



# Wood River Public Library

POLICY MANUAL



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# MISSION

The mission of the Wood River Public Library is to bring the people and the resources of the Library together in order to enhance the lives of individuals and the community as a whole. The library provides access to materials and services to help community residents obtain information meeting their personal, educational, and professional interests and needs.

In order to fulfill this mission, Wood River Public Library has chosen the following roles:

A. Primary Role:

*Popular Materials Library* -- featuring current, high-demand, high-interest materials in a variety of formats for persons of all ages.

B. Secondary Roles:

*Children's Door to Learning* -- the Library provides materials and services to stimulate children's interests and appreciation for reading and learning at all ages.

*Reference Library* -- providing timely, accurate, and useful information for community residents.

Wood River Public Library is a member of the Illinois Heartland Library System (IHLS) and Sharing Heartland's Available Resources Equally (SHARE). The Library Illinois Heartland Library System Sharing Policy and the Illinois Interlibrary Loan Code.

# BYLAWS OF THE BOARD OF TRUSTEES OF WOOD RIVER PUBLIC LIBRARY

## ARTICLE I: BOARD OF TRUSTEES

### Section 1: Name

The governing body of the Library shall be known as the Board of Trustees of the Wood River Public Library, Wood River, Illinois.

### Section 2: Membership

Nine (9) Trustees constitute the Board. Trustees are appointed by the Mayor and approved by the City Council to serve a three (3) year term. Three (3) Trustees are appointed each year, terms beginning in May.

### Section 3: Powers of the Board

Chapter 81, Section 4-7, Illinois Statutes, states that each Board of Library Trustees has the power to make and adopt rules and regulations for its own guidance and for the government of the Library. Further, the Board has the exclusive control for the Library funds.

### Section 4: Compensation

Trustees serve without compensation, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

## ARTICLE II: MEETINGS

### Section 1: Regular Meetings

Regular meetings of the Board of Trustees shall be held on the last Thursday of each month at 6:00 PM in the Conference Room at the Library. All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Statute. Notice of all regular meetings shall be mailed or delivered at least three (3) days prior to the meeting to all Trustees. Notice of meetings will also be posted at the Library and City Hall. Any date change of regular meetings must have Board approval and be posted at the Library and City Hall as well as notifying the local newspaper (The Telegraph) of the change.

## Section 2: Annual Meeting

The annual meeting shall be the regular meeting in May each year.

## Section 3: Special Meetings

Special meetings may be called at the request of the President or any two (2) Trustees. No special meeting shall be held unless notice of the time and place of the meetings shall be given to all Trustees 48 hours in advance of said meetings. Notice of all special meetings will be also posted at the Library and City Hall as well as notifying the local newspaper (The Telegraph).

## Section 4: Quorum

Five (5) members of the Board of Trustees shall constitute a quorum for the transaction of business.

## Section 5: Minutes

A copy of the minutes of each meeting of the Board of Trustees shall be mailed to each Trustee preceding the meeting. Minutes shall be available to the public seven (7) days after they have been approved by the Board of Trustees.

## Section 6: Order of Business

The order of business at each regular meeting shall be as follows:

NOTE: Any citizen wishing to speak to the Library Board of Directors, please complete a request form and give to Board President prior to meeting

- I. Call to Order/Roll Call/Pledge of Allegiance
- II. Approval of the minutes of the preceding meeting
- III. Correspondence and Communication  
  
(Any citizen wishing to speak to the Library Board of Directors should complete a request form and give to the Board President prior to meeting)
- IV. Officer's Reports (President, Vice-President, Secretary/Treasurer)
- V. Committee Reports (Building Grounds/Personnel, Finance)

- VI. Financial Matters
  - A. Approval of Expenditures
  - B. Financial Statements
  - C. Interest Report
- VII. Library Director's Reports
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment

\*\*\* The board reserves the right to change the agenda format on an as needed basis.

#### Section 7: Governance

This Board shall be governed by Roberts' Rules of Order, when not in conflict with the bylaws adopted by said Board.

### ARTICLE III: OFFICERS

#### Section 1: Officers

The officers of the Board of Trustees shall be a President, Vice-President, and Secretary-Treasurer, who shall be elected at the annual meeting for a one (1) year term. The President shall not be elected to more than two (2) terms in succession.

#### Section 2: President

The President of the Board shall preside at all meetings, appoint all ad hoc committees, shall be an ex-officio member of all committees, sign the expenditure approval list, and generally perform the duties of a presiding officer. The President shall not have nor exercise veto power.

#### Section 3: Vice-President

The Vice-President shall preside and carry on functions of the President during the absence of the President. In the event of the absence of both President and Vice-President, the members shall elect a Chairperson Pro Tem.



#### Section 4: Secretary-Treasurer

The Secretary-Treasurer shall ensure that a true and accurate account of all proceedings of the Board meetings is maintained. The Secretary-Treasurer shall ensure that monthly financial statements are presented to the Board. In the event of the absence of the Secretary-Treasurer, the presiding officer shall designate a Secretary Pro Tem.

#### Section 5: Fiscal Officer

The Fiscal Officer shall ensure the management and administrative responsibility for the investment program. All investments of Library funds will be in accordance with Illinois Law. The Fiscal Officer, and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment program.

### ARTICLE IV: COMMITTEES AND SYSTEM REPRESENTATIVE

#### Section 1: Ad hoc Committees

Ad hoc Committees of the Board may be created from time to time as needed.

#### Section 2: Appointment

All Committees and their Chairs shall be appointed by the President. The President will also fill any vacancies that may occur on a committee.

#### Section 3: Minutes

The Committee Chair shall ensure that a true and accurate account of all proceedings of committee meetings be maintained and available to the public.

#### Section 4: Illinois Heartland Library System Representative

A member of the Board may run for election for placement on the Illinois Heartland Library System Board of Trustees when an appropriate opening becomes available.

### ARTICLE V: LIBRARY DIRECTOR

#### Section 1: Library Director

The Library Director shall be considered the chief administrative officer and shall have the responsibility for the administration of the Library under the direction and review of the Board. The Library Director shall be held responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the Library's service to the public, for the

operation of the Library under the financial conditions set forth in the annual budget and Financial Policy and for the employment of staff according to current Personnel Policies.

## ARTICLE VI: AMENDMENTS

### Section 1: Amendments

These bylaws may be amended at any regular meeting of the Board of Trustees by a majority vote of the Board, provided that a written copy of the proposed amendment was distributed at the previous Board Meeting.

# WOOD RIVER PUBLIC LIBRARY ORGANIZATIONAL CHART

Board of Trustees

(9)

President

Vice President

Secretary/Treasurer

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Library Director

Assistant Director

Youth Services/Cataloger

(1)

Head of Circulation/Technology Manager

(1)

# BOARD OF TRUSTEES

## GENERAL POLICY

The Wood River Public Library is established and operated in compliance with the *Illinois Compiled Statutes*. The Wood River Public Library is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, The Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Wood River Public Library is governed by a board of trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes*. The board of trustees has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The board of trustees reviews these bylaws in May of odd-numbered years. The board of trustees meets at least 10 times a year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The board of trustees has exclusive control of all property owned by the library and of all expenditure of moneys collected, donated, or appropriated for the library fund.

The board of trustees has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The library provides access to ILLINET Online. The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling member library responsibilities. At least every ten years, the board of trustees determines if the physical facility is adequate to meet the needs of the community and conducts a study to determine if the library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the board of trustees takes steps to correct any problems. The board of trustees reviews policies at intervals not greater than three years.

Members of the board of trustees participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. Each board member participates in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters, and reports to the full board.

The board of trustees, along with the library director, develops and conducts a meaningful and comprehensive trustee orientation program for each new board member.

The board of trustees conducts an annual review of the library director.

## DIVISION OF RESPONSIBILITY BETWEEN BOARD AND LIBRARIAN

Under the Illinois Public Library Law (75 ILCS 5/1-3: 5/4-7/7) the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations...in order to render the use of the library of the greatest benefit to the greatest number” and to “appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board and the librarian, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the administrative librarian’s responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities falls into various categories.

*Goals and Objectives for the Library.*

Board Responsibility.

It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

Librarian Responsibility.

The Librarian shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint Responsibility.

The Board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Librarian, who shall participate fully and prepare regular reports on current progress and future needs.

*Written Policies.*

Board Responsibility.

The Board shall determine and adopt written policies to govern operation, use, and programs of the library and shall adopt bylaws for Board procedures.

Librarian Responsibility.

The Librarian shall recommend needed policies to the Board and supply samples and sources of information. The librarian shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the library within the framework of the library's goals, objectives, policies, and budget.

Joint Responsibility.

Both the Board and the Librarian shall know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and

make use of the consultants of the Illinois State Library; shall attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries; and shall study library publications.

*Governance.*

Board Responsibility.

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

Librarian Responsibility.

The Librarian shall prepare all needed reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Librarian shall attend all Board and committee meetings except those meetings or parts of meeting in which the Librarian's salary and tenure are discussed.



*Financial Status of the Library.*

Board responsibility.

The Board shall keep aware of the financial status of the library.

Librarian responsibility.

The Librarian shall provide a report of budget status and expenditure at each Board meeting. The Librarian shall supply facts and figures to the Board to aid in interpreting the library's financial need.

Joint responsibility.

The Librarian shall prepare an annual budget in consultation with staff and Board. The budget is based on anticipated needs for the coming year. The actual operating expenses are recorded and reviewed monthly. The Board shall work with the Librarian to formulate the budget, adequate to carry out the library's goals and objectives, within any limitations of the state law.

*Budget Presentation.*

Board responsibility.

The Board shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds, staff, and services, and shall explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

Librarian responsibility.

The Librarian shall assist the Board in cooperating with other libraries and shall call the Board's attention to ways of stretching the budget.

Joint responsibility.

The Librarian shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Librarian shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library.

## ETHICS ORDINANCE

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and

Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, the Act requires all units of local government and school districts, within

six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

**WHEREAS**, it is the clear intention of the Act to require units of local government and

school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

**WHEREAS**, it is the clear intention of the Act to provide units of local government with

all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

**WHEREAS**, because the Act provides for the imposition of significant penalties for

violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE WOOD RIVER PUBLIC LIBRARY BOARD OF TRUSTEES OF THE WOOD RIVER PUBLIC LIBRARY, AS FOLLOWS:**

**SECTION 1:** The Code of Ordinances of Wood River Public Library is hereby amended by the addition of the following provisions:

## **DEFINITIONS**

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory

time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Wood River Public Library, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Wood River Public Library.

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

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii)

health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

#### **PROHIBITED POLITICAL ACTIVITIES**

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Wood River Public Library in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.



(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

### **GIFT BAN**

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. The above section is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate..
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father,

mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was

offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

**Disposition of gifts.** An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its

source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### **ETHICS ADVISOR**

The President of the Wood River Public Library Board of Trustees with the advice and consent of the Board of Trustees shall designate an Ethics Advisor for the Wood River Public Library. The duties of the Ethics Advisor may be delegated to an officer or employee of the Wood River Public Library unless the position has been created as an office by the Wood River Public Library.

The Ethics Advisor shall provide guidance to the officers and employees of the Wood River Public Library concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Wood River Public Library Board of Trustees.

#### **PENALTIES**

A person who intentionally violates any provision of *Prohibited Political Activities* of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

A person who intentionally violates any provision of *Gift Ban* of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law

enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

A violation of *Prohibited Political Activities* of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Wood River Public Library by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation *Gift Ban* of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Wood River Public Library.

In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of the Prohibited Political Activities or Gift Ban sections of this Ordinance is subject to discipline or discharge.

This Ordinance shall be in effect upon its passage, approval and publication by the Wood River Public Library Board of Trustees as provided by law.

Board of Trustees of Wood River Public Library

BY: \_\_\_\_\_

President, Board of Trustees

ATTEST:

\_\_\_\_\_

Secretary, Board of Trustees

(Adopted April 29, 2004)



## CONFLICT OF INTEREST

No Trustee of the Library shall engage in any business or transaction, or have financial or personal interest, whether directly or indirectly, that is incompatible with proper discharge of his or her official duties in the public interest or that may tend to impair his or her independence or judgment or action in the performance of such official duties.

## WOOD RIVER PUBLIC LIBRARY: THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget consists on the following funding sources: property and personal property replacement taxes, state and federal grants, fines, charges, and donations.

Tax levies are:

- 1. Corporate purposes (for general operating expenditures)
- 2. IMRF (provides for employee's retirement and related expenses)
- 3. Social Security (provides for employee's FICA costs and related expenses)
- 4. Maintenance (for maintaining the building)
- 5. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- 6. Working Cash (for internal loans, Wood River Library is able to levy for 2 additional years, 2 have already been levied for)

D. The office is located at this address: 326 East Ferguson Avenue

Wood River, IL 62095-2098

E. We have the following number of persons employed:

- 1. Full-time 3

2. Part-time 8

- F. The following organization exercises control over our policies and procedures: *The Wood River Public Library Board of Library Trustees*, which meets monthly on the last Thursday of each month, 6 p.m., at the library.

Its members are: President; Vice- President; Secretary/Treasurer; and 6 members at large.

- G. We are required to report and be answerable for our operations to:

*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian/Secretary of State; Director of State Library, and various other staff.

- II. You may request the information and the records available to the public in the following manner:

- A. Use request form (see attached).
- B. Your request should be directed to the following individual: President of Wood River Public Library Board of Trustees.
- C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- D. To reimburse us our actual costs for reproducing the records, you will be charged \$.20 per page.
- E. The office will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of the President to the Board of Library Trustees.



H. The place and times where the records will be available are as follows:

Wood River Public Library

326 East Ferguson Avenue

Wood River, Illinois 62095-2098

Administrative Office

By appointment only

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements/Operating Budget
- B. Annual Receipts and Disbursements Reports
- C. Budget Appropriation/Supplemental Information
- D. Levy Ordinances
- E. Annual Audits
- F. Minutes of the Board of Library Trustees
- G. Library Policies, including Materials Selection
- H. Annual Reports to the Illinois State Library

WOOD RIVER PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST FORM

Requestor's Name (or business, if applicable) \_\_\_\_\_

Date of Request \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

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

Certification Requested \_\_\_\_\_

Description of Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Library Response (Requestor does not fill in below this line)***

APPROVED:

\_\_\_\_ The documents you requested are enclosed.

\_\_\_\_ The documents will be made available upon payment of copying costs \$ \_\_\_\_\_.

\_\_\_\_ You may inspect the records at \_\_\_\_\_ on the date of \_\_\_\_\_.

DENIED:

\_\_\_\_ The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

\_\_\_\_ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Individual(s) that determined request to be denied: \_\_\_\_\_

\_\_\_\_ Request delayed, for the following reasons (in accordance with 3(d) of the FOIA:

\_\_\_\_\_. You will be notified by the date of \_\_\_\_\_ as to the action taken on your request.

**The information required by this form is MANDATORY in order to comply with 5 ILCS/140/1. Failure to so provide may result in the form not being processed.**

Board President

Date of Reply

\_\_\_\_\_

\_\_\_\_\_

## INDEMNIFICATION AND INSURANCE

Section 1. The Wood River Public Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Library) by reason of the fact that he or she is or was a trustee, officer, employee, or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the Library, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the Library to procure a judgment in its favor by reason of the fact that such a person is or was a trustee, officer, employee, or agent of the Library, or is or was serving at the request of the Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Library, provided that no indemnification shall be made in respect of any claim, issue, or matter as to which person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Library, unless, and only to the extent that the court in which such action or suit was brought, shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a trustee, officer, employee, or agent of the Library has been successful, on the merits or otherwise, in the defense of any action, suit, or proceeding referred to in Sections (1) and (2) of this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expense (including attorneys' fees) actually

and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Section (1) and (2) of this Policy (unless ordered by a court) shall be made by the Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee, or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the Board of Library Trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit, or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

Section 5. Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Library in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of Library Trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Library as authorized in this Policy.

Section 6. The indemnification provided by this Policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a trustee, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators or such a person.

Section 7. The Library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee, or agent of the Library, or who is or was serving at the request of the Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Library would have the power to indemnify such person against such liability under the provisions of this Policy.

Section 8. For the purposes of this Policy, references to "the Library" shall include, in addition to the surviving Library, any merging Library (including any Library having merged with a merging Library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustee, officers, employee, or agents, so that any person who was a trustee, officer, employee, or agent of such merging Library, or was serving at the request of such merging Library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, shall stand in the same position under the provisions of this Policy with respect to the surviving Library as such person would have with respect to such merging Library if its separate existence had continued.

[ABSTRACT OF THIS POLICY: ASSETS OF THE LIBRARY ARE AVAILABLE TO LIBRARY TRUSTEES AND EMPLOYEES TO PROTECT THEM FROM THEIR OWN ACTIONS. IT ALSO PERMITS THE LIBRARY TO PURCHASE INSURANCE.]

**PURPOSE.** The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Wood River Public Library.

**RESPONSIBILITIES.** All investment policies and procedures of the Wood River Public Library will be in accordance with Illinois law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Library Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

**OBJECTIVES.** In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

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

A. Safety

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC, FSLIC, or NCUA insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC, FSLIC, or NCUA coverage.
2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

B. Maintenance of sufficient liquidity to meet current obligations

In general, investments should manage to meet liquidity needs for the current

month plus one month based on forecasted needs).

C. Return on investment

Within the constraints on Illinois law 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 at all times.

D. Simplicity of management

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



MINUTES OF CLOSED MEETINGS

Closed sessions must be recorded by video or audio and will be reviewed and released upon board approval.

The minutes will be recorded as follows:

**WOOD RIVER PUBLIC LIBRARY**

DATE:

TIME:

PLACE OF MEETING:

MEMBERS PRESENT:

MEMBERS ABSENT:

VOTE ON CLOSING:

MEMBERS AYE:

MEMBERS NAY:

NON-MEMBERS IN ATTENDANCE:

SUBJECT MATTER DISCUSSED:

RECORD OF ANY VOTE TAKEN: (No final action may be taken in closed session.

Specify movants and record tallies.)

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Secretary

## EXCEPTIONS PERMITTING CLOSED SESSIONS:\*

### Citation to

#### Section

- 2(c)(1) The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
- 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 2(c)(3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
- 2(c)(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
- 2(c)(5) The purchase or lease of real property for the use of the public body.
- 2(c)(6) The setting of a price for sale or lease of property owned by the public body.
- 2(c)(7) The sale or purchase of securities, investments, or investment contracts.
- 2(c)(8) Emergency security procedures and the use of personnel and equipment to respond to actual danger to the safety of employees, students, staff, or public property, provided that a description of the actual danger shall be made a part of the motion to close the meeting.
- 2(c)(11) Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss, or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or

any intergovernmental risk management association or self insurance pool of which the public body is a member.

2(c)(15) Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

2(c)(16) Self evaluation, practices, and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

\* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.

## OATH OF OFFICE

In accordance with Chapter 75, Section 5/4-6 Illinois Statutes, within 60 days after their appointment, the incumbent or new trustees shall take their oath of office. The oath shall consist of the following:

I do solemnly swear that I will support the constitution of the United States, and the constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of trustee according to the best of my ability

The Oath of Office form shall be signed and notarized.

The library director of Wood River Public Library is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The library director of Wood River Public Library is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the board of trustees.

The library director of Wood River Public Library is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.

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## PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Wood River Public Library to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

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## DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or 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.

Conduct which may constitute sexual harassment includes:

- 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.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- 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 network websites like Facebook and Twitter).

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.”

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#### 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:

- *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.
- *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 the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

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 a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* 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 municipality. However, all municipal 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 municipality. 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.

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## PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal 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 transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

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 or transfer 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 officer, member, State agency, or other State employee that the State 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 by any officer, member, State agency or other State employee, 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.

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#### CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, 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 municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall 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.

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#### CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. 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 shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

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.

**Approved by Board of Trustees on December 21, 2017.**

## **Volunteers**

The Wood River Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Wood River Public Library throughout the year. Nothing in this policy shall be deemed to create a contract between the volunteer and the Wood River Public Library. Both the volunteer and the Wood River Public Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause. All work performed by volunteers is done without compensation and at the risk of the volunteer. The library does not carry insurance which protects the volunteer in the case of accidental injury.

All potential volunteers must fill out a volunteer application. Volunteers will be accepted at the discretion of the Library Director. Volunteers under the age of 16 must have a parent or guardian sign the application.

Wood River Public Library reserves the right to run background checks on any volunteers working with children and/or young adults, or at the discretion of the Library Director. All applications will expire at the end of August each calendar year.

Volunteers will be expected to conduct themselves as if employed by the Wood River Public Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers will also be required to sign in upon starting their volunteerism.

The Library will:

- Provide a staff person designator to administer the volunteer opportunity
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties
- Maintain accurate volunteer data, including hours worked

***Approved by the Board of Trustees on February 16, 2017.***

# PATRON SERVICES AND USE POLICIES

## DISPLAY SPACE

The Wood River Public Library maintains bulletin boards and display cases for the exclusive purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.

The Board of Library Trustees is invested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library, and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. Therefore, the policy of the Wood River Public Library is as follows:

Section 1: Any person who shall fail to return in undamaged condition any book or library material belonging to or originally borrowed from the custody of the library shall be punished as herein provided:

- A. Adult and juvenile fines: All materials \$.10 per day with a maximum fine of the replacement cost the material.
- B. Fees for lost library cards: \$2.00 per card
- C. Lost materials: Replacement cost and a \$2.00 processing fee
- D. Damaged materials
  - (a) If items are returned in damaged condition, but can still be circulation, a case by case assessment will be made.
  - (b) If items are returned in damaged condition that makes them unusable, value or replacement cost plus processing fee will be charged for each item.

Section 2. The term "replacement cost" used in Section 1 above is the price the library must pay to obtain another copy of the item. If the particular title is no longer available, the cost is based on the average price of such an item.

Section 3. In addition to the foregoing, in the event that any person's failure to return any book or library material, in an undamaged condition, is determined to be willful, the Director of the Library shall report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code and shall exclude such person from further

use of the library or any privileges attendant thereto until full restitution to the library has been made. For purposes of this section, "willful" is to mean "without good cause."

Section 5. All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.

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## REGISTRATION REQUIREMENTS

The Wood River Public Library is a tax-supported public library. People residing, or owning property, within the jurisdictional boundaries of the Wood River Public Library are eligible to receive a library card.

Adults (18 and over) wishing to register for a library card at the Wood River Public Library must meet the following:

1. Shows satisfactory proof of identity. (With a valid photo ID)
2. Shows satisfactory proof of Wood River residency. (With 2 current documents, one of which may be the photo ID)
3. Has no outstanding obligations at any library.
4. Completes and signs a registration card accepting responsibility for all items checked out on the card and for any charges for overdue, damaged or lost items

Children under the age of 18 must have a parent or legal guardian present to register for a card. The parent or legal guardian must furnish proof of residency and provide a signature on the card application. The application must be completed with both the child and adult present in the library.

Library cards for Wood River residents are valid for three years.

Any Illinois resident residing in an area without public library service may purchase a non-resident library card. This card must be purchased from the public library closest to the resident's home. When in doubt about which library is closest, the public library serving the patron's school district shall sell the non-resident card. Once a non-resident card has been purchased, all members of a non-resident borrower's household are entitled to an individual borrower's card upon completion of an application. A non-resident card is valid for one (1) year from date of issue. Wood River Public Library determines the fee for non-resident cards using the tax bill method; a copy of the current tax bill must be presented to register for a card.

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## BORROWING ELIGIBILITY

Individuals presenting valid library cards are eligible to borrow materials from the Wood River Public Library when the following conditions are met:

1. No materials are overdue beyond three (3) days on their card.
2. No outstanding fines in excess of \$1.00 have accrued to their card.

3. No other card holders at the same address have fines in excess of \$15.00.

Wood River Public Library cards are issued to individuals, with the exception of non-resident cards. Cards are for use only by the registered patron, except when a patron is unable to pick up an item on hold for him or her. A library card may be used by other family members or a caretaker to pick up items on hold by physically presenting the card or with the cardholder's expressed permission as given to the Wood River Public Library.

Library cards are not transferable for use by another person under any circumstances. The Library reserves the right to require another form of identification when any library card is presented for use.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Wood River Public Library. The card must have an expiration date in the future.

Hold materials must be picked up by the person requesting the materials, or by a family member/caretaker presenting the requesting patron's card.

## CIRCULATION

### CIRCULATION - Fines

All overdue materials regardless of format are \$.10 per day. The total fines will not exceed the replacement cost of the item.

Replacement of a lost library card is \$2.00.

### CIRCULATION - INTERLIBRARY LOAN

Interlibrary loan (ILL) is a process through which library material, or a copy of the material, is loaned by one library to another upon request. If the Wood River Public Library does not have the material that a borrower needs within its collection, library staff may attempt to borrow it from another library through appropriate interlibrary loan methods (for example, SHARE or OCLC). All requests will be processed as soon as is reasonably possible. ILL is available to Wood River cardholders in good standing. Non-Wood River cardholders must place OCLC requests through their home library. Any patron losing any material obtained through ILL shall be liable for the replacement cost, a processing charge, and any fines accrued.

The Wood River Public Library will attempt to meet patron's need with local materials first before initiating an ILL request. Borrowers may also initiate their own ILL holds through the SHARE system. The Library will honor any conditions of an ILL requested by the lending library. The library will comply with copyright law. Any costs for ILL are passed on to the patron requesting the item. The patron will be informed of all known costs and the potential for additional costs before a request is processed.

Wood River Public Library abides by both Illinois Heartland Library System Resource Sharing Policy and the Illinois Interlibrary Loan Code.

### CIRCULATION - LENGTH OF LOANS

The loan periods for item types **owned by Wood River Public Library**:

Material Type	Item Limit	Loan Length
Books - New Fiction under 350 pages	None	7 days
Books	None	21 days
Magazines	None	7 days
Audiobooks	10*	21 days



DVDs/Blu-rays	10*	7 days
Multi-Disc DVDs (TV Series)	10*	14 days
Music CDs	10*	7 days
Reference	Checkout not available	Must use in library

\*10 non-print items per patron, regardless of material type

Borrowers may reserve up to thirty-five (35) items total.

All material types may be renewed once, pending no reserves from other borrowers.

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#### CIRCULATION - LOST AND/OR DAMAGED MATERIALS

Replacement cost (list price plus processing fee) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. Items lost or damaged from other libraries are billed in accordance with the owning library's policies.

***Approved by the Board of Trustees on October 30, 2014.***

Items are determined as damaged at the discretion of Wood River Public Library. Fees will be charged when the condition of an item makes it unsuitable to be returned to the collection. Items with liquid damage, animal tooth or claw marks, excessive markings, torn/damaged pages, or have other irreparable damage or odor, are considered unsuitable for the collection. This excludes normal wear and tear an item may experience during circulation.

**Approved by the Board of Trustees, 9/17/2015.**

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#### REPLACEMENT ITEMS

Wood River Public Library may accept replacement items for lost or damaged items in lieu of payment only when the following conditions are met:

- 1) The item is the exact version of lost or damaged item
- 2) The item is new and is in good condition
- 2) The material has been released in the current calendar year
- 3) The material lost or damaged belongs to Wood River Public Library

The Library Director or a designee has the final determination on whether a replacement item will be accepted. A processing fee of \$2.00 will still be charged for any replaced item.

**Approved by the Board of Trustees, 12/17/2015.**

Patron Requests:

A patron must present either their barcode number or their patron ID number, either in person or on the telephone, before any information will be given concerning:

- A. Items charged out
- B. Items overdue
- C. Fine information
- D. Hold information (either items on hold or those awaiting collection)

When speaking to a family member and not to the patron, information about the material should be restricted as to information that does not reveal the content.

Sample:

1. A videocassette borrowed is overdue and should be returned.
2. A book that had been reserved is now in and can be picked up.

If information is requested by a person other than the patron, the staff should state that they are only permitted to discuss specific information with the patron.

Patron Information:

Address, phone numbers, or any other personal information from a patron's record may not be given out without direct consent of the Library Director.

To insure that all patrons may have considerate use of the Wood River Public Library, and staff have a safe work environment, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from Library property. Whenever necessary, police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy, and reserves the right to ask patrons engaging in any or all disruptive behavior(s) to cease.

**The following acts are strictly prohibited:**

1. Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
2. Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs or drug paraphernalia.
3. Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, inappropriate personal comments, sexual advances and obscene acts.
4. Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
5. Fighting or challenging to fight, running, pushing, shoving, or throwing things.

Any patron engaging in one or more of the above behaviors will be instructed to leave the Library immediately and may have his or her Library privileges suspended for a period of up to one (1) year, or permanently, depending on the severity of the violation. In addition, law enforcement may be called and appropriate legal action may follow.

**Other Prohibited Actions while in the Library**

1. Panhandling or soliciting library staff or patrons for money, products, or services inside the library or on library property.
2. Creating unreasonable noise levels including shouting, loud talking or disruptive conversation, allowing ringing cell phones or engaging in loud cell phone conversation.

3. Consuming food except in designated areas or at authorized Library functions.
4. Having open cups/containers of liquids near Library computers.
5. Taking Library materials into the restrooms.
6. Using incendiary devices, including candles, matches, and lighters inside the library.
7. Failing to be fully clothed (top, pants/skirt, and shoes) at all times.
8. Misusing restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity.
9. Smoking, chewing, using E-cigarettes, and any other tobacco use in Library facilities, or within 15 feet of Library entrance.
10. Using wheeled devices in Library property or on Library grounds, except in designated areas, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e. wheelchairs, walkers, and strollers).
11. Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library, and by blocking aisles, exits, or entrances by sitting or lying down in them.
12. Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance or interferes with other patron's use of the library.

Engaging in any of the above behaviors may result in one or more of the following consequences, depending on the severity of the violation:

- Initial warning, given copy of Rules for Acceptable Library Use.
- Library privileges suspended for one day.
- Library privileges suspended for thirty days to six months.
- Library privileges suspended for up to one year.

Whenever possible, patrons with revoked privileges will be notified in writing. A patron whose privilege(s) has been limited or revoked may appeal the limitation or revocation of the

privilege(s) by filing a written appeal with the Director within ten (10) days from the date of the issuance of the written revocation. The appeal will be forwarded to the Board of Trustees whose decision is final. The patron whose privilege(s) has been limited or revoked shall attend a meeting with the Director to review this Library Patron Behavior Policy before his privilege(s) may be reinstated.

**Approved 7/31/2014**

## PATRON CONDUCT ORDINANCE

The Wood River Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library 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.”

The Board of Library Trustees of the Wood River Public Library establishes its conduct ordinance as follows:

### Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel. See "Rules for Acceptable Library Use" for a list of prohibited activities.

### Section 2.

If a minor is engaging in prohibited behavior, the parent or guardian will be notified in certain circumstances.

### Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned and he/she will be banned from the library for a period of one calendar year. Engaging in certain

prohibited activities will result in immediate request to leave the premises and/or notification of police.

#### Section 4.

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. Upon the third recorded instance in which an adult patron is required to leave the library premises, the Director shall bar the patron from use of library premises for a period of one calendar year. Engaging in certain prohibited activities will result directly in a permanent ban from Library premises. Parents or guardians of minors will be notified in writing after the third recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances. If a minor is asked to leave the premises three times during a thirty-day period, they will be banned from the library for the period of thirty calendar days.

#### Section 5.

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

#### Section 6.

In the event a barred patron returns after a period of exclusion and engages again in prohibited behavior, abusive conduct, or disruptive behavior, the Director and Board of Trustees shall, based on the nature of the offense, bar the patron for either one calendar year or permanently. Engaging in certain prohibited activities will result directly in a permanent ban from the Library premises.

#### Section 7.

Whenever possible, patrons with revoked privileges will be notified in writing. A patron whose privilege(s) has been limited or revoked may appeal the limitation or revocation of the privilege(s) by filing a written appeal with the Director within ten (10) days from the date of the issuance of the written revocation. The appeal will be forwarded to the Board of Trustees whose decision is final. Parents or guardians wishing to appeal the revocation of privileges for a minor may do so following the same procedure. The patron whose privilege(s) has been limited or revoked shall attend a meeting with the Director to review this Library Patron Behavior Policy before his or her privilege(s) may be reinstated. In the case of minors, a parent or guardian must be present at the meeting.

#### Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.



## COMPUTER AND INTERNET USE POLICY

By using a Wood River Public Library public access computer, or wireless connection, you agree to comply with all applicable municipal, Illinois, and Federal laws, as well as all library policies. The Library reserves the right to limit, refuse, and/or ban any patron from using the library computers. The Wood River Public Library's Internet Use Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Wood River Public Library does use filtering software on all computers; however parents and guardians have the ultimate responsibility to supervise and guide the use of the Internet by their children.

The Wood River Public Library provides filtered/unsecured wireless access network for users with wireless electronic devices. Wireless connection is only available during regular library hours. Use of the Wood River Public Library wireless network is entirely at the risk of the user. The library assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the library's wireless network or the Internet, or liability for any consequent damage to hardware, software or data.

If a user experiences problems connecting to a wireless access point, staff will verify that the library's wireless access network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices.

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### REQUIREMENTS

- Every user must have a valid library card, or provide an ID to qualify for a Guest Pass.
- Every user must use his or her own library card, which must be in good standing (no overdue items or fines in excess of \$1.00).
- Users under the age of 18 must also use their own library cards.

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### GUEST PASSES

- A Guest Pass may be provided **one time** to those who do not hold a card in the Illinois Heartland Library System.
- Patron must have a photo ID for a Guest Pass.
- Non-card holders under 18 may not use the computers without a parent or guardian.
- Time Limits: 30 minutes at no cost, or 2 hours for \$2.00. The Wood River Public Library will not prorate for less time used.

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### TIME LIMITS

- Use of computers is on a first-come first-serve basis.
- Wood River Library users are allowed 150 minutes a day (2 ½ hours).
- Guest Pass users are allowed 30 minutes at no costs, or 2 hours for \$2.00.

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### DOWNLOADING

- Users may download files to a portable storage device, or email it to themselves.
- No information should be saved to the computer's hard drive.
- Computers are wiped clean of files at the close of business each day.

- The Library is not responsible for any loss or damage to personal materials or information.

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## PRINTING

- The copier serves as a printer for all patron computers.
- Users are charged the current copy fee for all printouts, ***even pages printed by mistake.***
- Use of the “Print Preview” feature is recommended before printing.
- Copies/Prints left behind will be charged to patron account.

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## ASSISTANCE

- Wood River Public Library staff may provide assistance to patrons (as time permits) in basic computer skills.
- Library staff will not provide instruction in the use of implementation of specific computer programs or websites.
- One-on-One assistance is available with the Technology Manager.

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## PRIVACY

The internet, the Library, and its computers are all considered “public”. Users are not guaranteed privacy. Users are responsible for the protection of their own information. The Library may not be held responsible for any outcomes resulting from using the Internet or using information found on the Internet. The Library may not be held responsible for the content of any site accessed on the Internet.

Users are expected to be courteous of other computer and library users and refrain from any activities that may interfere with another person’s computer and library use.

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## PROHIBITED ACTIONS

The following action are prohibited:

- Damaging or attempting to damage computer equipment
- Attempting to alter hardware or software configurations in a malicious manner. If configurations must be changed, ask permission of library staff
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Sharing information about others of a person nature (name, address, phone number, social security number, etc).
- Displaying text or graphics which are obscene or which may reasonably be construed by library staff as offensive or threatening to the public.
- ***You may not intentionally view any materials deemed as pornographic. If you are found on anything deemed as pornographic material, you will be banned from the library for 6 (six) months from the date of the incident.***

Approved by Board of Trustees at regular meeting 9-21-2017.

## SOCIAL MEDIA POLICY

**Purpose** - The Wood River Public Library's Social Media Policy is designed to maintain the integrity of our social media outlets while allowing patrons and users to learn about Library programs and services and to interact electronically with Library staff members and each other. This policy applies to all users of the Wood River Public Library's social media sites, not just Wood River Public Library cardholders.

Social media is defined as any programs, websites, blogs, and applications Wood River Public Library utilizes to connect with users online.

Wood River Public Library reserves the right to remove any comments or material in violation with laws, user's rights, or library policies. The Library will monitor the content of posts and comments on our website and social media sites and will remove posts or comments with the following prohibited material:

- Off-topic and/or disruptive comments or hyperlinks
- Duplicated posts by an individual user
- Abusive, profane, or threatening language
- Obscene or racist material
- Advertisement of goods or services, spam, political campaigning, proselytizing, or charitable solicitations
- Copyrighted, trademarked or plagiarized material
- Libelous or potentially libelous statements
- Private or confidential information about oneself or others
- Posts in violation of laws or library policies

Patrons and users are responsible for protecting their own privacy by restricting personal information and being aware that third party websites may have their own privacy policies.

Any views expressed on the Library's social media sites are the sole opinions of their owners and in no way reflect the official views or policies of Wood River Public Library. The Wood River Public Library is not responsible for any views expressed by any fans, followers, friends, or commenters, nor does it review the content of any third party sites.

*Approved by the Wood River Public Library Board of Trustees on September 26, 2013*

## MEETING ROOM POLICY

### **Primary Statement of Purpose**

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Wood River Public Library has two meeting rooms available for use by civic, cultural, non-profit, and educational organizations. The primary purpose of these rooms is to support the library's functions, meetings, and programs. In scheduling the meeting rooms, library needs may preempt any other events. The library reserves the right to reschedule any reservations due to unforeseen conflicts.

### **General Rules & Agreement**

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1. Applicants must be 21 years of age and must be in attendance during the duration of activity.
2. Applicant shall be responsible for cleaning and policing the area used and returning it to the same condition found prior to the event.
3. All persons using the meeting room must abide by the Rules for Acceptable Library Use (found in the Policy Manual).
4. Applicant shall be responsible for any theft of property or damage to the facility and shall reimburse the Wood River Public Library for the amount, as the case may be, for such theft or damage. Deposit will not be returned if theft or damage occurs.
5. Applicant understands the Library is not liable for any injuries or accidents occurring on library property or for the loss or theft of personal or organizational possessions. The Library reserves the right to require a certificate of liability insurance.
6. The use of the library will be confined strictly to the area reserved. Applicant will be held responsible for compliance with these rules and regulations by all persons participating in or pertaining to the activity. Failure to comply with these rules and regulations will be sufficient reason to void the agreement and eliminate future use of the facility. No intoxicants will be permitted upon the premises including the parking lot (Ordinance 75-14, Section 23). The applicant is responsible for ensuring compliance with Ordinance 75-14, Section 23 by all participants and attendees.
7. Use of a room requires a \$75 deposit. There is also a \$20 fee for every 4 hours reserved. The deposit is required at the time the agreement is signed, and must be a week prior to use. The fee is due at the time of use.
8. Deposit will be returned within a week of use, pending above agreement is adhered to.

### **Additional rules for meetings not affiliated with the Wood River Public Library**

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Organizations not affiliated with the Wood River Public Library may use the meeting room only when all of the following conditions are met:

1. The meeting is open to the public.
2. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
3. No admittance fee may be charged, contributions taken, or collections made for non-library sponsored events. There may be no selling or taking of orders for any profit-making purpose. A fee may be charged for materials for a workshop or class.

4. The meeting takes place during regular library hours. All meetings should conclude at least fifteen (15) minutes before the library closes.
5. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
6. Use of the meeting rooms by outside groups does not constitute Library endorsement of viewpoints or beliefs expressed by those groups and/or their members. Any printed promotional materials must be approved in advance by the Library Director, and must have the statement: *"The Wood River Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization."*
7. Groups may not use the Library's address or telephone number for registration purposes and the Library will not act as a receiving agent, or post office for groups, with the exception of Library sponsored functions.
8. Library staff or representatives may enter at any time and on any occasion.

**The Library Director reserves the right to waive the deposit and/or fee at his/her discretion.**

**Infringement of any Meeting Room regulations or Library rules shall be grounds for denial of any future use of Library meeting space. If granting or refusing an organization permission to use the meeting room is disputed, the Wood River Public Library Board of Trustees has the final authority in granting or refusing permission for use of the room. The Board of Trustees periodically reviews this policy, and reserves the right to amend it at any time.**

**APPROVED AT REGULAR MEETING JULY 20, 2017**

Wood River Public Library offers Homebound services to those patrons residing in the City of Wood River who are unable to visit the library. 'Homebound' is defined as being generally confined to one's residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. This service is open to all ages.

Homebound services are provided at no cost to the patron. Delivery will be scheduled at the mutual convenience of staff and patron, every two to three weeks. Homebound patrons are not charged overdue fines, but will be charged for any materials that are lost or damaged. For the protection of patrons and the protection of library materials, items will only be delivered directly to the Homebound patron, a family member, or staff member of a facility.

Patrons registered for Homebound services may call or email the library to request specific titles or to request a staff member to select materials based on reading preferences. The staff who coordinates Homebound services will maintain a record of all items checked out by homebound patrons for the purposes of selecting materials.

Patrons requesting homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their homes, and patrons must protect all library materials while in their custody.

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

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

***Approved by the Board of Trustees on March 26, 2015.***

## HOURS OF OPERATION

The Wood River Public Library maintains consistent hours of service, unless posted otherwise, during which all services of the Wood River Public Library are available to patrons. Those hours are:

Monday – Thursday 9:30am – 8pm

Friday & Saturday 9:30am – 5pm

Sunday 12:30 – 4pm

The bookdrop is available for the return of all material during the hours the library is closed. The bookdrop is located in front of the library.

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to insure its safety.



The Wood River Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries*, provides the model for this reference policy.

The board of trustees and library director of Wood River Public Library encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, telefacsimile, and TTY operator assistance. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day if possible. Questions which cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library.

## UNATTENDED CHILDREN

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

The following age guidelines should be followed:

- Children under the age of five (5) must be accompanied and directly supervised at all times by a parent or other responsible caregiver.
- Children who exceed five (5) years in age, but who are less than eight (8) years in age may be left unattended in the Library for up to an hour while participating in scheduled children's library programs. If the person responsible for the supervision of a child intends to leave the building while their child remains at the library, then the person shall leave word at the circulation desk as to his/her whereabouts. However, persons responsible for children who have special needs related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, incomplete social skills, etc. shall remain with their children at all times and the above mentioned exception or absence during supervised library programs shall not apply to these children.
- Children from the age of (8) eight years and older may use the library unattended, subject, of course to other rules and regulations of the Library concerning behavior, conduct, and demeanor.

When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

**The Wood River Public Library assumes no responsibility for children left unattended on Library premises.**

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UNATTENDED CHILDREN PARENTAL NOTIFICATION LETTER

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

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

Very Truly Yours,

\_\_\_\_\_  
Library Director

# LEGAL REQUIREMENTS

## RECORDS TO BE RETAINED

The Wood River Public Library retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217)782-7075.

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Wood River Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
- B. Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
- C. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
- D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including

following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

- E. Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

The Wood River Public Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Wood River Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Wood River Public Library does not make available lists of registered library patrons except in compliance with the law. See Patron Confidentiality Ordinance in Personnel section.

The Wood River Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees 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 at any library location.

“Library location” means in the library building, on library premises, or at any library-sponsored activity where patrons or 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 and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the Library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The Library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations and, where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.



In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct 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 patrons and employees to see. Patrons and, in the case of minors, their parents shall be advised of this policy in the same manner as they are advised of the general disciplinary policies and procedures. Employees shall receive copies of the notice attached as an appendix to this policy.

#### **NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY**

[Appendix - To be posted in Library]

The Wood River Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees 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 at any library location

“Library location” means in the library building, on the library premises, or at any library-sponsored activity where patrons or 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 and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The Wood River Public Library complies with the requirements of federal immigration law, and for all employees hired after 1988, the Library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

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

## PREVAILING WAGE ACT

In accordance with the State Statute and the Illinois Department of Labor Regulations, Wood River Public Library annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of our compliance are sent to the Secretary of State and Illinois Department of Labor. A newspaper publication notifying area residents is also made.

The Wood River Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Wood River Public Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or videotape or redistributes the loaned copy or publicly performs or displays the computer program or videotape, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

The Wood River Public Library allows petitions to be housed in the Library. The Library will not promote signatures or take a stand on the issue addressed in the petition. A disclaimer, “The Wood River Public Library remains neutral on this issue”, will be posted on the clipboard housing each petition.

## PHOTOGRAPHY POLICY

Attendance at programs and events sponsored by the Wood River Public Library (WRPL) may be recorded through photographs and/or video. WRPL frequently uses photos of patrons on its publications and display spaces to promote the value, and use of, library products and services and to advance the mission of this library.

WRPL will post this policy prominently throughout the library, noting that if individuals or their family members do not want to be photographed, they should notify library staff prior to or immediately after the program/event. WRPL does our best to make sure everyone being photographed is aware of the situation and the opportunity to decline to participate if they choose. If a library user finds an image of him/her or a family member that they would like removed from library publicity, they are encouraged to contact the library and it will be removed promptly.

At the beginning of library events, staff will announce, *“library staff will take photographs which may be used for library promotional purposes. Notify staff if you do not want to be photographed.”* The following sign will be posted throughout the library to further notify patrons their picture may be taken:

*“Smile! Your attendance at programs sponsored by the Wood River Public Library may be digitally recorded through photographs or video recordings. These images/videos may be posted on our website, in our newsletter, on our social media outlets, or ultimately on the World Wide Web. If you do not wish your image to be published, please notify a member of the Wood River Public Library staff before or immediately after the program. No individual identification will be used unless the library has a written photo release form.”*

Library patrons and visitors to WRPL may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

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### PHOTOGRAPHS TAKEN BY MEDIA

Patrons will be notified if media is photographing an event/program. Before a photograph is published, verbal consent will be obtained. Written consent will only be required if a person’s name is to be published.

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### PHOTOGRAPHING GROUPS OF ADULTS/CHILDREN

No permission is needed to take photos of crowds during WRPL events.



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**PHOTOGRAPHING ADULTS**

When photographing one adult or a small group (3 or less), staff will get verbal consent. Written consent will only be required if person's name is to be published.

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**PHOTOGRAPHING CHILDREN UNDER AGE 18**

When photographing one child or a small group (3 or less), staff will get guardian consent prior to taking the photo. Guardian will be notified the picture may be used in future library publications, on the library website, or social media outlets. In order to publish the child's name in conjunction with the photo, written consent must be obtained.

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**PHOTO RELEASE FORM**

I hereby give permission for photos taken of my child/children at the Wood River Public Library, or activity sponsored by the Wood River Public Library, to be used by the library in its publications, press releases, display spaces, and website to document and promote the values and use of library products and services, and to advance the mission of the library.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name(s) of Children under 18: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please check one option:

May be identified by full name

May be identified by first name only

May not be identified by name at all

# FRIENDS & FOUNDATION

## FRIENDS OF THE LIBRARY

The Board of Library Trustees of the Wood River Public Library looks upon the establishment of the Friends of the Wood River Public Library as a worthwhile community endeavor which will benefit the library.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Wood River Public Library, and that the Friends of the Library has its own Board and its own goals and purposes.

Friends of the Wood River Public Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Wood River Public Library.

Because Friends of the Wood River Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity for Friends activities.

Operating expenses of the Wood River Public Library are provided through allocation of tax monies which are audited by an independent auditor. Friends funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Wood River Public Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Wood River Public Library public relations programs on behalf of the Wood River Public Library shall be provided to the Library Director and the Board of Library Trustees of the Wood River Public Library. The Board

of Library Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the Wood River Public Library.

## RELATIONSHIP TO WOOD RIVER PUBLIC LIBRARY FOUNDATION

The Wood River Public Library Foundation is a nonprofit organization with a 501 (c) (3) Federal Revenue Code status. The sole purpose of this foundation shall be exclusively to make distributions to the Wood River Public Library located in the City of Wood River, Illinois, or the public library serving the geographical area currently served by the Wood River Public Library, to be used for such charitable and literary purposes as other funds of the Wood River Public Library might lawfully be used. There is to be no common supervision or control between this foundation and the Wood River Public Library. The Foundation and Library are separate organizations and should be operated as such, especially involving each entity's finances and the Library's staff time.

The Library will promote the Foundation, encouraging donations and memorials to be made to the Foundation.

The Library will not involve itself in fundraising aside from the Summer Reading Program and book sales. The work and proceeds of these activities will remain with the Library. The Library extends an invitation to the Foundation members to support these activities if they should choose.

The Library will maintain a "wish list" of projects and/or capital expenditures that will benefit patrons, facilities, and programs as a way to communicate to the Foundation where help is needed.

When recognized, the Library will inform the Foundation of grant opportunities that would benefit the Library and meet goals on its wish list, but are only available to 501c3 organizations with the expectation, that if practical, the Foundation will pursue those grants. This in no way precludes the Foundation from pursuing grants on its own.

The Library will not incur expenditures for the benefit of the Foundation as the majority of the Library's revenue is from property taxes, personal property replacement taxes, and state grants (public funds).

The Library will encourage the Library Director (or other designee) to attend Foundation meetings when invited to report on its progress, achievements, and future goals. The Library will invite Foundation representatives to attend a jointly acceptable Wood River Public Library Board meeting at least annually so that the Foundation can report on its progress and achievements.

The above will be honored so long as the Foundation has fulfilled its reporting obligations timely in such that they maintain good standing with all governmental regulators (including the IRS) and legal and charitable status of the Foundation has been maintained.

**Approved by Trustees at Regular Meeting, September 21, 2017.**

## GIFTS TO THE LIBRARY

General. The Wood River Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audio Visual Materials. In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some cannot, because any library material, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated--interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Wood River Public Library accepts gift books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the Library Director deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Memorial Donations- Those wishing to donate in someone's memory for the betterment of the library should send monetary donations to the Wood River Public Library Foundation. If monetary memorial donations are received and are not specifically designated for the Foundation, the donation is to stay with the Library. In order for the Library to properly honor the generosity, a special form to record the information is used and should be completed. (see form)

Donation of Art Objects and Other Types of Materials. Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

Donations—Others, e.g. Monetary. The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the

Library Director with the backing of the Library Board of Library Trustees.

The Wood River Public Library will encourage and direct donations and memorials be made to the Wood River Public Library Foundation, however any unsolicited donations that are made to the Library will remain with the Library. This policy is in agreement with the Illinois Library Association.

Recognition of Gifts. For memorial materials to the library, the library may place on the material the name of the donor, if desired. Accepted gifts will be honored in our gift remembrance book.

Use of Gifts. The Library reserves the right to determine retention, disposition, location, circulation, treatment and other considerations related to use. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restriction. No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

Form. A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts. (see form)

**Approved by Trustees at Regular Meeting, September 21, 2017.**

# Wood River Public Library Donation Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Donation Amount or Item(s): \_\_\_\_\_

This donation is (check one):

- in memory of \_\_\_\_\_
- in honor of \_\_\_\_\_
- neither

Please notify the following person(s) regarding the above donation.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**A Library staff member may contact you if there are questions about the specified item(s) or donation.**

I would like to be contacted about library needs and donation opportunities.

### Gifts up to \$100

Use my donation to buy for:

Children       Adults

Requested subject, topic, or author:

\_\_\_\_\_

### Gifts over \$100

Use my donation to buy for:

Greatest need as determined by the Library

for this specified item or items:

\_\_\_\_\_

### Guidelines for Gifts and Donations

The Wood River Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

-The Library reserves the right to determine retention, disposition, location, circulation, treatment and other considerations related to use.

-All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library.

-The Library cannot commit itself to perpetually housing a donation.

-Gifts will be acknowledged in a letter

-Appraisals are the responsibility of donors and must be completed before the donation is made to the Wood River Public Library.

Please make checks payable to: **Wood River Public Library**

Fill out form and deliver or mail to:

Wood River Public Library  
Library Director  
326 E. Ferguson Ave.  
Wood River, IL 62095

# COLLECTION DEVELOPMENT

## DISPOSAL OF SURPLUS LIBRARY MATERIALS

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board of Library Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.



### I. Purpose of Wood River Public Library's Materials Collection

The purpose of Wood River Public Library's collection is to meet the informational and recreational needs of our community in a variety of print and nonprint formats. Recognizing the Library serves a diverse population, it is our goal to maintain a well-rounded collection. Therefore we cover a broad multitude of topics, without an in-depth, specialized focus on any one area in the collection.

Within budget, the Library provides a general collection of reliable materials that includes both basic works of permanent value and materials of current interest. The selection of library materials and electronic resources is based on the needs of all residents and reflects the Library's core role as a popular materials library for all ages. Because the Library serves a public with a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

### II. Responsibility for Selection

Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Library Trustees. The Library Director may delegate or share this responsibility with designated members of the staff. However, all members of the staff, Board of Trustees, and patrons may recommend titles for consideration, and recommendations for materials from citizens of the community should be encouraged.

### III. Criteria for Selection

In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

The main points considered in the selection of materials are

- 1) Individual merit of each item
- 2) Popular demand
- 3) Suitability of the material for the population
- 4) Existing library holdings
- 5) Budget

In order to select materials for purchase, the staff responsible for purchasing materials use a number of tools, including but not limited to professional review sources, best sellers lists, popular magazines, subject bibliographies, annual lists of recommended titles, publishers'

catalogs, and patron suggestions.

An effort is made to include information representing all sides of issues, including those that some may consider controversial. The Board of Trustees believes that censorship in an individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others. Controversial materials have no distinguishing labels and are shelved in the general collection. The Library purchases material for collections for each of the following general age groups: adults, preschool-age children, elementary-age children, junior high-age children, and high school aged young adults. Library selectors choose relevant materials for each of these collections. However, there are no age restrictions on the borrowing of print library materials. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. Wood River Public Library follows the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements and applicable interpretations.

#### **IV. COLLECTION CRITERIA FOR SPECIFIC LIBRARY COLLECTIONS**

Sub-sections of the collection are listed in alphabetical order.

##### **Blind and Physically Handicapped Talking Book Service**

Talking Book service to patrons with disabilities is provided by the Illinois State Library. The library will provide referral to the appropriate agency. Other materials may be requested through interlibrary loan.

##### **Databases, Online**

The library purchases online subscriptions items that reflect the reference needs of the general public and the academic needs of students from elementary school through high school. Selection factors include reference value, availability of print equivalent, cost, availability of remote access, and patron demand. Priority will be given to those products that provide a unique service, provide added value to their print equivalents, and which are the equivalent of large paper collections.

##### **E-books**

The library purchases a collection of E-books and E-audiobooks through the consortiums to which the Library belongs, as well as a supplemental children's e-book website for the Library's own patrons. E-books are purchased using the same criteria as print materials.

##### **Foreign Language Materials**

The library considers purchasing foreign language materials as the needs of the community change. The library will also provide access to materials at other libraries through interlibrary

loan.

### Genealogy

The library purchases general guides and subscribes to databases to help patrons learn how to trace their ancestry. Staff will provide referral to other libraries and agencies for specific genealogy questions that are beyond the scope of the collection.

### Non-book materials

the library purchases non-book materials for in-house use or for circulation, which include audiobooks, magazines, newspapers, DVDs, and music CDs. Selectors utilize the criteria for and methods of selection listed above. Non-book materials are under constant evaluation and are subject to change. Cost of items, budget, patron use, and improved technologies are determining factors in selection.

New formats shall be considered for the circulating collection when, by industry report, national survey results, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items also will be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

### Textbooks

While the Library seeks to supplement and complement the curricula offered at local schools, the Library does not purchase textbooks.

## V. Collection Maintenance

### A. Duplicate Copies

If extensive use for individual titles is demonstrated, duplicate copies may be purchased to meet demand.

### B. Replacements

The Library may purchase a replacement for specific titles lost or damaged. The selection of materials for replacements are demand, use, library holdings, and cost.

### B. Weeding

In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

Wood River Public Library aims for a complete weeding of the entire collection every five years.

Items discarded are plainly marked and may be donated to the Friends of the Library for sale.

#### VI. Revision of Selection Policy

Because the needs of the community change, this policy on selecting materials shall be reviewed at least biennially by the Board of Trustees, in accordance with Illinois statute (75 ILCS 5/4-7.2).

VII. Donation of Books and Audio Visual Materials. Gifts of books and other materials will be accepted by the Library with the understanding that these articles are given unconditionally and become the property of the library. In accepting a gift of materials, the library reserves the final decision whether items donated should be added to the collection, donated to another institution, or dispose of it in any other manner. The material will be judged by the same standards of selection as those applied to the purchase of new materials. If the patron wishes to receive an acknowledgement, he/she should request one at the time of donation. Library staff will not appraise the books or indicate a value in the acknowledgement.

Gift Material Program. The Library welcomes monetary contributions specifically for material purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is used and should be completed. (see form)

#### VIII. Requests for Purchasing Materials

Suggestions for materials to be purchased are always welcome from any patron, Trustee, or staff member.

All requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print, or that the Library determines does not meet the criteria for purchase.

#### IX. Reconsideration of Library Materials

Patrons with complaints concerning specific library materials will be referred to the Circulation Manager or Director, or Youth Services Manager when the material is in the Juvenile or Young Adult collection. It is the responsibility of the Director to discuss the complaint with the patron and attempt to clarify any questions regarding the materials. The Youth Services Manager will discuss the complaint with the patron and Director where Juvenile and Young Adult materials are involved. The patron will be provided with a copy of the Collection Management Policy of the Wood River Public Library.

If the patron pursues his/her complaint and/or would like the material removed from the collection, the patron will complete a copy of the Request for Reconsideration of Library Materials form and return it to the Director. The questioned material will be reviewed, in its

entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the patron expresses dissatisfaction with the decision, the Director will bring the matter to the attention of the Library Board of Trustees for their consideration.

***Approved at the August 28, 2014 Board of Trustees meeting***

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