
Technology Usage	03/2025	03/2026
Use of Volunteers	03/2023	03/2025
Winnebago Public Library Policy Manual	05/2023	05/2025

## **ACCESS TO LIBRARY SERVICES**

Adopted: October 1984

Revised: October 2024

Last Reviewed: October 2024

All residents within the Winnebago Public Library District are eligible to apply for a free, three-year library card which is non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued. If a non-resident owns a business or property within the library district, they are eligible to apply for a free resident card as they are taxpayers who attain this privilege.

A non-resident is defined as "an individual residing in Illinois whose principal residence is not within the public library service area" [23 Ill. Adm. Code 3050.10]. Non-residents have the option to annually purchase a library card in order to obtain public library service. Non-residents are able to utilize services and apply for a library card for an annual fee which is determined by the board. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

### **Applying for a Non-Resident Library Card**

A non-resident will apply for a non-resident card at the closest public library approximated by their current address. "Closest public library" means a participating public library that issues non-resident cards that meet the conditions of the law and will be determined by the location of the participating public library.

### **Intergovernmental Agreement - Student Library Cards**

The Winnebago Public Library has an Intergovernmental Agreement (IGA) with the local school district to provide library cards for non-resident students. Students living outside the Winnebago district boundaries who are registered to attend the local school district or are homeschooled and who are not served by other local libraries, are eligible for a Winnebago Public Library card at no cost. The IGA agreement covers students only, not other household members.

### **Non-Resident Property Owner and Leasee**

The non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill on that taxable property. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60(3)] The library card will accord the non-resident property owner or non-resident leasee cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

## *Winnebago Library Board Policy Manual*

Youth (under age 18) registrations must be signed in person by a parent or guardian. Signatures indicate an acceptance of responsibility for:

- the youth's use of all library resources including access to the Internet
- supervision of the youth's choice of materials
- return of all materials when due
- all losses and damages to materials and equipment borrowed

Patrons whose taxes go to other libraries are considered reciprocal borrowers. They will be issued a library card that will expire at a time based on the home library expiration date.

### **Library Card Registration and Responsibility**

- At least two documents with acceptable proof of current residency and identification must be presented upon application for a card and may include, but are not limited to:
  - Photo Identification
  - Driver's License or State ID
  - Firearms ID
  - Non Photo Identification
  - Bill (current or last month's credit card or utility)
  - Auto Registration
  - Checkbook (with imprinted name and current address)
  - Driver's Permit
  - Lease
  - Recent Post Office-Forwarded Mailing Label
  - Mortgage
  - Voter's Registration Card
- Patrons must use their own card to check out materials.
- There is a \$1.00 fee for the replacement of lost cards which are not yet expired.
- Minors less than 18 years old, with written parental permission, may check out R-rated or unrated materials.
- Due dates for materials requested through inter-library loan may vary. Books may be placed on reserve in the case of a school assignment where it is evident to the library director that several students may wish to study the same subject.
- Requested materials from our library will be held for the patron for ten days after notification.

### **Length of Checkout for Library Materials**

- 1 Week - DVD - 1 Renewal
- 2 Weeks – Multi Disc (3 or more) set/series – 1 Renewal
- 2 Weeks - Materials classified by WPL as "NEW" (3 months) – No Renewal
- 3 Weeks – Telescopes, Microscopes – 1 Renewal (if there are no holds)
- 3 Weeks - Books, Audio Books, Magazines, Music CD, STEM Kits – 1 Renewal

### **Limits of Checkout for Library Materials**

- Unlimited - Books, Magazines

## *Winnebago Library Board Policy Manual*

- 5 Titles - DVD, Audio Books, Music CDs
- 5 Titles - Materials classified by WPL as “NEW” materials
- 2 – STEM Kits, Telescope\*, Microscope\*  
\*(limit of one scope of each variety but can check out both kinds)

The library maintains an outdoor bookdrop for our patrons’ convenience. Items returned after the library is closed will be considered returned the next day. Materials returned in the book drop while the library is open are checked in on the same day. The bookdrop is not checked on Sundays or on holidays.

### **Renewals**

Upon request, material may be renewed via a phone call, email, or online using PrairieCat.

### **STEM Kits**

The primary purpose of the STEM (science, technology, engineering, math) kits is to provide educational resources while exposing individuals to the STEM fields. STEM kits assist individuals in developing critical thinking and deductive reasoning skills. The library encourages people of all ages to explore the STEM fields with a variety of STEM kits for checkout. Because of this, a limited number of items are available for checkout. Exceptions may be made at the discretion of the library administration.

- Kits are available at the service desk on a first-come, first-serve basis. To reserve a kit in advance, contact the library service desk.
- Borrowers must have their own active library card and be in good standing at time of checkout.
- Library staff reserve the right to refuse service to anyone who abuses the kits or is repeatedly late in returning them.
- If a kit is lost, returned in parts, stolen, damaged, or otherwise not returned, the patron will be responsible to pay, repair or replace the item. Users are required to report any problems experienced with the equipment during their borrowing period. The condition of the kit will be assessed before checkout and upon its return.

### **Telescope and Microscope Equipment – Lending Procedure**

Use your library card to discover the universe. Telescopes and microscopes are available at the service desk for circulation. A patron in good standing and 16 years of age or older can check out this equipment. Borrowers will be asked to sign a lending agreement and show a valid driver’s license or other photo ID. Contact the service desk to reserve the equipment. Borrowers will have two days to pick it up before it will be made available to the next person. This equipment is eligible for one renewal if there are no holds. Borrowers are encouraged to use the equipment with friends, family members, classes and clubs. Staff will introduce you to the contents of the kit, review safety instructions, and have you sign a loan agreement.

## *Winnebago Library Board Policy Manual*

The borrower is responsible for reading the instruction manual for proper care and use of the equipment. The borrower agrees by signing a lending agreement to assume all risks with use of the equipment and not to hold the library liable for any damages to the borrower or others as a result of use. Borrowers must return all items in good condition to the service desk. Damage and replacement charges will be assessed based on the cost of repair and/or replacement.

### **Interlibrary Loan**

Interlibrary loan transactions, in which materials are made available from the Winnebago Public Library District to another library outside of the district (or vice versa), are an essential service to patrons. The library agrees to participate in interlibrary loans to and from other libraries. Certain types of materials may not be available through interlibrary loan.

The library will lend all materials to other libraries through the interlibrary loan system with the exception of new, reference, local history material and/or kits. Our library accepts responsibility for the safe return of borrowed material and agrees to pay for lost or damaged material. We agree to abide by the rules of the interlibrary loan code.

### **Reference and Readers' Advisory Services**

Reference service and access to the reference collection are available to all library patrons within the jurisdictional boundaries of the library regardless of age, race, sex or social or economic status of the patron, or purpose of inquiry. The library adopts and adheres to the American Library Association's Code of Ethics. All patron requests and the answers they receive are held in strict confidence.

All staff providing reference service shall receive continuing education on a regular basis. Such training consists of workshops and classes conducted in-house, at other libraries, via webinars, or via other library organizations such as RAILS (Reaching Across Illinois Library Systems). A library assistant is available to handle reference requests during all hours in which the library is open. The use of several public access computers, including the On-Line Access Catalog (OPAC), and some on-line reference resources is available free of charge to all patrons.

Reference service is provided for all in-library and telephone requests as well as for those received by mail, fax, social media or email. Questions will be answered as quickly as circumstances allow. All requests/inquiries are treated with uniform diligence and thoroughness and will receive an answer or status report within one working day.

Patrons with income tax, medical, legal, advanced technical or appraisal requests may have to be referred to professional sources. The library's liability insurance precludes answering in-depth questions. Such referrals are verified and/or mediated by staff.

### **Homework/School Assignments and/or Staff Assistance to Patrons**

Students with broad questions and research projects are frequent users of the library. With the assumption that learning to do research is part of the teacher assignment, we assist students in their searches rather than providing specific answers for the project. The help provided is dependent on the nature and purpose of the assignment, the difficulty of the search, and the age and sophistication of the student. As appropriate, staff will assist students to find sources, instruct them in the use of the sources, and assist in the search. We suggest basic reference sources, indexes, bibliographies and sources in the general collection. We show students how to use all the suggested sources. When appropriate, books will be pulled and placed on in-house reserve to insure that adequate resources are available for all students.

### **Telephone Use**

Patrons who visit the library take priority over the patron who telephones, faxes, messages via social media or emails, especially at times of heavy in-library use. In such cases, a return contact may be necessary.

### **Public Use of Library Telephone**

Library telephones are for library business only. However, there are situations where the public is allowed to use library telephones. These situations include:

- Contacting parents or family members of patrons to inform them of injury or illness due to an emergency occurring in the library.
- Children calling to be picked up from the library or to inform parent/guardian of the child's location.

Patrons are reminded to ask an employee to use the library's telephone. Patron calls may only be made via the phone located at the circulation desk. All patron calls on the library telephone must be limited to no more than two minutes. If a patron presents a rare and extenuating situation, staff should bring that request to someone in management who will decide whether or not an exception should be made.

### **Cell Phone Usage in the Library**

Cell phone use is prohibited in the library and should be turned off or set to "vibrate" when entering the building. The vestibule area may be used to make short, quiet phone calls. Loud or extended conversations should be taken outside the library building. The staff will ask patrons to leave the library if the patron does not comply with this policy.

### **Loan of Reference Materials**

At the discretion of management, up to five reference materials may be checked out for up to one week to anyone with a Winnebago Public Library card in good standing.

Items in the local history collection will not be circulated.

### **Readers' Advisory Service**

## *Winnebago Library Board Policy Manual*

Readers' advisory service is one of the most important functions of the library and covers a wide range of services including research assistance, homework help, computer assistance, bibliographic verification, inter-library loan assistance, and referral services. This policy is designed to ensure that all patrons receive the highest possible level of this service.

### **Goals**

The goal of readers' advisory service is to provide accurate answers to patrons' questions by trained staff during all hours of operation of the library.

- To provide materials and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist patrons and to facilitate access to the library's collections and cooperative resources.
- To assist patrons in the use of information resources, library materials, and in the development of research strategies in multiple formats.
- To provide readers' advisory service in multiple formats.
- To provide efficient referral and effective follow through including interlibrary loan, resource sharing, and supplementary information services.
- To keep the community informed about the services and resources available and encourage their use.

### **Ethics and Standards**

Advisory service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, sexual orientation, background, appearance social or economic status of personal view of the patron making the inquiry. Names of users and the transactions which occur between users and the staff are confidential and except as may be required by law, not discussed outside a professional context.

Service is provided in a manner consistent with the Library Bill of Rights, the American Library Association Code of Ethics and copyright law.

### **Availability of Service**

The library provides information and readers' advisory service to any patron requesting it, regardless of residency. Readers' advisory service is provided by trained staff during all hours that the library is open. Inquiries for information and readers' advisory service are accepted in person, by telephone, through the mail, and digitally. If information appropriate to the patron's need is not available in the library, a referral will be made to local or regional resources. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the patron's visit or telephone call. Staff will attempt to answer a question within a patron's required deadline. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.



### **Providing Service**

Staff will use available sources of information to answer questions. This includes but is not limited to books, periodicals, electronic databases, the Internet, and government agencies. Citations to sources of information will be given when questions are answered. The producers of a resource, not the library, are responsible for resource accuracy.

Staff will provide sources of information, not interpretation. Staff will not offer legal, medical, or tax advice or provide opinions, advice, or interpretation of information beyond the scope of their training in library reference work. Staff will not provide the following kinds of assistance, which is deemed to be beyond the scope of the library's service responsibilities such as:

1. Critiquing or editing patron documents, including resumes for job seekers;
2. Completing forms (including online forms) for patrons, or assisting patrons in completing such forms;
3. Solving or troubleshooting problems with patron's personal computers or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons); and
4. Translations will not be provided except in response to a patron's request for reference service when the patron does not speak English. This will only be provided if a person on staff with appropriate expertise is available. For all other transactions, staff will refer patrons to other appropriate resources to obtain information regarding translators.

Questions will be referred to another agency, when appropriate. Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the patron's responsibility.

### **Limitations**

- Information, particularly in the subject areas of law, medicine, consumer information, religion, politics, and personal finance/tax information, is presented without interpretation, advice, analysis, or personal recommendation.
- Staff will not engage in conversation or debate of a personal nature, including but not limited to religious beliefs or political positions, or from their personal viewpoints.
- Patrons may not request to work exclusively with a particular staff member.
- Staff will set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to services for all patrons.
- When it is not possible to answer a question by traditional means, staff may refer questions to another agency when appropriate.
- Patrons must comply with the Library Conduct policy when engaging in services.
- Staff do not provide editorial, typing, tutoring or translation services.

## **ADA COMPLIANCE**

Adopted: October 2004

Revised: August 2023

Last Reviewed: August 2023

The library strives to comply with the Americans With Disabilities Act, hereinafter referred to as the ADA, within all areas of the library and library services. If any patron feels that the library is not in compliance with ADA regulations, the patron should contact the library director as the designated ADA compliance person, in writing; or, in the director's absence, the assistant director.

Within ten business days, the designated ADA compliance person will contact the complainant regarding whatever procedures will be put into practice to correct the situation, if noncompliance is determined to exist. The board of trustees of the library will be informed of any and all complaints made and any action taken.

/jlo 7/28/23

## **BUDGET AND APPROPRIATIONS ORDINANCE, LEVY ORDINANCE, REPORTS AND AUDITS**

Adopted: March 2010

Revised: July 2023

Last Reviewed: July 2023

### **Budget and appropriation ordinance; levy ordinance**

- (a) The board will, within the first quarter of each fiscal year and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Municipal Budget Law. A certified copy of the ordinance will be published once and the board will then ascertain the total amount of the appropriation made for all purposes permitted by this Act and the total amount of monies necessary to be raised for the appropriation.
- (b) By the first Tuesday in December, after publication of the appropriation ordinance, the board will enact a levy ordinance incorporating the appropriation ordinance by reference and levying not more than the total amount of the appropriation (taking into consideration monies to be raised from other than tax sources) upon all property subject to taxation within the district as that property is assessed and equalized for state and county purposes for that year.
- (c) The secretary will file, on or before the last Tuesday in December, a certified copy of the levy ordinance with the county clerk of each county affected by the levy.
- (d) The county clerk will ascertain the rate percent that, upon the full, fair-cash value of all property subject to taxation within the district, as that property is assessed or equalized by the Department of Revenue, will produce a net amount of not less than the total amount so directed to be levied and then add on for collection loss and costs. The county clerk will extend this tax in a separate column upon the books of the collector of state and county taxes within the district.
- (e) The secretary will also file, on or before the last Tuesday of December, certified copies of the appropriation and levy ordinances with the library or libraries operated by the district and will make copies available for public inspection at all times.
- (f) The board will approve the next year's fiscal budget by the close of the current fiscal year—June 30<sup>th</sup>.

### **Reports and audits**

- (a) On or before September 1 of each year the board will prepare a written report for the past fiscal year. The secretary will file certified copies of the report on or before the due date with the Illinois State Library and in the library or libraries operated by the district, where the report will be available for public inspection. The report will include the following:
  - (1) An audit of the secretary's records.
  - (2) A statement as to any change in the limits and boundaries of the district.

*Winnebago Library Board Policy Manual*

- (3) A statement as to property of any type acquired by the district by purchase, legacy, gift, or otherwise.
- (4) A statement as to the amount of accumulations and the reasons for the accumulations.
- (5) A statement as to any outstanding liabilities, including those for bonds still outstanding.
- (6) Any other pertinent information requested by the Illinois State Library.
- (b) Where dissolution of the district has been approved, the board will prepare a final report.
- (c) The secretary's records will be audited by 2 other trustees appointed by the president and/or secretary. The audit will be conducted each fiscal year and upon the change of secretaries. The audit report will be filed no later than 90 days following the completion of the fiscal year. The report will certify the accuracy and completeness of the secretary's records and will list the discrepancies, if any. The report of the audit of the secretary's records will be made a part of the secretary's records.
- (d) The board will take whatever action is deemed necessary to cure the discrepancies reported to it by any audit committee.

## **CHARGES, FEES AND APPEALS**

Adopted: October 1984

Revised: March 2025

Last Reviewed: March 2025

### **Fees**

In accordance with national trends, the library went fine free on September 1, 2023.

- Patron accounts are not fined for overdue items checked out at the library. This includes items from other libraries that are sent through the interloan library system unless the item is not returned.
- Checkouts at other libraries are subject to their policies, including overdue fines.

The library will assess charges for items that are not returned (lost items) and for damages beyond normal wear that clearly occurred during the checkout term.

- Items are charged a lost/damaged fee based on the cover price of the item when it was new, even though the actual cost to the library may be less. In addition, a processing fee of \$5 will be charged to cover costs (i.e., acquisition, labels, tape, staff time, etc.). In cases where damages pose a potential health or contamination risk (e.g. mold), materials will be immediately discarded.
- If one of the library's items is lost and paid for and then later found, a reimbursement will be issued if the item is in good condition and returned within 90 days of its lost status.
- Patrons who return items with minor damage (e.g. torn pages, stains, etc.) will be charged nominal fees. There is no reimbursement for charges less than \$5.
- If it is discovered that an item was lost or misplaced due to library error, charges will be cleared and appropriate refunds issued.

A library card may be blocked to further checkout material until unresolved charges are resolved. Unpaid fees totaling more than \$50 may be submitted to a collection agency. Returned check fees will be added to a patron's record, along with the reinstatement of correlating fees. Payment plans may be made at the director's discretion.

Upon specific, written request from a patron and at the director's discretion, financial obligations to the library may be shared with a third party (i.e., executor, financial institution). Only a statement of fees will be reported with no further detail.

### **Reminders for Material Due**

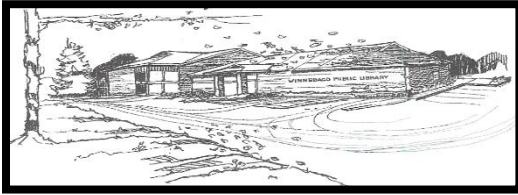
- a) A reminder is provided for material due about two weeks after the due date. Reminders may include phone calls, email and texts.
- b) A letter is sent when 28 days are past due. This letter will include a bill for the cost of the material(s) plus processing fee(s).
- c) If materials are returned within 90 days from the billing date, this bill will be voided.

## *Winnebago Library Board Policy Manual*

### **Appeals**

The library will consider all submitted appeals and decide whether or not to waive or reduce the charges. The Appeals and Claim form may be submitted by mail, email, fax, or in person. Charges may not be appealed on the basis of ignorance of the rules. Supporting documentation such as library notices, police reports, physician's certificate, or other pertinent documentation should be included with the Appeals and Claim form. All decisions are final.

The library will include an Appeals and Claim form with each billing statement. The appeal must be submitted within 21 days of the date the billing statement was issued.



**Winnebago Public Library  
APPEALS & CLAIM**

Please use this form to appeal any fines you feel were assessed in error, to claim that you've already returned or never borrowed an item checked out to your account, to report a lost or damaged item or for fines that you believe should be waived due to special circumstances (such as prolonged illness). Supporting documentation such as library notices, police forms, physician's certificate, or other pertinent documentation should be included. The appeal must be submitted within 21 days of the date the billing statement is issued. Management will review your appeal and grant or deny it based on surrounding circumstances, including your overall library record, and decide whether or not to waive or reduce the fee.

This form may be submitted by mail, email, fax, or in person. Fines may not be appealed on the basis of ignorance of the rules.

DO NOT include sensitive information such as SSN, Credit Card # or Bank Information.

Patron's Full Name:

Patron's Library ID Number:

Current Phone Number:

Current Mailing Address:

Reason For Appeal:

## **COLLECTION MANAGEMENT AND DEVELOPMENT**

Re-adopted: April 2010

Revised: September 2023

Last Reviewed: September 2023

The ultimate responsibility for selection of materials for the library lies with the library director who operates within the framework of policy determined by the board of trustees. Recommendations from staff and the general public are always welcomed and are given serious consideration. As often as possible, reviews of proposed acquisitions will be sought in the literature of reputable, professional organizations and other reviewing sources recognized for their objectivity and wide experience. Other sources will be consulted as appropriate.

A library's responsibility to its community is to present as wide a spectrum of currently useful, significant reading matter as its budget can afford. The Winnebago Public Library expresses approval of, accepts and abides by the principles as stated in the American Library Association's "Freedom To Read Statement" and the "Library Bill Of Rights".

The library director considers the following criteria in selecting materials:

1. Educational significance.
2. Favorable reviews found in standard selection sources. (Reviews are used from professional journals, including but not limited to the following: Booklist, BookPage, Goodreads, New York Times Book Review, Publishers Weekly, Shelf Awareness, as recommended by the American Library Association.)
3. Favorable recommendations based on preview and examination of materials by personnel.
4. Reputation and significance of the author, producer and/or publisher.
5. Validity, timeliness and appropriateness of material.
6. Contribution the material makes to the scope of representative viewpoints on controversial issues.
7. High degree of potential-user appeal.
8. Artistic quality and/or literary style.
9. Quality and variety of format.
10. Value commensurate with cost and/or need.
11. Relevance or permanence.
12. Existing library holdings. Factors limiting selection of material may include the finite physical space of the building, lack of sufficient funds, availability of specialized materials in neighboring library collections and suitability of format for library purposes.

Selection of books and other materials in certain areas is limited to general or basic works which are not too specialized or considered beyond the province of public library service. These specialized materials and materials of occasional demand can be requested through interlibrary loan. The limited areas include:



## *Winnebago Library Board Policy Manual*

1. Textbooks. The library will not attempt to supply materials required for course work of elementary or secondary schools, or institutions of higher learning. The library provides materials supplemental to, or correlative with, various courses of instruction but is in no way obligated to provide textbooks.
2. Genealogy. The library will not attempt to supply specialized genealogy sources but will purchase general guides to help people of the library district learn how to trace their ancestry.
3. Foreign Language. The library will purchase some, as appropriate, foreign language material beyond basic dictionaries because our district has less than 1% non-English speaking residents.
4. Religious Material. The library will endeavor to build a religion collection which offers a broad spectrum of information on the texts, doctrines, histories and leaders of all major religions and religious philosophies. To achieve this, the library will ordinarily purchase, or accept as gifts, only religious materials of general interest. Books and other materials which proselytize, propagandize or foster intolerance toward other religions will not be included in the collection. Books and other materials published by church-owned or church-sponsored organizations will be accepted as gifts only when they meet selection criteria.

In order to maintain a dynamic, working collection, systematic and continuous weeding must be an essential part of a well-rounded and progressive acquisitions policy. Factors considered are duplications, obsolete information, superseded editions, worn-out material, slow-moving material not listed in standard sources, and back issues of periodicals with no indexes.

### **Disposal of Surplus Materials**

This policy deals with items not covered under the Illinois Library Act. Library property (print and non-print material, equipment, supplies or any library property) which in the judgment of the library director is no longer useful for library purposes, may be disposed of in the following manner:

Books, non-print or gift material may be discarded, sold or upon approval of the board of trustees, given to local cultural, governmental or other not-for-profit agencies. Any other library property having an individual current value of less than \$200 may, at the discretion of the library director, be discarded, exchanged or sold. The board of trustees may authorize disposal of an individual surplus item having a current value of \$200 or more. Members of the board of trustees or their immediate families who make bids on or purchase any library items deemed surplus are not shown favoritism.

Items lost by patrons within the library shall be placed in a secure area and will be available for claim by the patron who lost the item. After six months, items not claimed may be disposed of as indicated above.

### **Donations to the Library District**

The library welcomes material and monetary donations that further the mission and goals of the library district. Donations are material (things) or monetary (money, stocks, bonds) gifts that individuals, groups, or organizations give to the Winnebago Public Library District. This may include gifts or memorials for a designated individual. Examples of material donations include: books, magazines, newspapers, CDs, DVDs, office and cleaning supplies, program materials, furnishings, artwork, historical materials, etc. The library reserves the right to refuse any material gift that cannot be effectively used or is not appropriate. The library may choose to sell or donate materials that it cannot use.

Monetary donations may be restricted (the donor requests the funds be used for a specific purpose, in consultation with library staff) or unrestricted (staff may determine the best use of the funds). They may be gifts (including bequests from estates) or memorials for a designated individual. Examples of monetary donations include cash donations, estate bequests, stocks, bonds, funds to purchase specific materials for the collection or for programming, or equipment, furnishings, etc.

All donations are acknowledged in writing by the library director. The library does not provide valuations for material donations. All donations to the library district—material or monetary—are tax deductible to the full extent of current tax law. All donations are acknowledged in the library district's gifts or memorials registers. Donors may request that their name remain anonymous. The library district maintains a wish list with a range of suggestions for material and monetary donations for those interested in making a donation.

### **Receiving and Processing Donations**

1. Complete the Donation Record form for each donation received:
  - a. In person: the staff at the desk assists the donor to complete the form. If there is any question about the donation, the staff consults with the library director or a designated staff member.
  - b. By mail: the library director completes the form and contacts the donor if additional information is needed.
  - c. By telephone: the staff taking the call completes the form or offers to email or mail a form to the caller.
  - d. By email: the staff receiving the email forwards it to the library director who either completes a form or emails a form to the donor to complete.
2. For in person donations, make a copy of the Donation Record form and give it to the donor.
3. Place the Donation Record form with the check or cash (if applicable) in a sealed envelope in the library director's box. For material donations, take them to the director's office or notify the director of their receipt.
4. The library director, or a designated staff member:
  - a. Prepares any cash or checks for deposit.

## *Winnebago Library Board Policy Manual*

- b. Makes a copy of the Donation Record and the check, if applicable, for the bookkeeper.
- c. Determines the use to which the monetary or material donation will be put and notifies appropriate staff of action needed.
- d. Prepares a thank you letter to the donor describing how the donation is being used.
- e. Adds the donation to the Donations Log spread sheet.
- f. Updates the appropriate public register.
- g. Reports the donation to the board of trustees.

If the donation is substantial or complex, the library director consults with the board president or designated trustee to determine appropriate action.

### **Diversity of Library Resources**

Materials in the library present a diversity of viewpoints, enabling citizens to make informed choices. The library also selects a wide variety of materials that satisfy the diverse interests of our community and upholds the rights of the individual to secure these resources, even though the content may be controversial or unacceptable to others.

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the criteria set forth in this policy. While individuals may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others.

The library does not promote all of the ideas found in its collections or the discussions those ideas may inspire but provides the spaces and opportunities for those ideas and discussions. The library upholds the American Library Association's Freedom to View, Freedom to Read, and Library Bill of Rights. The following statements from the Library Bill of Rights pertain specifically to materials and information.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets.

## *Winnebago Library Board Policy Manual*

- The library recognizes and respects intellectual property rights, and follows existing copyright laws.
- The library supports open access as defined by the American Library Association. “Open access” refers to materials made publicly and freely available via digital repositories and archives, or research made available via peer-reviewed, open-access journals.

The library will ensure that all petitioners are respectfully heard and that the fundamental principles of intellectual freedom, as expressed in the Library Bill of Rights and ALA Freedom to Read Statement, are upheld. Petitions are addressed in the following manner:

### **1. Petitions**

- a. Individuals or groups may initiate petitions about specific titles or types of material in the collection by talking to or writing to a member of the library director or staff.
- b. The library director or staff should then offer a Questioned Library Resources form and explain the petition procedure.
- c. At this point, no further action is taken by the library.

### **2. Acknowledgement of Questioned Library Resources Form**

- a. Once a Questioned Library Resources form is received by the director, it will be acknowledged by letter. This letter will include copies of this policy.
- b. If the petitioner has checked out the item, no further action will be taken until the item is returned to the library.

### **3. Evaluation**

- a. The director and/or a designated staff will read, listen to, or view the material in its entirety.
- b. The director and/or designated staff will then:
  - Retain the questioned material in the collection;
  - Retain the questioned material but move it to another location;
  - Withdraw the questioned material.

### **4. Notification of Decision**

The director will write a letter to the petitioner stating the decision of the library, as well as the reasoning behind the decision. The letter will include the steps the petitioner may take if unsatisfied with the decision.

## **5. Notification of the Board of Trustees**

The library board will be notified by the director of any petitions, usually through the director's monthly report.

- a. If the petitioner is not satisfied with the written decision of the director, he or she may bring the matter to the board of trustees.
- b. To initiate consideration by the board of trustees, the petitioner must write to the library director or president of the board of trustees and request that the matter be placed on the agenda of the next meeting. The letter must be received at least ten days prior to the next meeting of the board. If received after that time, the matter may be deferred until the succeeding meeting.
- c. The director or board president will acknowledge receipt of the petitioner's letter in writing and will include the date, time, and place of the meeting at which the matter will be considered.
- d. Once the Questioned Library Resources form is on the agenda, the board will decide by a majority vote of the members present whether it wishes to further consider the request.
- e. If the board votes to consider the matter further, an ad hoc review panel will be selected to evaluate the questioned material, a public hearing is set, and the matter is placed on the agenda for the next meeting.
- f. If the board does not vote to consider the request further, the matter is closed.

## **6. Ad Hoc Review Panel**

- a. The ad hoc review panel is composed of at least three members of the library's board of trustees. Members of the review panel will:
  - Read, listen to, or view the material in its entirety;
  - Review the material in relationship to this policy and the rest of the collection; and
  - Consider what literary critics and reviewers think of the material.
- b. After coming to individual conclusions, the committee will meet to discuss the material and recommend one of several actions to the board of trustees, with reference to the fundamental principles of intellectual freedom:
  - Retain the questioned material in the collection;
  - Retain the questioned material but move it to another location; or
  - Remove the questioned material.
- c. The board will consider the recommendation of the ad hoc review panel at the following board meeting after the director's receipt of the decision.

*Winnebago Library Board Policy Manual*

- d. The board of trustees may schedule a public hearing as part of a board meeting or at a special meeting called to address the Questioned Library Resources form. The meeting will be properly noticed and the director will issue a news release to inform citizens of the date, time and nature of the public hearing.
- e. The board of trustees will vote on the disposition of the questioned material. A majority vote of the full board is required to remove material from the library's collection, to move materials from one location to another, or to otherwise restrict access to material.
- f. The decision of the board of trustees is final.

## Winnebago Public Library District Donation Record

All donations to the Winnebago Public Library District—monetary or material—are tax deductible. No goods or services were provided by the organization in return for the contribution.

### DONATION INFORMATION

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

\_\_\_\_ Monetary Donation

Cash Amount \_\_\_\_\_ OR Check Amount \_\_\_\_\_  
Check Number \_\_\_\_\_

Gift  
\_\_\_\_ Unrestricted \_\_\_\_\_ Restricted

Specify purpose \_\_\_\_\_

OR

\_\_\_\_ Memorial In memory of \_\_\_\_\_

\_\_\_\_ Unrestricted \_\_\_\_\_ Restricted

Specify purpose \_\_\_\_\_

OR

Material Donation Description \_\_\_\_\_

### DONOR INFORMATION

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

\_\_\_\_ Donor wishes to remain anonymous in the public donor registers

## STAFF FOLLOW-UP

Funds deposited By \_\_\_\_\_ Date \_\_\_\_\_

Bookkeeper notified By \_\_\_\_\_ Date \_\_\_\_\_

Required action  
Completed By \_\_\_\_\_ Date \_\_\_\_\_

Thank you letter sent By \_\_\_\_\_ Date \_\_\_\_\_

Added to Donations Log By \_\_\_\_\_ Date \_\_\_\_\_

Added to Public Gifts or  
Memorials Register By \_\_\_\_\_ Date \_\_\_\_\_

Board notified By \_\_\_\_\_ Date \_\_\_\_\_

NOTES



## QUESTIONED LIBRARY RESOURCES

AUTHOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

REQUEST INITIATED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CITIZEN REPRESENTS (CHECK ONE)

INDIVIDUAL \_\_\_\_\_ OR GROUP/ORGANIZATION \_\_\_\_\_

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_  
(IF APPLICABLE)

Please answer the following questions about the material:

1. What do you question to in the material? (Please be specific. Cite pages, etc.)

---

---

2. What do you feel might be the result of reading, viewing or listening to this material?

---

---

3. For what age group would you recommend this material?

---

---

*Winnebago Library Board Policy Manual*

4. Is there anything positive about the material? (Does it promote understanding of other cultures or lifestyles? Does it promote discussion of societal issues?)

---

---

5. Did you read, view or listen to the entire material? If not, what parts?

---

---

6. Are you aware of the judgment of this book by literary critics?

---

---

7. What do you believe is the theme of this material?

---

---

8. What would you like your library to do about this material? (Check One)

Do not lend to my child \_\_\_\_\_ Re-evaluate \_\_\_\_\_ Remove \_\_\_\_\_

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

---

---

Signature of Petitioner: \_\_\_\_\_

## **COMMUNITY ADVOCACY**

Adopted: October 1984

Revised: June 2023

Last Reviewed: June 2023

The Winnebago Public Library works cooperatively with the Winnebago Chamber of Commerce, village, school district, local libraries and businesses to mutually promote services and/or events. The solicitation of funds within the library or selling of unrelated objects is not permitted. However, groups using the community room may sell their products to those in attendance.

Material may be submitted for posting in designated display areas in the library by nonprofit organizations. The library does not assume responsibility for the preservation, protection, or liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk. The library provides a variety of online resources available on its website. As a resource page with limited capacity, the library posts federal, state and Illinois State Library-recommended links and we partner with the Winnebago Chamber of Commerce. Private and/or for-profit organizations will not be posted.

Such organizations may submit literature publicizing a specific event. Limited space generally only allows for short-term notices. Administration must approve all postings and may prohibit postings which do not meet standards. Staff will place and remove postings on social media and in the display areas promptly.

Flyers, brochures and pamphlets are accepted for displaying on counters but must meet the same criteria as above. Staff will not participate in the distribution of any material that is not a library-generated publication.

Each item posted must be dated and signed. A request for return of items along with the name and telephone number of the contact person should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials and they will be discarded.

### **Social Media and Usage Rules**

Social media is defined as any web application, site, or account created and maintained by the Winnebago Public Library. The library welcomes comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed and the library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

## *Winnebago Library Board Policy Manual*

Only those employees responsible for the library's social media sites should be actively participating on those sites during work hours. Staff who contribute to the library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check grammar and spelling before posting. Employees should not discuss confidential, work-related matters through social media. The library is not responsible or liable for any content posted by any participant in a library social media forum who is not a member of the library's staff. Content that is posted on library-sponsored social media sites is subject to the Freedom of Information Act and records-retention requirements.

Users should have no expectation of privacy in postings on library-sponsored social media sites; by using such sites, you consent to the library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on friends, follower, or subscriber lists. The library recommends that users do not post their personal or contact information on social media sites.

The library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately from any library social media forum:

- Obscene or pornographic content
- Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Slanderous, libelous, threatening or defamatory statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the library or its social media postings
- Solicitation of funds or advertising or sale of merchandise or services; or charitable solicitations or political campaigning
- Any images, links, or other content that falls into the above categories

The library reserves the right to ban or block users who have posted in violation of this policy. Users are expected to abide by the terms and conditions set by third-party social media platforms as well as follow appropriate federal and state law guidelines.

## *Winnebago Library Board Policy Manual*

The library asks that individual-user complaints be addressed directly to the library administration so they can be addressed quickly and specifically. Social media is not the mechanism used by the library to document or address library-user problems and concerns, or influence library policy, procedures, or programs.

By posting a comment, individuals agree to indemnify the library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted. The library is not obligated to take any such actions and will not be responsible or liable for content posted.

/jlo 6/16/23

## **CONFIDENTIALITY OF LIBRARY RECORDS**

Adopted: October 1984

Revised: July 2023

Last Reviewed: July 2023

It is the policy of the Winnebago Public Library to ensure the privacy of the users of its services and to consider any library records to be confidential in nature. The registration and circulation records of a library are confidential information. Confidential information will not be made available to the public unless:

1. Required to do so under a court order; or
2. The information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this section.
  - a. This subsection will not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.
  - b. This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
  - c. The Winnebago Public Library District Board of Trustees hereby complies with in its entirety the Library Records Confidentiality Act, 75 ILCS 70/ as amended from time to time, which is incorporated herein by reference.
  - d. For the purpose of this section,
    - "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society;
    - "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and
    - "circulation records" includes all information identifying the individual borrowing particular books or materials.

This Act may be cited as the Library Records Confidentiality Act.

### **Identity Protection**

The library fully complies with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.) which protects social security numbers from unauthorized disclosure.

### **Requirements**

1. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
3. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public record's request.
4. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

### **Prohibited Activities**

The following activities are prohibited by all employees:

1. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's social security number on any card required for the individual to access products or services.
3. Encode or embed an individual's social security number in or on any cards or documents, including but not limited to using a bar code, chip, magnetic strip, RFID technology, or other technology.
4. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.

## *Winnebago Library Board Policy Manual*

5. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail including but not limited to any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
6. Collect, use, or disclose a social security number from an individual, unless:
  - Required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - The need and purpose for the social security number is documented before collection of the social security number; and
7. The social security number is relevant to the documented need and purpose.
8. Require an individual to use a social security number to access an Internet website.
9. Use the social security number for purposes other than for which it was collected.

### **Exceptions**

The prohibitions listed immediately above do not apply in the following circumstances:

- The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
- The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
- The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.



**Public Inspection and Copying of Documents**

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing public inspection or copying of the information or documents.

**Applicability**

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

## **EMERGENCY PROCEDURES**

Adopted: October 1984

Revised: September 2023

Last Reviewed: September 2023

Staff should be acquainted with the following procedures to know how to cope in the event of any emergency without having to refer to the manual. The library director has the initial responsibility for organizing the library's response to an emergency. In the absence of the library director, responsibility lies with the staff on duty to inform the library director as soon as possible of the details of the emergency. In case of a catastrophe, the president of the board of trustees should be notified immediately by phone. If the president of the board of trustees is not available, the vice president should be notified.

### **Medical Emergency**

Life-threatening injury or illness, or death

1. One staff calls 911 and remains on the line until emergency personnel arrive.
2. Another staff gives full attention to the victim(s).
3. Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
4. If possible, isolate the affected patron/staff member. Disperse onlookers and keep others from congregating in the area.
5. Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
6. Help stop bleeding by applying pressure on wound and/or elevating wound to help stop or slow bleeding. Protect yourself from body fluids by wearing gloves and a face mask if needed which are found in the first aid kit and AED case.
7. Check for vital signs. Initiate first aid. Staff are trained in CPR (Cardio Pulmonary Resuscitation), AED (Automatic Electronic Defibrillator) and basic first aid. An emergency defibrillator is located behind the library service desk.
8. Comfort the victim(s) and offer reassurance that medical attention is on the way.
9. After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

### **Fire**

1. Call 911.
  - a. Evacuate everyone from the building when the alarm goes off. Designate the front of the building across the street as an outside meeting spot after evacuation. The staff person in charge should tally all staff and patrons. A point person should let the fire department know if they suspect someone else is in the building when the fire department arrives.
2. Do not put out any fire unless properly trained.
3. The fire department will make medical decisions, put out the fire and assist the library staff with relocating patrons to a safe area.

### **Severe and/or Inclement Weather**

1. In the event of a tornado/severe weather warning:
  - a. Tell everyone to go to a safe spot (i.e. basement restrooms). If adults do not want to take refuge to the basement, they may leave the building if they choose.
  - b. Take the names and phone numbers of children and call parents if there is time.
  - c. Staff with unattended children at home may join them. The staff member in charge may release other staff at their judgment.

The library may close early if severe weather is likely to endanger employees returning home. If you hear that Winnebago Schools are closed or has a delay due to road conditions, it means pay attention to the below-mentioned communication channels, because we MAY also have a closing or delay, but we do NOT automatically follow the school's decision. Generally, if we have heat, we do not close or delay due to extreme cold temperatures. A decision for an additional delay or closing of the library will be based upon several factors that may include:

- General condition of the roads
- Projected forecast for worsening conditions
- Conditions of the library's parking lot and walkways
- Availability of staff to open and operate the library
- A state of emergency for the immediate area declared by local, county or state law enforcement agencies

### **Power Outage**

If the building loses electrical power, staff should request that patrons evacuate the building immediately. Staff should make certain all patrons have left and then remain in the building. If power is not restored at the end of 60 minutes or the normal closing time (whichever comes first), the building should be closed. A staff person should notify the Director that the building is closing, if he/she is not on site.

The responsibility for closing rests with the library director, and if the director is not available, with the person in charge that day.

### **Notification in the Event of Emergencies and Unexpected Closings**

The library director/charge-person should call the board president as soon as possible if an emergency situation occurs. Other board members and key staff should be notified in a timely manner.

A list of all persons to be notified should be kept at home by the library director, board president and board secretary for reference in emergency situations. This list should be updated as needed for current accuracy.

## *Winnebago Library Board Policy Manual*

### **Other Emergencies**

1. The library director/charge-person will call 911 to determine the seriousness of the emergency.
2. If evacuation is recommended, the library director/charge-person should clear the building and move patrons and staff to a safe location as directed by emergency personnel.
3. Do not return to the building until cleared by emergency personnel.

### **Use of the Library as a shelter**

1. The library director or board president may be contacted by emergency personnel to ask that the library be opened and used as an emergency shelter.
2. The library director should call in added staff, if needed, to provide assistance.
3. The instructions of emergency personnel should be followed concerning the safety and comfort of persons using the shelter.
4. The library director/charge-person should secure the library after all persons have been vacated following the crisis situation.

### **Blood-Borne Pathogens**

For further information, please refer to the “OSHA Blood-Borne Pathogen Standard” document. This document along with the cleanup kit instructions should be kept near the first aid kit. Although the regulations governing the handling of blood-borne pathogens in libraries are covered the Department of Labor, the policy followed here is based upon OSHA policy.

### **Supplies Needed for Dealing with Blood Accidents**

- Nitrile gloves (use these rather than regular rubber gloves)
- Biohazard bags (red bags)
- Cleanup kit (located with the first aid kits)
- Anti-bacterial soap (kept in staff workroom at sink)

Wear nitrile gloves any time you are dealing with blood or saliva—even if the blood is just from a nosebleed. **Any and all** objects contaminated with blood (wet or dried) will be disposed of in a special red bag. In Illinois, the red bags can be disposed of in regular trash; or the bags can be delivered to OSF Saint Anthony’s Health Center. The bags must be put in the trunk of the vehicle when taken to the hospital for disposal.

One person shall be designated to be in charge of cleanup. The designees are:

- Administration - director or assistant director
- Janitor

### **Clean up Procedures**

- Use the cleanup kits that should be kept with the first aid kit.
- Wash your hands as soon as possible using antibacterial soap.
- When taking off the special rubber gloves, do not touch your skin. Pinch one glove and pull it off, then take your finger and put it under the second glove to remove that glove.

### **Taking Care of People Exposed to Blood**

If you have a cut on your hand that came in contact with blood from someone else, **you must fill out an incident report**. We will immediately contact the Occupational Health Department at OSF Saint Anthony's Health Center for consultation and direction on possible testing and vaccination.

If blood gets on books or other library materials, the materials should be discarded in red bags.

In case of vomit, cleanup can proceed as usual unless it contains blood. If you see blood in the vomit, follow the procedures outlined in the kit. It is our policy to abide by OSHA guidelines in case of exposure to blood-borne pathogens. If an employee is exposed, he/she will contact OSF Saint Anthony's Health Center within 24 hours of exposure.

### **Active Shooter**

The following active shooter procedures are recommended by the U.S. Department of Homeland Security. The following procedures are guidelines for handling an active shooter situation in the library:

1. **EVACUATE**: Get out if you can, then dial 911. Keep your hands visible for responding police.
2. **HIDE**: Secure your hiding place, lock doors, turn off lights and cell phones. Be quiet, stay away from windows and doors. If a building alarm sounds, it may be a lure. Leave only if you smell smoke.
3. **TAKE ACTION**: Take action as a last resort, and only when your life is in imminent danger. Attempt to incapacitate shooter or act with physical aggression.
4. **CALL 911**: When it is safe to do so.

### **Lockdown Procedures**

Lockdown situations may occur when a dangerous situation (such as a violent intruder) is occurring **near** a library facility. This is NOT the same situation as an active shooter who is inside a library facility.

The following lockdown procedures are recommended by the U.S. Department of Homeland Security:

1. Call 911 or press panic button.
2. Alert co-workers and lock doors if possible.
3. Announce "The library is going into lockdown. For your safety, please follow staff as directed."
4. Quickly direct patrons to the staff room turning off lights as you go.
5. After the building is secure, contact administration and board president.
6. Turn off your cell phones. Remain calm and quiet. No calls or texts. Stay away from windows and doors.
7. If a building alarm sounds it may be a lure. Leave only if you smell smoke.
8. Do not open the door. The police will enter and evacuate.

### **Media Procedures**

1. In a crisis situation, all media contacts should be referred to the library director/charge-person or board president.
2. Any statement to the media should be issued in cooperation with emergency personnel.
3. Establish a media information center away from the affected area. Consider the following:
  - a. Media need timely and accurate information. However, protect the privacy of patrons and staff when necessary and justified.
  - b. Media will want to be close enough to shoot video footage and photographs; however, they should not be allowed to hinder responders.
4. Before holding a news conference, brief the participants and coordinate information.
  - a. Determine the message you want to convey. Create key messages for target audiences - patrons and the community.
  - b. Emphasize safety.
  - c. Engage media to help distribute important public information. Explain how the emergency is being handled.
  - d. Respect the privacy of victims and families of victims. **DO NOT RELEASE NAMES TO THE MEDIA.**
  - e. Update media regularly. **DO NOT** say "No comment". Ask other agencies to assist with media.
5. Maintain a log of all telephone inquiries for future use.

### **Disaster Plan**

The following guidelines are offered to assist library staff in the event of a disaster. The staff member in charge has standing instructions in the event of an emergency situation to first protect staff and patrons, and to then protect the collections and equipment. People come first, library materials second.

### **General Emergency Rules**

- In all cases, common sense should be the deciding factor as to when and/or who should implement emergency procedures.
- Know the locations of exits from the library.
- Know the location of alarms in the library—and how and when to use them.
- Know the contents of the first aid and shelter-in-place kits and where they are stored.
- When the immediate danger has passed, a report of the incident should be made to the director. A written report using the Incident Report form should also be made within 48 hours of the emergency.

### Emergency Phone Numbers

Emergency Phone Numbers for police, fire, and rescue squad should be posted at every **telephone in every department.**

**Winnebago Police: 911**

**Winnebago Fire and Rescue: 911**

**Winnebago Ambulance: 911**

When phoning for help, be prepared to supply your name, location, phone number, nature of emergency, and type of assistance needed. Stay on the telephone until the dispatcher says it is no longer necessary.

### Emergency Equipment

Supplies should be checked every six months to make sure items are fully stocked and in good working order. Supplies are kept in the main floor cabinet near the circulation desk and the designated shelter area on the lower level. The following emergency equipment is kept on hand:

Flashlights	Extra batteries	Emergency Manual
Basic first aid kit	Battery-powered radio	Weather Radio
Portable fire extinguishers		

### Basic First Aid Kit Contents:

Quantity	Size	Supply
20	Various	adhesive bandages
1	5" x 9"	sterile dressing
1		conforming roller gauze
1		triangular bandages
1	3" x 3"	sterile gauze pads
1	4" x 4"	sterile gauze pads
1	3" roll	cohesive bandage
2		waterless alcohol-based hand sanitizer
6		antiseptic wipes
2	large	medical-grade, non-latex gloves
1	2"roll	adhesive tape
1		cold pack
1	small	pair scissors, personal
1		pair tweezers
1		CPR breathing barrier, face shield
1		box cotton Q-tips
1	package	assorted safety pins
1		tube antibacterial ointment
1		jar petroleum jelly

## **Disaster Prevention**

Leaky pipes, frayed electrical wires, unattended machinery, open windows, and structural damage can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash. Non-essential, tagged equipment should be unplugged when not in use. Security checks should be made at closing time to ensure that all exits and windows are locked, all appropriate equipment and electronics have been turned off, all doors are closed, and no unauthorized persons are in the building.

Be aware of all hazards (situations that have the potential for causing damage) and correct them before they develop into disasters. Staff should all be familiar with the layout of the building and possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be established and practiced annually.

## **Upkeep Checklist:**

### **Daily Procedures**

- Locks on doors and windows secure, all keys accounted for
- No pipes, faucets, toilets or air conditioning units leaking
- Nonessential electrical equipment unplugged; no frayed wiring in evidence
- Computers automatically shut down
- No signs of structural damage

### **Periodic Procedures      Date Checked:**

- Emergency numbers posted by each phone
- Most recent inspection by fire department
- Fire extinguishers operable
- Smoke alarms operable
- Sprinkler system operable
- Water detectors operable
- Flashlights operable
- Transistor radio operable
- Most recent fire drill
- Most recent tornado drill
- Staff familiarized (by tour with no map) with location of fire extinguishers, flashlights, radio, storm shelter, and how to reach members of the board
- Most recent inventory

**Locations of In-House Emergency Equipment** (Please note: Map/Floor plans with locations marked/labeled located at service desk)



### **Cut-off Switches and Valves**

Map/Floor plans with locations marked/labeled located at service desk

- Electric
- Gas
- Water—located at toilets, fountains, sink faucets, and cleaning/furnace room
- Fire alarms
- Fire extinguishers
- Smoke Alarms
- First aid kits
- Defibrillator

### **OTHER**

- Extension cords—drawer employee work room and furnace room
- Fans—rent in case of emergency, one in director's office
- Mops—cleaning room/furnace room
- Paper towels—downstairs men's restroom cabinet
- Plastic sheeting—in case of emergency purchase
- Plastic trash bags—cleaning room/furnace room
- Sponges, pails, brooms—cleaning room/furnace room
- Water hoses—changed seasonally, outside during warmer months; furnace room when colder
- Wet-dry vacuum or pump—rent in case of emergency

Management has a list of facility maps and vendor services and phones numbers that the library uses which is available at the service desk. Please refer to maps for emergency exits.

## **Inventory/Salvage Priority Lists**

### **Category 1—Salvage at all costs**

Materials that are used most often, essential for the library's operation, have significant monetary value, and support the library's mission. Staff will contact a representative from the Winnebago Community Historical Society to determine value and decisions regarding material to salvage. Example: Illinois room materials, especially materials in locked cases and all artwork.

### **Category 2—Salvage if time permits**

Materials that could be replaced, but replacement costs would exceed salvage costs. Example: Administrative files in office and all reference materials at all locations.

### **Category 3—Salvage as part of general clean up**

Materials that can easily be replaced in the original or another format, or those with a high monetary value, but low value by other measures.

Example: Any circulating materials.

## *Winnebago Library Board Policy Manual*

The director, board and staff should consider intrinsic value, research value, and historical value, value to the collection, replacement cost, and availability in different format when setting salvage priorities. The following questions may be helpful in determining priorities:

- Is the item especially important to the community, perhaps a piece of local history?
- Can the item be replaced? At what cost? Is it affordable?
- Would the cost of replacement be less or more than restoration of the item?
- How important is the item intrinsically? To the collection?

### **Disaster Recovery**

If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Practice drills should be conducted on a regular basis to eliminate panic during “the real thing”. Most disasters tend to occur when the building is unoccupied—during the early morning hours, on weekends, or during holiday closings. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel. Ninety-five percent of all disasters will result in water-damaged materials. Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment. You must work quickly to salvage damaged materials and to prevent additional damage from occurring.

**The following steps are recommended for an effective recovery operation:**

#### **Assess the Damage**

- How much damage has occurred? What kind of damage is it? (fire, smoke, soot, clean water, dirty water, etc.) Is it confined to one area or is the entire building damaged?
- How much of the collection has been affected? What types of materials have been damaged?
- Are the damaged items easily replaced or are they irreplaceable?
- Can the in-house recovery team salvage the items, or will outside help be required?

#### **Stabilize the Environment**

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees Fahrenheit and 50% relative humidity. Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees Fahrenheit and the relative humidity is over 60%. The following equipment will need to be accessible either by purchase or in some cases rented to help stabilize the environment:

- Portable generators in case of power failure
- Pumps to remove large quantities of standing water
- Fans to circulate the air
- Thermometer

## *Winnebago Library Board Policy Manual*

Dehumidifiers can help to lower the humidity but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze-up in the lower temperatures required for salvage and recovery operations. Raising the temperature will not lower the humidity and should be monitored constantly.

Air should be circulated in the damaged areas. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards.

- Separate the affected materials to prevent spreading.
- If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide.
- Keep the air circulating in the room.
- Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.
- Materials that will be fumigated should be removed from plastic crates, as plastic will absorb fumigants. Only a professional chemist or conservator should do fungicidal fogging.

### **Activate Work Crews**

Organize work crews and be sure their responsibilities are clearly defined. No salvage activities should begin until the team leader has determined a plan of action. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

### **Restore the Area**

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceiling, and all furniture and equipment must be scrubbed with soap and water and fungicide. Carpeting, and especially the padding under it, should be carefully examined as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.

### **DO NOT UNDER ANY CIRCUMSTANCES:**

- Enter an area until it has been declared safe.
- Attempt to open a wet book (one tear costs at least \$1.00 to mend!).
- Attempt to close an open book that is swollen.
- Use mechanical presses on wet materials.
- Attempt to separate books that are stuck together.
- Write on wet paper.
- Use bleaches, detergents, water soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
- Use colored paper of any kind during salvage and recovery operations.
- Pack newly dried materials in boxes or leave them unattended for more than two days.

## **HOURS OF OPERATION**

Adopted: October 1984  
Revised: January 2022  
Last Reviewed: April 2024

The library will be open during the following times, 12 months a year:

Monday through Thursday: 10:00 am to 8:00 pm  
Friday: 10:00 am to 6:00 pm  
Saturdays: 9:00 am to 3:00 pm

The library will close on the following holidays:

- \*New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- \*Fourth of July
- Labor Day
- Thanksgiving Eve Day—10:00 am to 5:00 pm
- Thanksgiving Day
- Christmas Eve Day
- \*Christmas Day
- New Year's Eve Day
- Any other holiday during the year as approved by the board

The library may close for special circumstances and/or during an emergency.

\*When a holiday falls on a Sunday, the library will be closed the following Monday.

The bookdrop is available for the return of all materials during the hours the library is closed. The bookdrop is located on the east exterior wall of the library to the left of the front entrance doors.

## **INVESTMENT OF PUBLIC FUNDS**

Adopted: October 1984

Revised: July 2023

Last Reviewed: July 2023

### **Responsibilities**

All investment policies and procedures of the Winnebago Public Library will be in accordance with Illinois law. The authority of the library 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, who is hereby designated as the "chief investment officer" of the library, acting under the authority of the library board of trustees. The chief investment officer is responsible for establishing internal controls and written procedures for the operation of the investment program.

### **"Prudent Person" Standard**

All library investment activities will use a "prudent person" standard of care. This standard will be applied in the context of managing an overall portfolio and specifies that investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this policy and the written procedures of the library, and exercising due diligence, will be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **Objectives**

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

1. Legality (conforming with all legal requirements)
2. Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
3. Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
4. Yield (attaining a market rate of return on investment)
5. Simplicity of management

### **Guidelines**

The following guidelines should be used to meet the general investment objectives:

1. Legality and Safety:

## *Winnebago Library Board Policy Manual*

- Investments will be made only in securities guaranteed by the US government, or in FDIC-insured institutions including SAIF of the FDIC. Deposit amounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to the regulations of the Federal Reserve regarding custody and safekeeping of collateral).
  - Authorized investments include and will primarily consist of: certificates of deposit, treasury bills and other securities guaranteed by the US government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under state law that satisfy objectives of the library district.
  - The treasurer will be bonded by the RLI Insurance Company for \$250,000.
2. Liquidity: In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
  3. Yield-return on investments: Within the constraints of Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts.

### **Reporting**

Investments, fund balances and the status of such accounts will be reported at each scheduled meeting of the library board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date. The chief investment officer will review this policy annually 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.

### **Internal Controls**

In addition to these guidelines, the chief investment officer will establish a system of internal controls and operational procedures designed to prevent loss, theft or misuse of funds.

### **Authorized Financial Dealers and Institutions**

Any investment advisors, money managers and financial institutions will be considered authorized only by the action of the board of library trustees upon the recommendation of the chief investment officer.

### **Conflicts of Interest**

Officers and employees involved in the investment process will 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.

## **LIBRARY CONDUCT**

Adopted: October 1984

Revised: December 2023

Last Reviewed: December 2023

In order to provide a safe and appropriate environment to all patrons that allows the use of library facilities to the fullest extent, the board of trustees has adopted the following rules and regulations. Patrons can expect the library to operate in the best interest of all patrons, to receive courteous service without unreasonable interference or disturbance from others and to talk to staff as needed about information of services. The library should be used for reading, studying, using library materials and resources, or participating in library-sponsored programs and events. Patrons using the library for other reasons than stated may be required to leave the premises. The board of trustees authorizes staff and law enforcement officers to enforce this policy up to and including suspension of library privileges, permanent banning from the library or prosecution.

Security monitors are in place to assist staff to address disruptive behavior promptly as well as to enhance the physical security of the library, its property, staff and patrons. Immediate steps are taken to address problem behaviors to ensure the safety of all patrons and employees.

### **Disruptive Behavior**

Disruptive behavior, is not permitted in the library or on library property. This includes but is not limited to: inappropriate, abusive or loud language, fighting, running, failure to heed staff requests, littering, loitering, jumping on furniture, offensive odor, gathering in groups which disturb other patrons or staff, repetitive conversations on personal opinions, using personal listening equipment at a level that can be heard by others, and inappropriate or repetitive entry into "staff only" areas.

More serious, disruptive behavior may include but is not limited to: activating fire or emergency alarms, theft, defacing or abusing library property, any acts of vandalism, threatening staff or other patrons, behaving under the influences of alcohol or controlled substances, breaking public law and/or acts of public indecency.

Cell phones must be turned off or silenced when entering the library. If a call is necessary, patrons must leave the building or conduct the conversation in the library vestibule at a reasonable volume. Patrons who violate this policy will be asked to leave.

Individuals violating any of these rules may be asked to leave the library premises by the staff member in charge. If the individuals are children clearly unable or unwilling to leave safely on their own accord, staff will attempt to reach the parent, guardian or caregiver. Police assistance will be utilized if necessary. The library does not permit weapons of any kind, either concealed or in plain view, on its property unless it is done so by law enforcement. Staff are required to notify the appropriate authorities if they have reason to suspect that there is evidence of abuse or neglect.

## *Winnebago Library Board Policy Manual*

### **Disruptive Procedures:**

1. A patron exhibiting disruptive behavior will be given a verbal warning and notified of this policy.
2. If the patron continues to be disruptive, a second verbal warning will be given. If the patron is uncooperative, the staff will request the patron to leave.
3. If the patron remains uncooperative, they will be warned that the police will be contacted at which time the police will be contacted if the patron does not immediately leave. If the police are contacted, staff will complete an Incident Report. In the case of a minor, the director will contact the parents.

Violations of this policy are grounds for suspension of library privileges. If a patron refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the premises immediately and be banned for the rest of the day.

### **Procedure for Banned Patrons**

The director, may ban patrons for up to 30 days for conduct that is disruptive and/or disrespectful to others, willfully damages property or breaks any public law on the property. In the event of multiple bans or serious offences, the library director will refer the matter to the board of trustees for consideration of a long-term ban.

The Public Library Act provides the board of trustees with the general power to carry out the spirit and intent of the act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.”

Staff will record all instances in a ledger in which patrons are required to leave the library or are banned. A patron who is banned from the library will not be allowed on the property. In addition, the patron will lose all library privileges until the time the ban has ended. In the case of monetary damage to library or other patron property, the patron may be banned and lose all privileges until restitution is made.

If a patron has been banned for the day twice within a 30-day period, or if there is any police involvement, he or she will be banned from the library premises for a 30-day period. In the event a banned patron attempts entry to the library during such period, the police will be summoned and informed of the prior action. If the patron is already serving a day-long ban, the patron will be immediately banned for a 30-day period. If the patron is already serving a 30-day ban, the matter will be referred to the board of trustees for consideration of a long-term ban. If a patron has been banned for two 30-day periods within a year, the matter will be referred to the board of trustees for a further long-term ban.

If the patron is a minor, the parents/guardians will be notified by phone immediately and in writing within two business days. Persons wishing to contest such action should submit a written appeal to the library director and the board of trustees. The patron/parents will be notified in writing of any additional board of trustee action within two business days.



### **Unattended Children**

The library welcomes the use of its facilities and services by children. While the library endeavors to be a safe and friendly environment for all its users, it is a public building where people enter and leave freely without staff monitoring. Library facilities are not licensed or designed to provide basic childcare needs. It is impossible for the library staff to guarantee a safe environment.

Children under the age of ten must be accompanied by a parent or other responsible caregiver at all times while in the library. The parent/caregiver must keep the child within sight. Caregivers must be 14 years or older, be able to effectively supervise young children and be willing and able to provide contact information for a parent/guardian upon request. Older children (ten or above) may use the library unattended subject to their behavior, conduct and demeanor. It is the parent's responsibility to supervise and assume responsibility of their children while in the library. Staff are not responsible to report to parents their children's presence or activity.

From time to time, the library schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then supervision is required. If the parent or caregiver intends to be absent, they must leave word at the service desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

### **Unattended Children after Hours**

Library hours are posted; the building is locked up promptly at closing. Although the library assumes no responsibility for children left unattended at closing, the appropriate authorities will be contacted for any child left at the time of closing. Staff will stay with the child until the police arrive. Staff will assist a child in contacting a parent, guardian and/or caregiver prior to closing time. Staff cannot provide for any transportation needs.

## **LOCAL HISTORY ROOM**

Adopted: April 2000

Revised: August 2023

Last Reviewed: August 2023

The Winnebago Area History Collection has been housed in the Winnebago Public Library since 1988. The collection was owned by the Winnebago Township and was transferred to the Winnebago Community Historical Society in 2018. The collection is a separate entity, is owned by the Winnebago Community Historical Society and represented by the Winnebago Community Historical Society Board. The intent is to make the local history information available to residents of the Winnebago community and other interested parties.

The library agrees to provide continued use of a dedicated room and will provide use of the copier for collection needs at no cost. The library will include information about the Winnebago Area History Collection on its website and link potential users to the town historian and/or the history collection assistant. The collection curator has responsibility over the collection and purchases.

The local history room will be kept locked when not in use. It will be open by appointment with the historian or a designated assistant. A distinction will be made that materials housed in the history room are the property of the people of the Winnebago Community Historical Society and are for internal use only. Materials kept on the floor of the library, including reference materials, are the property of the Winnebago Public Library. Anything that is contrary to this will be itemized with a list kept by the library director.

Both the board of trustees and the Winnebago Community Historical Society agree to provide general support to the local history room and collaborate on grant applications and other initiatives. Should the board of trustees discontinue this agreement, the responsibility for the collection would revert back to the Winnebago Community Historical Society Board.

## MEETING ROOM USE

Re-adopted: April 2010

Revised: May 2023

Last Reviewed: May 2023

### **Meeting Rooms**

The library provides meeting rooms as a service to the community. The library director has discretion in determining what use is in the best interest of the library and is authorized to act accordingly, including limiting the use of the rooms by individuals or groups whose activities interfere with operations, adversely affect public safety, or cause public disturbances.

For the purpose of this policy, an established group is defined as a group that has been meeting at the library regularly for five years or more; Such groups will be given priority and should renew their room reservations for the next calendar year between December 1 and December 15 of the current calendar year. Established groups may submit a single reservation for the entire reservation period.

### **Description of Rooms Available with Furnishings:**

#### **Community Room (1)**

- 900 square feet
- Maximum capacity is 94 people. A specific layout is detailed in the attached map.
- 11 folding tables, 61 folding chairs, 8 cushioned board chairs, 14 child chairs, one large, fixed board meeting table
- 1 projector, 1 screen (limited to Community Room use)
- 1 laptop with Internet and/or 1 Blu-ray player (limited to Community Room use)
- 1 speaker system (limited to Community Room use)

#### **Study Room (2)**

- Each study room is 120 square feet
- Maximum capacity is 5 people.
- 1 table, 5 chairs per room

Depending on the needs of the library at any given time, one or more items of equipment may not be available for use. Requests should be made for specific equipment needs when completing applications.

### **Reservation of Rooms (by non-established groups and individuals):**

Meeting rooms will be available on a first-come, first-serve basis up to thirty days in advance.

## *Winnebago Library Board Policy Manual*

Reservations are made at the library service desk. The individual making the reservation must be eighteen years or older and must be in good standing. Reservations cannot be assigned to another person or group without an application being completed and approved. Applications must be submitted by an adult who is personally responsible for the meeting and adherence to the rules. Groups composed of members under the age of eighteen must have an adult representative in attendance at the meeting(s).

One application will be filled out per event. The meeting room will be considered reserved only after approval from staff, fees are received, and confirmation has been sent to the contact person.

Study rooms are available in two-hour intervals during library hours on a first-come, first-serve basis at no charge to the Winnebago community. Extra time allotted for study room sessions will be accommodated if there are no requests for use of the room within the next half-hour. Those individuals or groups who have been allotted additional time beyond the two-hour limit will be asked to vacate if all study rooms are filled and a new party wishes to use a room.

### **Priority of Use:**

Priority for the use of the meeting rooms will be given in the following order:

1. Library sponsored meetings and/or programs.
2. Established groups asking for space reservations outside their annual meeting reservations.
3. Individuals living within the library district, not-for-profit groups, or governmental bodies with a representative living within the library district. Applicants must hold valid WPL cards.
4. For-profit businesses located within the library district are limited to two times per month.
5. For-profit businesses that are not located within the WPL district may reserve space once per month at the current rate. (See staff at front desk for list of current rates).

All reservations are approved at the discretion of the library director and will be considered on a first-come, first-serve basis.

## *Winnebago Library Board Policy Manual*

### **Procedure:**

Upon arrival, individuals requesting the use of a study room must check in at the library's service desk. Availability will be reviewed at this time and reservations will be taken if in use. Meeting room users are asked to notify staff when the session is finished. The room will be inspected for condition.

Staff will take reservations. Library administration will approve after-hour reservations, if applicable. Problems and questions will be referred to library administration. Library administration will refer problems to the library board of trustees as needed.

### **Cancellations:**

A 24-hour notice of cancellation is requested. When it is necessary to cancel, applicants are asked to inform staff if a room is no longer needed so that it can be reassigned to an available status. Applicants who have not arrived within 10 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Failure to cancel within 24 hours of reservation could result in the forfeiture of meeting privileges. Three sessions within a calendar year of no-shows will be suspended from use of the room for one month or at the discretion of administration.

### **Fee for Use of Community Room:**

There is no charge for use of the rooms during open library hours. Study rooms are available during regular business hours only.

The cost of room rental will be reviewed every two years by the board at the beginning of the fiscal year. The staff at the front desk will have the current rate sheets available.

A meeting room deposit is made at the time of the reservation without exception. If a non-library program is scheduled until the library closing time, a deposit is required to ensure the party leaves as scheduled. If the party does leave on time, the deposit will be mailed to the contact person within seven business days. If they are late leaving the premises, the deposit will be forfeited. Any fees set forth in this policy may be waived in special circumstances at the sole discretion of the library director.

If a meeting or program extends past the library closing time, overtime fees per hour pro-rated to the half hour will be charged. Payment of overtime fees does not excuse violating the rule against completing a program before closing time; an applicant or group may be barred from future use of the meeting rooms if its program is not over before closing time, in addition to the overtime fee.

There is no charge for use by staff or trustees. They may volunteer to be the library representative, and the hourly fee is waived. Staff will note that the fee is waived and the representative's name and contact information should appear on the application.

Any damage to the room or equipment will result in a charge for the cost of cleaning, replacement and/or repair. Failure to pay damages will result in the group or individual being permanently banned from using the meeting rooms.

**Damages and Liability:**

The library is not responsible for personal items left behind by patrons or their guests nor is the library responsible for items left unattended by their owners. Any individual using the meeting room(s) will be held responsible for willful or accidental damage to the library building, grounds, collections or furniture caused by the individual or group in accordance with this policy. If an applicant or organization does not keep the meeting rooms in reasonable order, that applicant or organization will be charged a cleaning service fee equal to the custodian's hourly rate for time spent restoring order and cleanliness. Future use of the meeting rooms may also be forfeited if there are repeated instances of damage or mess.

Applicants who reserve a room understand that they take full responsibility for the actions of themselves and anyone in their group and will be held accountable for violations of this policy or the Library Conduct policy.

**Use of Meeting Rooms:**

Since the meeting rooms are open to all type of groups, use of the library's study rooms does not constitute the Winnebago Public Library's endorsement of viewpoints expressed by the room's occupants. Advertisements or announcements implying such endorsements are not permitted. The meetings are made available on "an equitable basis, regardless of the beliefs and affiliations of individuals or groups requesting their use" according to the Article VI of the Library Bill of Rights as adopted by the American Library Association.

Rooms must be vacated at the latest 15 minutes before library closing, or at the end of the scheduled session, whichever comes first. The individual who reserves the room is expected to remain in the room at all times.

**Conditions of Use:**

The group or individual using the room will be responsible for setting up tables and chairs, and for cleaning up afterwards. Any accidents, spills, or other damage must be reported to staff before leaving the premises so that library maintenance and cleaning staff can attend to it.

It is not permissible for any group to rearrange library furniture or to borrow furniture from other parts of the library without the permission of the staff. Groups or individuals are to leave the rooms in as good or better condition than found.

Signs are not permitted in any part of the library advertising for-profit activity. A directional sign is permissible. Signs and decorations may not be stapled to walls or doors.

Any use of glue, crayons, paint, markers, tape, glitter, wax, and other craft supplies is expected to be cleaned up at the end of the session. Waste must be placed in appropriate garbage.

The library cannot store any materials or items for groups or individuals using the meeting room(s).

## *Winnebago Library Board Policy Manual*

No weapons, alcohol, smoking, illegal substances, or other illegal activity will be permitted in the library or on the grounds under any circumstances. Use of candles, lighters, or any other type of flammable device is strictly prohibited.

There is no guarantee of a silent atmosphere inside rooms; however, applicants are asked to be respectful of other patrons and of the Library Conduct policy regarding noise. Programs may not disrupt the use of the library by others. Persons in attendance are subject to all library rules and regulations.

/jlo 5/24/23





**TERMS OF USE AGREEMENT**

I, \_\_\_\_\_, as an individual or a representative of a group or organization, accept full responsibility for the cost of any cleaning and/or repairs as a result of damage on the meeting date listed above.

I understand that I am asked to inform the staff if a room is no longer needed so that it can be reassigned to an available status. I understand that if I have not arrived within 10 minutes of the scheduled start time, this reservation will be considered a “no-show” and the reservation will be removed. Failure to cancel within 24 hours of reservation could result in the forfeiture of meeting privileges and that three consecutive sessions of “no-shows” will be suspended from use of the room for one month.

I understand that I/we must vacate the room 15 minutes (at the latest) before library closing, or at the end of the scheduled session, whichever comes first.

I understand, as an individual or a representative of a group or organization, that by signing this form, I accept responsibility for any damages resulting in my groups use of the community room, accidental or otherwise.

By signing below, I am attesting that I have received and read the library’s Meeting Room Use and Library Conduct policies and agree to abide by all terms and conditions stated therein.

Signature of person in charge: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administration/Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Library Staff Use Only:**

Application has been:      approved: \_\_\_\_\_ denied: \_\_\_\_\_

Library staff has notified person in charge of approval?:      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Required Deposit Amount (if applicable): \_\_\_\_\_

Paid:      \_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ Waived      By: \_\_\_\_\_      On: \_\_\_\_\_

Library Staff Assigned to after hours event and/OR Representative (if fee waived):

\_\_\_\_\_

## **MEETINGS OF THE BOARD OF TRUSTEES**

Adopted: March 2010

Revised: March 2023

Last Reviewed: March 2023

The board meets once a month, usually on the third Thursday, and begins at 6:30 p.m. The board is using a task-oriented approach where members or groups of members take ownership of certain tasks or projects.

Managing an effective meeting is the duty of the board president. Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

The following ground rules will be respected at all meetings:

- Start on time
- Come prepared and ready to contribute
- Listen to others and don't interrupt
- Be open to hearing other people's perspectives
- Question assumptions
- Make decisions based on clear information
- Identify actions needed that result from decisions
- Bring closure to decisions
- Be respectful
- Confidentiality - 100%
- Attack the problem, not the person
- Record all decisions and action items in meeting minutes.

### **Meetings and Agendas**

The board president / secretary sets the agenda for the meetings. Minutes are taken and approved by the board in compliance with the Open Meetings Act.

In order for all trustees to be properly prepared, information is e-mailed to them prior to the meeting date. This typically includes but is not limited to: the meeting agenda, minutes of the previous meeting, financial reports, the director's report and the president's report. Background information on any issues before the board is distributed as well if it is available. All trustees are expected to come prepared to participate fully in meeting discussions and actions and to be familiar with the activities of the committees to which they are assigned. Regular attendance at board meetings is essential. The

## *Winnebago Library Board Policy Manual*

board president and/or vice president should be notified in advance if attendance is not possible.

1. Monthly meetings will be set and posted by the board at the beginning of each calendar year, in compliance with state regulations.
2. The order of business for regular meetings will include:
  - Call to Order, Pledge of Allegiance, Roll Call
  - Additions or Corrections to Agenda
  - Public Comment
  - Reading and Approval of Minutes
  - President's Report
  - Treasurer's Report
  - Director's Report
  - Task Reports
  - Unfinished Business
  - New Business
  - Set Meeting Dates
  - Adjournment
3. Special meetings may be called by the president or the secretary, or by a request of four board of members. Notice of such meetings will be posted at the library 48 hours in advance. All meetings will comply with the Open Meetings Act. All votes on any matter are responded with a roll-call vote and recorded by the secretary. Absentees and abstentions from voting will be noted but will not be counted for or against the matter being voted on.
4. The minutes of all regular and special board meetings are subject to a yearly audit at the end of the fiscal year by two board members, other than the secretary, appointed by the president. The audit report will be filed no later than 90 days following the completion of the fiscal year.
5. A quorum consists of a majority of trustees, that is, four members.
6. An affirmative vote of the majority of the members present at the time is necessary to approve any action.
7. The bylaws may be amended by the majority vote of all members of the board, provided written notice of the approved amendment be given to all members at least ten days prior to the meeting at which such action is proposed to be taken.
8. The board will not make motions or take action without a quorum present.
9. All meetings shall be conducted according to Robert's Rules of Order, listed on the following page.

## *Winnebago Library Board Policy Manual*

### **Public Participation and Petitions**

At each open meeting, members of the public and district employees may comment to or ask questions of the board, subject to reasonable constraints.

The individuals appearing before the board are expected to follow these guidelines:

1. Sign in on the Public Comment Form.
2. Address the board only at the appropriate time as indicated on the agenda and when recognized by the board president.
3. Identify yourself and be brief. Ordinarily, comments should be limited to three to five minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for a longer period of time as approved.
4. Observe the board president's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
5. Conduct oneself with respect and civility toward others and abide by board policy.

The president has the right to end individual public comments as deemed necessary.

Petitions or written correspondence to the board will be presented to the board at the next board meeting.

*Winnebago Library Board Policy Manual*

## ROBERTS RULES OF ORDER MOTIONS CHART

Purpose	You Say	Interrupt?	2 <sup>ND</sup> ?	Debate?	Amend?	Vote?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that (or "to")...	No	Yes	Yes	Yes	Majority
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 Majority with notice
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

## **MEMBERSHIP AND TRUSTEES OF THE BOARD**

Adopted: March 2010

Revised: July 2023

Last Reviewed: July 2023

This policy references the Illinois Public Library District Act, herein referred to as "Act."

### **Membership and Offices**

Voters of the library district elect seven members of the board of trustees for four-year terms. Election of trustees takes place at a consolidated general election every two years in April. Trustees are established in two classes. One class consists of four trustees and one class consists of three trustees.

Trustees must be a qualified elector and reside in the district at least one year before the filing.

### **Nomination of Candidates; Ballot**

- (a) Nomination of candidates for election as trustees will be by petition, signed by qualified voters residing within the district, and filed with the secretary of the district within the time provided by the Election Code. No party name or affiliation may appear on the petition.
- (b) The names of all candidates for the office of trustee will be certified by the secretary to the proper election authority, who will conduct the election in accordance with the Election Code.
- (c) The ballot for election of trustees will not designate any political party, platform, or political principle.
- (d) A person is not eligible to serve as a library trustee unless he or she is a qualified elector of the library district and has resided in the library district at least one year at the time he or she files nomination papers or a declaration of intent to become a write-in candidate or is presented for appointment.
- (e) A person is not eligible to serve as a library trustee who, at the time of his or her appointment or filing of nomination papers or a declaration of intent to become a write-in candidate, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court in the United States of any infamous crime, bribery, perjury, or other felony.

### **Resignations**

If a trustee resigns their position, it must be done in writing, signed and dated, and submitted to the secretary of the board. Email and other forms of communication are not acceptable.

### **Vacancies**

- (a) Vacancies will be declared in the office of trustee by the board when an elected or appointed trustee:
  - (i) declines, fails, or is unable to serve,
  - (ii) becomes a non-resident of the district,

## *Winnebago Library Board Policy Manual*

- (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or
- (iv) has failed to pay the library taxes levied by the district. Absence without cause from three consecutive regular board meetings will be a basis for declaring a vacancy.
- (b) Absence without cause from three consecutive regular board meetings will be a basis for declaring a vacancy.
- (c) All vacancies will be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee will be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed will serve the remainder of the unexpired term and no election to fill the vacancy will be held. Vacancies will be filled as soon as possible.

### **Compensation of Trustees**

Trustees will serve without compensation but will be reimbursed from district funds for their actual and necessary expenses incurred in the performance of their duties.

### **Organization of Board; Qualification and Oath of Trustees**

- (a) Within 74 days after their election or appointment, the incumbent and new trustees will take their oath of office as prescribed by law and meet to organize the board.
- (b) The first action taken at the meeting will be the election of a president, a vice president, a secretary, and a treasurer from among the trustees. The secretary will then record the membership of the board.
- (c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority will be qualified to serve as trustees under this Act. The required oath will be taken and subscribed before a notary public or the secretary of the board.
- (d) Within 60 days after the organization of the board, the secretary will file with the county clerk of the county containing all or a larger portion of the district and with the Illinois state librarian, a statement listing the names and addresses of the trustees and officers and their respective terms in office. The secretary will report a vacancy on the board to the county clerk and the state librarian within 60 days after it occurs and will report the filling of a vacancy within 60 days after it is filled.
- (e) Officers will serve for terms set by ordinance but not to exceed 2 years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the board. The board will fill a vacancy in any office for the unexpired term.

### **Trustee's Failure or Neglect to Discharge Duty**

Any trustee who while acting as a trustee or as an officer fails or neglects to discharge any duty imposed upon him or her by this Act is guilty of a petty offense and will be fined not less than \$25 nor more than \$100 for each offense.

## *Winnebago Library Board Policy Manual*

### **The President**

- a. Works closely with the library director and the board secretary to prepare agendas for board meetings for distribution to participants (in advance of each meeting, if possible).
- b. Presides at board meetings; serves as discussion leader.
- c. Under instruction from the board, represents the library at public meetings and gatherings. When the board president speaks on behalf of the library, he or she must reflect the adopted positions of the board, not personal views.
- d. Assigns tasks/projects to individuals or groups of board members.
- e. Acts as a representative of the board of trustees in all matters of board policy.
- f. Signs official documents.
- g. Makes special assignments and appoints representatives to other organizations.
- h. Works with the treasurer to ensure reports are completed in a timely manner.
- i. Recognizes board member violations of ethical standards and brings such violations to the attention of the board member or to the full board of trustees, if necessary.
- j. Acts to discipline board members who violate ethical standards of the board of trustees.
- k. As a single member of the board, he or she has one vote and does not exercise veto power.

### **The Vice President**

In the president's absence, the vice president presides over board meetings. In the event of the long-term president's absence, the vice president assumes all duties of the president and the board elects a new vice president.

### **The Secretary**

The secretary keeps and maintains appropriate records and performs the duties of that office, which include the following:

- a. Works closely with the library director and the board president to prepare agendas for board meetings for distribution to participants in advance of each meeting in accordance with the Open Meetings Act.
- b. Records the proceeding of meetings and then prepares written minutes and issues them to trustees in advance of the next meeting. After the minutes of a past meeting are approved, the secretary prepares a permanent and correct copy for the archives of the library.
- c. Ensures minutes are reviewed and audited accordingly. Posts them to the Website when approved.
- c. Maintains a record of all ordinances, resolutions and regulations enacted.
- d. Maintains all other pertinent written matter affecting the operation of the library district.
- e. Administers all oaths and affirmations.
- f. Acts as the election official.
- g. Sees that the Statement of Economic Interest paperwork is filed with the Winnebago County by its annual due date.
- h. Maintains a calendar of all official and unofficial responsibilities of the board made readily available to all board members and staff.



## *Winnebago Library Board Policy Manual*

The Illinois Open Meetings Act mandates that minutes of all board meetings—including closed (or executive) sessions—must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. In June and December, the board must consider whether to open minutes of individual closed sessions or keep them closed.

### **The Treasurer**

The treasurer keeps and maintains appropriate records and performs the duties of that office which include the following:

- a. Reviews all bills.
- b. Authorized to sign all checks and may sign as needed.
- c. Reviews the monthly treasurer's report and submits profit and loss budget versus actual and reconciliation detail reports to the board for approval.
- d. Ensures yearly payroll software is purchased and installed to maintain federal and state compliance.
- e. Transfers funds to checking account and manages investments.
- f. Reports tax levy amount via appropriate ordinance.
- g. Files the annual financial report with the state within six months of the end of the fiscal year.
- h. Assists the library director with preparation of the fiscal-year budget.
- i. Executes a financial audit at the direction of the board of trustees.
- j. Reviews the bank accounts and credit card reconciliations.
- k. Ensures that federal and state-withheld payroll taxes are forwarded to the appropriate agencies on a timely basis.
- l. Ensures appropriate insurance policy coverages are maintained.
- m. Gives bond to the district to faithfully discharge the duties of the office and to account to the district for all district funds coming into the treasurer's hands on behalf of the library. The bond will be in an amount and with sureties approved by the board. The amount of the bond will be based on a minimum of 50% of the total funds received by the district in the previous fiscal year. The cost of the surety bond will be borne by the district.

### **The Trustees**

- a. Attend board meetings.
- b. Preview agenda, minutes, and documents before or at each board meeting.
- c. Participate in discussion and decision-making at board meetings.
- d. Stand by decisions made by the board.
- e. Serve on committees as assigned ~~by chair~~.
- f. Commit time outside of board meetings for the work of the board as necessary and appropriate.
- g. Participate in activities sanctioned by the board such as fundraising or public relations in the community.
- h. Represent the library at community events.
- i. Become informed about library issues through participation in the regional library system, ILA, and ALA.
- j. Become informed about state laws that govern public libraries in Illinois.

## *Winnebago Library Board Policy Manual*

- k. Become an advocate for the library community. As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

### **Ethics Ordinance**

The Winnebago Public Library District Board of Trustees hereby complies within its entirety to the State Officials and Employees Ethics Act (5 ILCS 430/).

### **Ethical Responsibilities**

- a. If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter.
- b. Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- c. Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- d. Respect confidential information: do not reveal content of closed-session board discussions.
- e. Refer patron/public requests for information to the library director.
- f. Refer staff grievances or problems to the library director who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- g. Refer complaints from the public to the library director.
- h. Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- i. Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.
- j. Support open access to information and resist moves toward censorship.

## **MISSION STATEMENT**

Adopted: November 2002

Revised: June 2022

Last Reviewed: March 2023

### **Our Mission**

The Winnebago Public Library provides all patrons access to a variety of well-organized resources, services, and technologies that enrich and empower the community and evolve with its cultural needs.

### **Our Values**

The Winnebago Public Library (WPL) strives to meet the needs of the community and patrons that we serve by consistently holding our organization accountable to operate in a fiscally responsible manner, ensure transparency, and maintain high levels of professionalism at all times.

We are passionate about the service we provide to all patrons, striving for the highest levels of resourcefulness, helpfulness, and accessibility.

We value a strong connection to the community and ensure a welcoming, safe, and inclusive environment for everyone.

Our success is dependent on the collective and strong relationships between our community, patrons, and staff working together that value creativity, forward progress, and a commitment to continuously evolve through our initiative to encourage growth and learning.

## **NAME AND DUTIES OF THE BOARD OF TRUSTEES**

Adopted: March 2010

Revised: May 2023

Last Reviewed: May 2023

### **Name**

The name will be known as the Winnebago Public Library District, hereafter referred to as the district, or the board. "Act" refers to the Illinois Public Library District Act.

### **Board Name; Status; Headquarters**

- a) The board of trustees of the district is a body politic and corporate, by the name of "The Board of Trustees of the Winnebago Public Library District, Winnebago, Illinois", and in that name may enact ordinances and hold title to property, may sue and be sued in all courts and places where judicial proceedings are had and may take any action authorized by law.
  
- b) The board has established an official mailing address to be used for all notices which is: 210 North Elida Street, Winnebago, Illinois 61088.

### **Powers of Trustees**

The board of trustees of a district will carry out the spirit and intent of this Act in establishing, supporting, and maintaining a public library or libraries within the district and for providing library services.

### **Ordinances, Regulations, and Resolutions**

The board may enact, amend, and rescind ordinances and may make and adopt regulations and resolutions for their own guidance and for the government of the library that are expedient and not inconsistent with this Act.

### **Expenditure of Moneys**

The board will have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the appropriate funds.

### **Purchases**

Purchases made under this Act will be made in compliance with the Local Government Prompt Payment Act.

### **Supervision of Facilities**

The board will have exclusive control of the construction of any library building and of the supervision, care, and custody of the grounds, rooms or buildings constructed, leased, or set apart for that purpose.

**Purchase or Lease of Property; Construction of Buildings**

- (a) The board may purchase or lease real or personal property and may construct an appropriate building or buildings for the use of the library or libraries established under this Act, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years, with interest on the unpaid balance at any lawful rate for municipal corporations in this State.
- (b) The board may refund at any time any installment contract entered into under this Section by means of a refunding loan agreement. The refunding loan agreement may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of the refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this state. ~~No~~ Installment contracts or refunding loan agreements for the same property or construction project may not exceed an aggregate of 20 years.

**Remodeling or Reconstructing a Building**

The board may remodel or reconstruct a building erected, purchased, or leased by the board when the building needs remodeling or reconstructing or is not adapted to the board's purposes and needs.

**Disposal of Property**

The board may sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under terms the board deems best. The board may lease to others any real property not immediately useful to the district but for which plans for ultimate use have been adopted.

**Sale or Disposition of Property**

- (a) When the board has determined to sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes, the property may be sold or disposed of at a public sale as follows:
  - (1) Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the board.
  - (2) Personal property having a unit value of \$1,000 or less may be disposed of as determined by the board.
  - (3) Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of it's availability and the date and the terms of the proposed sale will be posted.

## *Winnebago Library Board Policy Manual*

- (4) In all other cases, except as provided in subsection (b), the board will publish notice of the availability and location of the real or personal property and the date and terms of the proposed sale, giving the notice once each week for two successive weeks. The notice will be published in one or more newspapers published within the district or, if there is no such newspaper, then at least once in a newspaper of general circulation in the district and published in the county that contains all or the larger portion of the district.
  - (5) On the day of the sale, the board will proceed with the sale and may sell the property for a price determined by the board or to the highest bidder. Where the board deems the bids inadequate, it may reject the bids and re-advertise the sale.
- (b) If the board has determined that any building that was received from a municipality due to the conversion of a tax-supported public library to a public library district under this Act or a prior law is no longer necessary or useful for library purposes, the board by resolution may authorize the sale of the building and the underlying land to the municipality from which it was received. The value of the property will be determined by a written MAI (Member Appraisal Institute) certified appraisal that will be available for public inspection. The resolution will be published at the first opportunity following passage in a newspaper published in the municipality or, if there is none, in a newspaper published in the county in which the municipality lies and that has general circulation in the municipality. The board may accept any contract proposal for the sale of the property to the municipality determined by them to be in the best interest of the district by a vote of three-fourths of the board members then holding office, but in no event at a price less than 80% of the appraised value.

### **Administrator; Legal Counsel; Consultants**

- (a) The board may appoint and adjust the compensation of a qualified librarian to act as administrator of the district's daily operations. The administrator may hire other employees, adjust their compensation, and remove those employees as deemed necessary.
- (b) The board may also retain legal counsel and professional consultants as needed.

### **Contracts for Library Services and Other Matters**

The board may contract with any public or private corporation or entity for the purpose of providing or receiving library services or of performing other acts necessary and proper to carry out the responsibilities, the intent, and the provisions of this Act. This contractual power includes, but is not limited to,

- (i) participating in interstate library compacts and library systems,
- (ii) contracting to supply library services, and

## *Winnebago Library Board Policy Manual*

- (iii) spending any federal or state funds made available to any county, municipality, or township or to the State of Illinois for library purposes. If, however, a contract is for the supply of library services for residents without a public library established under this Act, the terms of that contract will recognize the principle of equity of cost of services to non-residents expressed in this section and will provide for the assumption, by the contracting party receiving the services, of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract.

### **Common Library or Services**

The board may join with the board or boards of one or more public libraries within this state in maintaining libraries or for the maintenance of a common library or common library services for the participants upon terms and conditions agreed upon by the participating library boards.

### **Title to Property**

The board may enter into contracts and may take title to any property acquired by it for library purposes.

## **PERSONNEL**

Adopted: 1983

Revised: December 2020

### **Employment**

The library does not discriminate in its employment practices based on race, color, religion, sex, age, national origin or disability. Positions will be filled by the person best qualified to carry out library duties. Immediate family of the Board of Trustees may not be employed at the library.

The library has four classifications of employees:

1. Director, the director's employment terms are defined under a separate employment agreement.
2. A full-time hourly employee with benefits is defined as a person who works at least 40 hours a week and has completed the probationary period. This classification of employment includes IMRF (Illinois Municipal Retirement Fund), PPD (Paid Personal Days), and holiday pay.
3. A part-time hourly employee with benefits is defined as an employee who works 600 hours or more per year and has completed the probationary period. This classification of employment includes IMRF and PPD.
4. A part-time hourly employee without benefits is defined as an employee who works less than 600 hours per year and has completed the probationary period. This classification is not entitled to IMRF or PPD.

During the three-month probationary period, all new employees are considered temporary and are not entitled to PPD or holiday pay. However, at the completion of their probationary period, PPD pay is made retroactive. The library director will determine and formalize in writing any updates of employee status.

### **Background Checks**

The library is committed to providing a safe environment for patrons, volunteers, and employees and reserves the right to investigate the information provided by applicants in an attempt to select the best qualified candidate.

Prior to extending an offer of employment, a standard reference and background check of an applicant is completed. A "background check" is defined as any or all parts of the candidate's employment, education, criminal, sex and violent offender, credit and license history. The nature and scope of the background check will be determined and appropriate to the position. All reference and background checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.

The library will eliminate any applicant from further consideration for employment who provides false, misleading, or willfully deceptive information on his or her job application or resume or during an interview.



## *Winnebago Library Board Policy Manual*

Candidates may decline to authorize a background check; in such cases, no background check will be performed, but the candidate will not be further considered. Background checks for employment decisions at the library will be facilitated by the director, or in the case of the director, by the Winnebago Public Library Board of Trustees, based on the position description, job responsibilities or other service requirements or expectations. All offers of employment are contingent upon clear results of a thorough background check.

Background checks will be used to evaluate the applicant's eligibility to be engaged in any work capacity by the library, and will not be used to discriminate on the basis of age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance or regulation. Adverse disclosures and/or findings will not automatically disqualify an individual from employment. The library will consider the nature and gravity of the offense.

### **Process For Background Checks**

In conducting background checks, the library will comply with all applicable federal and state laws, regulations and guidance. The subject of the background check will be required to complete a consent form authorizing the library, or entity acting on behalf of the library, to complete the background check process. To perform the background check, the library will use local public databases, such as but not limited to, Winnebago County, State of Illinois and Illinois State Police, and/or other methods as appropriate.

When a finding adversely impacts employment eligibility, the applicant will be notified and withdrawn from employment consideration. In cases in which information in a background check showing criminal convictions affecting the candidate's ability to perform the specific job in question, will result in an adverse employment decision, the library will provide the applicant with all required notifications pursuant to the Fair Credit Reporting Act and other applicable laws.

### **Use of Information Obtained in a Background Investigation**

Information obtained from a background investigation will be considered for employment purposes as permitted by federal and state law and in accordance with Library's Policy. Information will be reviewed to determine:

- Whether false statements or material omissions were made by an individual on an application/resume for employment or during an interview;
- Whether an applicant or employee, based on the job duties of the position in question, poses a threat to security and/or patron and/or minors and/or employee safety in the workplace; and
- The likelihood of an applicant or employee being successful and productive on the job.

## Winnebago Library Board Policy Manual

### Compensation and Holidays

Employees are paid bi-weekly for the preceding two-week period. All deductions for federal and state withholding tax, and IMRF, when applicable, are made by the library. Employees working four and a half hours or more each day will be paid one half-hour for meals. Employees may work a flexibly-scheduled week. Employees working six or more hours in a workday may also have a 15 minute break.

Employees may not exceed 40 hours per week without prior approval of the library director. An employee will be reimbursed for overtime at one and a half times their regular hourly rate.

The library director will consider requests from employees to take time off during their working hours when the library is open. If the time is approved, PPD is used first. If PPD is exhausted, it can be taken off without pay or if it is authorized by the director, it may be made up by working additional hours during the same pay period.

As approved by the director, employees that attend trainings or conferences will be paid for their time at their normal rate. Mileage is reimbursed at the approved IRS business rate.

Holiday pay is defined as 8 hours of pay for holidays designated by the library (when the library is closed) that occur Monday through Friday.

### Paid Personal Days (PPD)

PPDs are calculated per hour worked at the end of the month and can be used in one-hour increments, if accrued, to take time off of work. PPD is paid per hour worked. Any accrued time above 40 hours that is not taken by the end of the fiscal year will be forfeited and not carried to the next year. Unused earned PPD time will be paid to an employee when employment ends.

#### Part Time Employees

	Rate (hours) of PPD per hour worked
Beginning employment date*	0.0192
Beginning after two years of employment	0.0385
Beginning after four years of employment	0.0577

\*PPD is paid retroactively for the first 90 days

#### Full Time Employees

	Rate (hours) of PPD per hour worked
Beginning employment date*	.0423
Beginning after two years of employment	.0615
Beginning after four years of employment	.0808

\*PPD is paid retroactively for the first 90 days

### **Leaves of Absence**

All requests for leaves of absence must be made in writing with an anticipated start and end date. The library director will approve all requests for leave without pay. If the request exceeds three months, it must be approved by the Board of Trustees. The Board of Trustees will approve or deny any requests from the library director wishing to take time off without pay.

### **Family Medical Leave**

The library fully complies with the Family and Medical Leave Act as amended from time to time. The library will grant full-time employees up to 12 weeks unpaid leave during a rolling 12-month period for one or more of the following reasons:

1. Birth and care of your newborn child;
2. Placement with you of a child by adoption or through foster care;
3. To care for an immediate family member (spouse, significant other, child or parent) with a "serious health condition";
4. To take medical leave when you are unable to work (unable to perform one or more essential job functions) because of your own serious health condition.

You must apply in writing for this leave of absence and submit your request to the director, or in case of the director, to the president of the Board of Trustees. Your request should include the reason for the leave, the date you wish the leave to begin, the date you will return to active employment and any documentation supporting your need for leave. The approval of a leave of absence and the terms and conditions surrounding the leave are at the sole discretion of the director and/or the Board of Trustees. The organization will make every effort to reinstate an employee to his or her previous position, however it is not guaranteed.

Although FMLA leave is unpaid, employees are required to use their accrued PPD during FMLA leave. Once PPD is used up, unpaid FMLA leave begins for a maximum of 12 weeks total, paid or unpaid. During FMLA leaves, employees will not continue to accrue PPD.

### **Jury Duty**

Employees serving on jury duty will be paid their regular rate of pay. Employees should notify the library director of scheduled dates of service as soon as possible.

### **Reserve Military Pay**

Leaves for service in the US Armed Forces, or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with state and federal law.

**Disability Leave**

A disability leave which lasts up to three months will be granted with the continuance of all employee benefits and no loss of seniority. Disability leaves exceeding three months are referred to the Board of Trustees for special consideration on the handling of seniority and employment benefits. Any employee who is disabled should provide a letter from his or her doctor regarding their ability to work.

**Retirement**

Eligible part-time employees are qualified for the deferred compensation program in accordance with the Illinois Municipal Retirement Fund (IMRF) policy. This is a system for the payment of retirement annuities, disability and death benefits. These benefits, payable to qualifying members, are in addition to those provided by social security. The benefits are provided by the IMRF; a leaflet is available which explains how they are financed by both employee and employer contributions. Employee contributions are supplied in accordance with an IMRF formula.

**Workers' Compensation**

Employees are protected by workers' compensation as provided in 820 ILCS 305/11 et seq. "Illinois Revised Statutes" in the event of accidents or death occurring in the course of employment. This protection is in force regardless of whose fault the accident was. It is necessary that the employee notify the library director or president of the Board of Trustees as soon as possible after the accident. In the event of loss of time caused by the accident, such loss of time will be reported to the library director or president of the Board of Trustees, who will prepare all necessary correspondence. When an employee returns to work after loss of time due to an on-the-job injury, this must be reported so as to establish the employee's claim. Employees shall be eligible for such employment insurance as stated by law.

**Unemployment Insurance**

Employees may be eligible for unemployment insurance benefits if they receive total wages as stated by current law within any calendar quarter in either the current or preceding calendar year, or if they work on some portion of the day within each of twenty or more calendar weeks, whether or not such weeks are consecutive, within either the current or the preceding calendar year, and during their period of employment have been able to work, have actively looked for work, and did not leave their employment voluntarily without good cause, were not discharged for misconduct or did not refuse suitable work without good reason.

### **Drug-Free Workplace**

The library has long recognized that the non-medical use of controlled substances is hazardous to the health of employees of the library. Additionally, the use of alcohol by employees is recognized as both hazardous and often illegal, and the irresponsible use of alcohol is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and federal statute, at any time, is not permitted in the library or anywhere on library property or at any library-sponsored activity where employees are engaged in activities under the jurisdiction of the library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Any employee who violates the term of the library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the library and applicable state statutes. The library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The library's employees, as a condition of their employment, agree to abide by the terms of this policy.

An employee who violates the terms of this policy may be expelled from the library at the discretion of the library, and use privileges may be suspended for a specified period of time. Sanctions against employees shall be in accordance with prescribed library regulations and procedures.

In order to make employees aware of the dangers of drug and alcohol abuse, notice of the standards imposed by this policy and the sanctions imposed for violation of this policy shall be distributed to all employees and prominently posted at the library for employees to see.

Employees can be sent home if it is determined that they are under the influence of any intoxicating liquor, marijuana or illegally obtained drug, narcotic or other illegal substance. Employees sent home will not be paid for time missed at work.

### **Evaluations**

Written evaluations of all employees will be conducted annually. New employees will be evaluated at three and six months and then annually thereafter. The library uses a standard evaluation form. Completed evaluations are kept in a locked, personnel file. Employees have access to their evaluations and may examine them at any reasonable time. Employees are given the opportunity to write comments on their evaluation forms.

### **Grievance Procedures**

A grievance is a complaint by an employee regarding the interpretation or application of library rules and regulations, working conditions, or alleged improper treatment.

### **Informal Complaints**

You should make every attempt to resolve issues you encounter at work informally, through discussion with the persons involved, and in the spirit of goodwill and cooperation. If you address potential problems early, they are less likely to escalate into grievances. The library director may be able to help you resolve complaints and other problems informally and with as little disruption and distress possible.

1. You should first attempt to resolve grievances with the library director, and as necessary, with the Board of Trustees.
2. The library director is required to inform, listen to and counsel employees on all matters affecting them and to resolve informally, if possible, all grievances.
3. If this process fails to bring about a satisfactory resolution, you may initiate the formal grievance procedure.

### **Formal Grievance**

A formal grievance is one that has not been resolved satisfactorily in an informal manner between the employee and the library director. The following steps should be taken:

1. You must present the grievance in writing to the library director within 10 working days of the last informal meeting, clearly identifying this action as a formal complaint and as the first step in the grievance procedure and describing the resolution desired to resolve the grievance. Upon receipt of the written grievance, the library director shall have 30 working days in which to provide you with a written answer to your grievance. (Should your grievance involve the library director, you should proceed to step #2.)
2. If you are not satisfied with the answer from the library director, you may, within the next 10 working days of receiving the reply, present the grievance in writing to the Board of Trustees. Upon receipt of this written grievance, the Board of Trustees will review the complaint in an objective, confidential manner and attempt to mediate the situation in light of all the relevant facts and their relation to the library policy.
3. The Board of Trustees will render a written decision concerning the matter within 30 calendar days and will furnish copies to the parties involved, including the library director.
4. If at the conclusion of this formal grievance procedure, you are not satisfied with the outcome and want to seek legal recourse, the case may be brought to arbitration.

By mutual agreement, the time limits provided for in this procedure may be extended. If you are involved in the grievance procedure and are still working, you will be expected to maintain acceptable performance levels in the discharge of your duties and departmental responsibilities, and are assured freedom from reprisal as a result of the airing of your grievance.

## GRIEVANCE

This form may be used by patrons or employees, and submitted by mail, email, fax, or in person.

DO NOT include sensitive personal information.

Date:

Full Name of Person Filing Grievance:

Address of Person Filing Grievance:

City, State, Zip Code of Person Filing Grievance:

Phone Number/Email Address of Person Filing Grievance:

Date of Incident/Issue

Person Grievance is Filed Against (if applicable):

Reason(s) for Grievance:

*Winnebago Library Board Policy Manual*

Actions You Feel Would Resolve Grievance:

Please complete the entire form and mail, email, fax or submit in person to the appropriate person.

Mail: 210 North Elida Street, Winnebago, IL 61088

Fax: 815.335.7049





Winnebago Public Library District  
Job Performance Evaluation Form

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### Job Description Review

Does the current job description properly describe the duties and responsibilities of this position? Yes No  
Are there significant duties or responsibilities that would materially change the job description that should be:

Added  Deleted  Rephrased  Changes were reviewed with the employee on: \_\_/\_\_/\_\_

*If there are any necessary changes, please note them on the current job description and attach a copy with the performance appraisal.*

### Performance Review

- Rate the employee's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided using the definitions below as a guide.
- There must be supporting comments to justify ratings of "Exceed Expectations", "Needs Improvement" and "Unsatisfactory Performance".

### Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency of overall ratings.

**EE=Exceeds Expectations**-Work performance is consistently above the standard of performance for the position.

**ME=Meets Expectations**-Work performance consistently meets the standard of performance for the position.

**NI=Needs Improvement**-Work performance does not consistently meet the standard of performance for the position.

**NA=Not Applicable**-Employee is not required to perform in a specific rating factor, and it cannot be measured.

Winnebago Library Board Policy Manual

A. PERFORMANCE FACTORS

	EE	ME	NI	NA
<p><b>Knowledge of Work</b>—Consider employee’s skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.</p> <p>Additional Comments:</p>				
<p><b>Planning &amp; Organization</b>—Consider how well the employee defines goals for personal performance; how well work tasks are organized and priorities established; and the amount of supervision required to achieve it.</p> <p>Additional Comments:</p>				
<p><b>Customer &amp; Work Relations</b>—Consider how well the employee interacts in dealing with all constituents (patrons, vendors, friends of the library, board)</p> <p>Additional Comments:</p>				
<p><b>Quality of Work</b>—Consider the accuracy and thoroughness in completing work assignments. Consider the individual’s ability to self-identify and correct errors. Take into consideration incomplete assignments.</p> <p>Additional Comments:</p>				
<p><b>Quantity of Work</b>—Consider the volume of work completed in relation to assigned responsibilities. Consider the ability to meet and stay on schedule and the proper use of work time.</p> <p>Additional Comments:</p>				
<p><b>Dependability</b>—Consider how well the employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality.</p> <p>Additional Comments:</p>				

Winnebago Library Board Policy Manual

	EE	ME	NI	NA
<p><b>Acceptance of Responsibility</b>—Consider the manner in which the employee accepts new and varied work assignments and assumes personal responsibility for completion.</p> <p style="text-align: right;"><i>Additional Comments:</i></p>				
<p><b>Self-Initiative</b>—Consider how well the employee demonstrates resourcefulness, independent thinking, and the extent to which employee seeks additional challenges and opportunities on their own.</p> <p style="text-align: right;"><i>Additional Comments:</i></p>				
<p><b>Teamwork</b>—Consider how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit.</p> <p style="text-align: right;"><i>Additional Comments:</i></p>				
<p><b>Leadership</b>—Consider effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively.</p> <p style="text-align: right;"><i>Additional Comments:</i></p>				
<p><b>Communication</b>—Consider effectiveness in listening to others, expressing ideas—both orally and in writing—and providing relevant information to management, co-workers.</p> <p style="text-align: right;"><i>Additional Comments:</i></p>				
<p><b>Decision Making/Problem Solving</b>—Consider effectiveness in understanding problems and making timely, practical decisions.</p> <p style="text-align: right;"><i>Additional Comments:</i></p>				

*Winnebago Library Board Policy Manual*

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS. Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance. Provide explanation for any "Exceeds Expectations" rating.

C. PERFORMANCE AREAS WHICH NEED IMPOROVEMENT. Provide explanation for any "Needs Improvement" and "Unsatisfactory Performance" rating.

D. PERFORMANCE IMPROVEMENT PLAN. Describe the coaching, training resources or development activities that would help improve performance in any of the categories.

*Winnebago Library Board Policy Manual*

E. EMPLOYEE COMMENTS. (Optional)

F. SIGNATURES

I have read and discussed this review with my supervisor and I understand its contents. My signatures does not necessarily imply that I agree with the review or its contents.

Employee Signature/Date:

---

Supervisor Signature/Date:

---

## **PURCHASING**

Adopted: October 1984

Revised: March 2024

Last Reviewed: March 2024

This policy applies to all purchases and commitments requiring an expenditure of funds under the control of the Board of Trustees of the Winnebago Public Library. All purchases and commitments for a given type of goods or service should be considered on an annual or other logical time basis and reasonable groupings of similar types of goods or services should be made for the purposes of applying this policy. All purchases and commitments require approval of the board unless specifically exempted.

Formal bidding is not required in the following four cases:

1. The amount is under \$7,500.
2. Goods or services to be obtained are economically obtainable from one source, such as contracts for public utility, material and supply services.
3. The services required are for professional, technical or artistic skills.
4. In emergencies, an emergency shall be deemed to exist when immediate repairs to, or replacement of, equipment owned by the library is necessary in order to permit the library to function and its regular services to be performed, or when there has been a local disaster or catastrophe.

All purchases and commitments for contractual services, commodities and capital goods not requiring bids under this policy, solely because the amount is under \$7,500, will be made on the basis of price, quality, dependability and at least two informal quotes from the most qualified suppliers, all to the extent practicable in the circumstances.

### **Formal Bidding**

Solicitation of bids will be in conformance with accepted business practices and the method of solicitation will be as follows:

1. A call for bids will be prepared by the library director, acting as the purchasing agent, and mailed to at least three qualified suppliers. Notice of the availability of such call for bids to interested persons will be published in the local newspaper. Qualified suppliers will be selected with consideration being given to such things as prior experience, accessibility and general reputation. The board may, at its discretion, select additional newspapers or other publications in which to place such advertisements as it will from time to time deem necessary and desirable.

## *Winnebago Library Board Policy Manual*

2. The call for bids will describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract, if applicable, insurance certificate, if applicable, need for performance bond, if applicable, whether samples are required, the form in which to submit the bid and other conditions, and the time and place for opening bid.

### **Use of Library Funds for Recognition of Loss or Illness**

The consensus of the board is that it is acceptable for the library to send flowers in the event of the death of an employee, former employee, board member or active Friend of the Library, using library funds not to exceed the amount of \$100. In the event of loss or illness of a family member, the consensus is that public money should not be used for memorial gifts. For those occasions where a family member is to be remembered, whether in death or illness, cards expressing concern or condolences will always be appropriate and can come from the library with public money.

The above is not in any way meant to discourage the Board of Trustees, employees or friends from taking a collection for memorials or gifts. In support of this policy an effort will be made to maintain a supply of cards at the library for use at the discretion of the staff. Cards may be purchased and sent in the name of the library using library funds.

### **ACH Payments**

Automated Clearing House (ACH) is an electronic banking network used for direct deposit and electronic bill payments. Payments in excess of \$2,000 must be approved by the board of trustees by roll call vote prior to payment.

Scheduled payments may be approved in advance (e.g. social security, federal and state withholding, mortgage payment) either annually or monthly. Credit card payments will be paid even if the aggregate total is in excess of \$2,000 if individual charges are within the budgetary parameters. Pre-approved purchases are covered already and not calculated into the aggregate total.

Emergency payments require authorization at a special meeting. When a special meeting is not possible, the president, vice president and treasurer may authorize the payments on behalf of the board if all three agree.

### **Prevailing Wage**

Pursuant to 820 ILCS 130 / 4, public bodies in each county that have active public work projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change, if any, to rates that were previously in effect. The aforesaid act requires that the library investigate and ascertain the prevailing rate of wages for workmen in the Winnebago locality employed in performing construction of public works, for said Winnebago Public Library District.

## **RECORDS RETENTION & CONTROL**

Adopted: October 2016

Revised: October 2023

Last Reviewed: October 2023

The Winnebago Public Library District retains records in accordance to the Local Records Act (50 ILCS 205), which governs the retention and destruction of public records. Detailed information on records retention and destruction for local government agencies is available from the Illinois Secretary of State's website.

It is the policy of the Winnebago Public Library that its records be retained only so long as they are 1) necessary to the current conduct of the library; 2) required to be retained by statute or government regulation; or 3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the library director. The secretary of the board of trustees is responsible for the creation, maintenance, retention and, when appropriate, the destruction of the records of the board of trustees. The library director and the board secretary work together to maintain accurate, up-to-date files.
2. All records are retained for at least the minimum period as stated in applicable state or federal laws or regulations. Destruction of specific records are carried out only in accordance with the rules and guidelines set by the State of Illinois. The Winnebago Public Library District first filed an Application for Authority to Dispose of Local Record in 1991. The resulting Local Records Disposal Certificate is the basis for current library and board files. The most recent Disposal Certificate is filed in the board of trustee files and in the library operational files.
3. The library director and the board of trustees may choose to retain records for a longer period than required by the Local Records Commission if they believe the records are useful.
4. The destruction of records will be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigation or litigations, whether government or private.



## *Winnebago Library Board Policy Manual*

### **Freedom of Information Act**

The Winnebago Public Library District Board of Trustees hereby complies within its entirety the Freedom of Information Act, 5 ILCS 140/1 et seq., as amended from time to time. All requests of public records should be made to the Freedom of Information Officer. The library director is appointed as the Freedom of Information Officer, or in the absence of the director, the assistant director is appointed.

General information about the library, including the organizational chart, policies and board meeting minutes, can be found on the library website at [www.winnebagopubliclibrary.org](http://www.winnebagopubliclibrary.org). A binder is kept at the service desk with the following information: monthly financial statements, annual receipts and disbursements reports, budget and appropriation ordinances, levy ordinances, operating budgets, annual audits, minutes of the board of library trustees, library policies, adopted ordinances and resolutions of the board, and annual reports to the Illinois State Library.

## **SEXUAL HARASSMENT**

Adopted: February 2018

Revised: October 2023

Last Reviewed: October 2023

### **Prohibition of Sexual Harassment**

The library is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal.

The library's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

All employees and board members of the library are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof. No employee—male or female—should be subjected to unsolicited or unwelcomed sexual overtures or conduct in the workplace. Furthermore, it is the expectation that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of the library are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

### **Definition of Sexual Harassment**

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

## *Winnebago Library Board Policy Manual*

Conduct which may constitute sexual harassment includes:

1. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
2. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
4. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
5. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social networks and websites).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### **Procedure for Reporting an Allegation of Sexual Harassment**

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

1. Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to administration.

## *Winnebago Library Board Policy Manual*

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify administration, the library will not be presumed to have knowledge of the harassment.

### **Resolution**

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library. However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

### **Prohibition of Retaliation for Reporting Sexual Harassment Allegations**

The library will not take any retaliatory action against any employee due to an employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion, or change in the terms or conditions of employment of any employee that is taken in retaliation for a employee's involvement in protected activity pursuant to this policy.

Individuals making a report will not be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

## *Winnebago Library Board Policy Manual*

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any library employee or board member that the employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

**Consequences of a Violation of the Prohibition of Sexual Harassment**

In addition to any and all other discipline that may be applicable pursuant to library policies, employment agreements, procedures, and/or employee, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the library and any applicable fines and penalties established pursuant to local ordinance, state or federal law. Each violation may constitute a separate offense. Any discipline imposed by the library will be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

**Consequences for Knowingly Making a False Report**

Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy will be subject to discipline or discharge pursuant to applicable policies, employment agreements, procedures, and/or employee handbooks.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the state police, a state's attorney, the attorney general, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

## **TECHNOLOGY USAGE**

Adopted: March 2017

Revised: March 2025

Last Reviewed: March 2025

The Technology Usage policy covers the following:

- Copier, Printer, and Scanner Use
- Fax Machine
- Internet
- Computers
- Security Cameras

### **COPIER, PRINTER, AND SCANNER USE**

The library provides copier, printer, and scanner equipment for public use. Patrons may access these services as needed and are responsible for paying any applicable fees at the front desk as outlined below.

To maintain service quality, patrons may not supply their own paper to reduce costs. Electronic scanning is offered free of charge.

\$0.10 per page – Black and White 8 ½ x 11 letter-size paper

\$0.15 per page – Black and White 8 ½ x 14 legal-size paper

\$0.20 per page – Black and White 11 X 17 tabloid-size paper

\$0.25 per page – Color 8 ½ x 11 letter-size paper

\$0.40 per page – Color 8 ½ x 14 legal-size paper

\$0.50 per page – Color 11 X 17 tabloid-size paper

### **FAX MACHINE USE**

The library provides fax services under the following guidelines:

- The fax machine will only be used by staff.
- A notice is posted in the library indicating that fax service is available and informs users that the library is not responsible for confirming receipt of transmitted messages or notifying the addressee of received messages.
- Fax service fees are:
  - Transmission, \$1 for the first page, 25¢ for each subsequent page
  - 25¢ per page for a fax received
  - Overseas service is not available
- Staff and board members may use the fax service for personal business, including overseas, for the cost of associated telephone charges.

## **INTERNET USE**

Because the Internet is not regulated by a single governing authority, the accuracy, completeness, and currency of online information cannot be guaranteed. Some content may be offensive or controversial. Users are responsible for evaluating the reliability, suitability, and acceptability of the information they access. Library staff do not monitor children's Internet use; it is the responsibility of parents or legal guardians to discuss appropriate usage and online safety with their children. Patrons are encouraged to critically assess online materials. The library is not liable for any damage or injury resulting from Internet use or related resources. Library computers and wireless access will automatically shut down 15 minutes before closing.

The library provides a wireless network for users with wireless electronic devices. This service should not be used as a permanent connection since wireless access is less secure than wired access. Signal strength may vary in the building. By choosing to use this free, wireless access, you agree to abide by this policy that prohibits abusive or illegal activity.

Most wireless, electronic devices will be compatible with the library's access points. However, the library cannot guarantee that a user's personal device hardware will work with the library's wireless network. If a user experiences a problem connecting to wireless access points, staff will verify that the library's wireless network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices. Users with personal devices should refer to their owner's manual or other support services offered by their device manufacturer.

Users must comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity. Any illegal or illicit activity is forbidden and may result in your device being blocked.

## **Patron Assistance and Instruction**

The library staff do not provide assistance or instruction and are not available to tutor patrons in the use of any computer programs. It is expected that users will have knowledge of the basic operation of computers. The library may offer formal instruction at designated times. Books and guides on computers and technology usage are available.

## **Use of Internet**

The library provides access to electronic information networks to support research, learning, and communication. To ensure a safe and lawful environment, the following activities are strictly prohibited:

- Using electronic networks to harass, threaten, or intimidate others.



## *Winnebago Library Board Policy Manual*

- Violating the privacy of other users by accessing, sharing, or misusing their personal information.
- Misrepresenting one's identity or using another person's credentials. Attempting to gain unauthorized access to files, passwords, or data belonging to others (hacking).
- Creating, distributing, or accessing sexually explicit or pornographic material in violation of applicable laws, including the Children's Internet Protection Act (CIPA) (47 U.S.C. § 254), which mandates filtering obscene and harmful content for minors.
- Viewing materials deemed obscene or offensive under local community standards, as defined by federal and state laws, including 18 U.S.C. § 1460-1470 (regulating obscene material distribution).

Violations of this policy will be addressed in accordance with the Library Conduct Policy. Library staff reserve the right to take appropriate action, including restricting internet access and reporting illegal activity to law enforcement if necessary.

## COMPUTER USE AND USER AGREEMENT

1. All computer users must check out a computer before use. A valid library card is required. Visitors will provide one form of identification. Computers will be assigned by the staff to one user at a time.
2. Anyone may use the computers; however, those in kindergarten and younger must be accompanied and supervised by an adult.
3. The user agrees to take proper care of all equipment, data storage media, manuals and other property that belongs to the library. When there is fault with any equipment or materials, the user will immediately report any difficulty or problem to the staff member on duty.
4. The user agrees to pay replacement costs of any equipment or materials lost or damaged as a result of negligence by the user, or failure to inform library employees of malfunction.
5. The user agrees to observe all copyright laws and not duplicate any computer program, documentation, audio or video provided by the library that is not in the public domain.
6. The library will not be liable for damages in connection with, or arising from, the use of any equipment, program or other library material.
7. The user will be scheduled in half-hour blocks of time during normal library hours. If no one is waiting to use the computer, the time may be extended in fifteen-minute increments. Decisions as to the use of the computers are at the discretion of the staff. Scheduling can be done in person or by telephone. Patrons who fail to show up within the scheduled first ten minutes will be considered a no-show and the scheduled time slot will be made available. The library clock is the official timepiece and will determine when computer appointments begin and end.
8. Only software owned by the library may be run on the computers. Patrons may use their personal flash/thumb drives. Private files may not be stored in the internal memory of the library computers.
9. Failure to observe any part of the above agreement may result in the suspension of the user's right to use computer resources. Other usual and ordinary library sanctions may also apply.
10. The user will read the Computer Use portion of the Technology Usage policy, sign the Computer User Agreement and agree to comply with the rules and regulations for using the computers.

Printed Name of User: \_\_\_\_\_

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature for Users Under 18: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Library Card #: \_\_\_\_\_

## **Security Cameras**

The library has a significant interest in maintaining the safety and security of its patrons, staff, and property. The purpose of this policy is to govern the location of the security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy.

### **Location of Security Cameras**

Security cameras are positioned in interior and exterior locations determined by the library director to best accomplish the purposes of this policy. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.

### **Signage**

Signage will be posted at entrances to the library alerting patrons and staff to the use of security cameras for monitoring and recording on library property, both inside and out.

### **Viewing**

Administration and the library board president will have access to live and recorded security camera footage. The library director may designate in writing one or more employees to also have access to live and/or recorded footage subject to any restrictions the director may impose.

Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, as required by law such as situations involving imminent danger to public health and safety or as determined by the library administration. The library does not routinely monitor live or recorded footage.

### **Use**

Security cameras are in use to:

1. Discourage illegal behavior and violations of policies.
2. Provide recorded footage to assist law enforcement and staff in enforcing policies and in prosecuting criminal activity.
3. Complete operational checks. The frequency and length of viewing will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident including occasional spot checks of the recorded data.

Cameras will not be used for the purpose of routine employee performance evaluations.

### **Controlled Access**

## *Winnebago Library Board Policy Manual*

The recorded data is considered confidential and secure. Administration may use live and recorded footage solely for the purposes of enforcing and administering policies. Other employees with authority to view live and/or recorded footage may do so subject to restrictions imposed by the library director.

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff are permitted to connect the recorded digital image with identification data available on the library's database.

### **Unauthorized Access and/or Disclosure**

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.

A breach of this policy may result in disciplinary action up to and including dismissal. Any staff who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the library director.

### **Freedom of Information Act (FOIA)**

Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1, et seq., "FOIA"), and may be released subject to any applicable exemptions. All requests received by the library for inspection or copying of recorded footage should be forwarded to the library's FOIA officer for review and response.

### **Records Retention**

Recorded footage is a public record subject to the Local Recorded Act (50 ILCS 205/1, et seq. "LRA") and will be retained pursuant to the library's approved records retention schedule.

### **Disclaimer of Responsibility**

A copy of this policy may be shared with any patron or staff upon request. The policy is also posted on the library's official website. Questions from the public may be directed to the library director. The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras will be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

## **USE OF VOLUNTEERS**

Adopted: January 2012

Revised: March 2023

Reviewed: March 2023

The library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers enhance rather than replace adequate staffing. They may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers aid the library in making the best use of its fiscal resources.

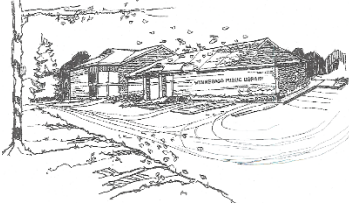
The library works cooperatively with local students who must complete service hours as part of an authorized school program to earn academic credit or advanced awards. Other community service groups would also be eligible to complete service hours within this program. Volunteers will be accepted if there is a suitable job match when skills, interests, and schedules are considered. The library schedules volunteer hours in advance; “drop-in” volunteering is not available. Written parent/guardian permission is required for volunteers under the age of 18. All new volunteers, 18 years of age or older, must sign a release for a criminal background investigation pursuant to the Illinois Uniform Conviction Information Act.

Volunteers must have a valid Winnebago Public Library card in good standing and are expected to conform to all library policies. Volunteers are selected and retained by the director and staff and may be terminated at their discretion.

### **How to Volunteer**

A volunteer application is available at the service desk. Please complete the form and return it to the library. A one-week minimum is required to process your application so that the library can best fit your interests, experience, and availability for the needed jobs. Applicants will be asked to participate in an interview, training, and orientation.

Once assigned, volunteers will continue to serve by mutual agreement with staff. Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. Volunteer work does not guarantee hiring into either a part-time or full-time position and is not the purpose of the Volunteer Program.



## Volunteer Application

Please return this application to the library service desk.

Please print legibly in ink.

Date: \_\_\_\_\_

Full Name:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone Number:

\_\_\_\_\_

Secondary Phone Number:

\_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Are you 18 years old or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If no, your parent/legal guardian must sign the parental consent waiver at the end)

Are you volunteering as a part of court-ordered community service?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any physical limitations?

\_\_\_\_\_ Yes (Please describe) \_\_\_\_\_

\_\_\_\_\_ No

AREAS OF INTEREST: *(check all that apply)*

\_\_\_\_\_ Assist Friends of WPL *(subject to their approval)*

Winnebago Library Board Policy Manual

\_\_\_\_\_ Assist at programs/special events (*subject to library background check*)

\_\_\_\_\_ Seasonal and special projects (*assist staff with projects*)

\_\_\_\_\_ Light cleaning

\_\_\_\_\_ Shelf reading (*Shelf reading duties may only be completed after passing the Shelving Test*)

\_\_\_\_\_ Assist with community relations projects

\_\_\_\_\_ Assist with Winnebago Community Historical Society (*subject to their approval*)

\_\_\_\_\_ Teen Advisory Board (TAB)

AVAILABILITY: (*fill in all days and hours that apply*)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>

PERSONAL REFERENCES: (*please list two non-family personal references*)

Name

\_\_\_\_\_ Phone Number \_\_\_\_\_

Name

\_\_\_\_\_ Phone Number \_\_\_\_\_

EDUCATION: (*check highest level completed*)

\_\_\_\_\_ Elementary    \_\_\_\_\_ Middle School    \_\_\_\_\_ High School    \_\_\_\_\_ Technical School

\_\_\_\_\_ Some College    \_\_\_\_\_ College Degree

Winnebago Library Board Policy Manual

SKILLS:

Computers (*check all that apply*)

\_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_ Power Point \_\_\_\_\_ Publisher \_\_\_\_\_ Internet

\_\_\_\_\_ Some College \_\_\_\_\_ College Degree \_\_\_\_\_ Other

Other Skills:

---

---

CRIMINAL HISTORY INFORMATION:

Some volunteer positions at the Winnebago Public Library require criminal history information. All volunteers need to complete the following questions. You will be notified if further information is required.

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

**BACKGROUND CHECKS:**

*"I hereby authorize the Winnebago Public Library to obtain my criminal history record information from the Illinois State Police under the Uniform Conviction Information Act, and to obtain any other information from any other source concerning my criminal convictions."*

*"I also authorize the Illinois State Police to release my information to the Winnebago Public Library. The Winnebago Public Library will provide me a copy of the information. I understand that I have the duty to notify the Winnebago Public Library within seven working days of receipt if the information is inaccurate or incomplete."*

***By signing and submitting this form, I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of this application, verification of the references, and a background check may be performed. I consent to a background check if needed. I am offering my services as a volunteer. If my offer of volunteer service is accepted, I will not be entitled to compensation for any services I provide. I understand that I am not covered by worker's compensation if injured in the library. I have read the library's policy on volunteers and conduct in the library.***

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*(if applicant is under 18 years of age)*



*Winnebago Library Board Policy Manual*

PARENTAL CONSENT WAIVER:

If the applicant is under the age of 18, a parent/guardian must sign this section.

I (print) \_\_\_\_\_, grant permission for (print name)

\_\_\_\_\_ to volunteer at the Winnebago Public Library.

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

# **WINNEBAGO PUBLIC LIBRARY POLICY MANUAL**

Adopted: January 2011

Revised: May 2023

Last Reviewed: May 2023

## **Library Policies**

The library policies guide operations and provide a basis on which the director and the staff can make decisions, as well as how to appropriately respond to challenges, emergencies and scrutiny. All policies are written in the best interest of the community at-large and maximize the delivery of library services.

The director is responsible for making sure that all staff know and understand the policies that affect their work. Front-line staff should be able to clearly explain policies to library patrons. Policies are accessible to staff online or in a manual located at the front desk.

The library trustees will review and maintain the policy manual by reviewing each policy every two years after its creation or previous review. The only exception to this is the Technology Use policy standard taken from *Serving Our Public: Standards for Illinois Public Libraries* book and the Per Capita Grant which require review on an annual basis.

Changes, revisions, or additions to the policy manual will be made in this fashion:

- Any changes, revisions, or additions to the manual will be presented to all present board members for review at a board meeting; this will be the first reading.
- The changes, revisions or additions may be adopted upon approval of the board at the next meeting.

There are no exceptions to this procedure.