

# Washington District Library

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## Compiled Policies and Ordinances

Last Updated

5/16/2018



Your pathway to discovery, enjoyment and knowledge

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ORGANIZATIONAL NOTE

The main headings are referred to as “Title”, e.g. “Title 1” as the “purpose Statement, and the pattern continues as follows:

Title 1

Section A

Subsection 1

Paragraph (a)

Subparagraph (1)

Cross-Reference Note: *Italicized passages* are direct quotes from the Illinois Compiled Statutes with the citation immediately following.

## TITLE 1: STATEMENT OF PURPOSE

The purpose of the Washington District Library is to make available to residents of Washington Library District materials that will meet educational, informational, cultural, and recreational interests and needs of the community. It is the responsibility of the Library to satisfy the diverse interests and needs of the residents through the selection, acquisition, and organization of the library materials and to provide guidance in their use. Materials and services should be in sufficient supply to make the Library a dependable resource for most of the people most of the time. The Library draws upon the collection and resources of libraries in the Alliance Library System as well as the state and country. This is done so as to provide services and materials which are beyond the scope of the Library's collection. Therefore, a request for specialized material or material for which there is only an occasional demand is met by interlibrary loan.

In fulfilling the above purpose, the Washington District Library Board adheres to the Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement which affirm that free and convenient access to the world of ideas, information, and the creative experience is of vital importance to every citizen today. (see Appendices A1 – A3.)

TITLE 2: BOARD OF TRUSTEES – ORGANIZATION

- A. Trustee – Term
- B. Trustee - Vacancies
- C. Officers - Selection & Term
- D. Officers – Duties
- E. Standing Committees
- F. Other Committees

A. Trustee – Term

The terms of office for the Washington District Library Trustees will be 4 years (rather than 6 years as allowed by 75 ILCS 16/30-10.) [Section A adopted 12/14/92.]

B. Trustee – Vacancies

1. The board shall declare the existence of a vacancy to be filled when there is an open position on the Board as provided I 75 ILCS 5/4-4.
2. Upon the declaration of a vacancy, notice of the vacancy shall be sent to community organizations including the local papers, schools, civic clubs, and Chamber of Commerce, etc.; with a date certain by which anyone interested shall submit an application to the Director or President.
3. The Executive Committee shall conduct interviews of all applicants and make a recommendation to the Board. Every Board member may submit a question for each applicant to address.

C. Officers – Selection & Term

The officers of the Board shall be a President, a Vice-president, a Secretary and a Treasurer. They shall be elected at the first regular meeting of the Board following the April elections for a term of two years.

D. Officers – Duties

1. The President of the Board shall
  - (a) preside at all meetings,
  - (b) appoint all standing committees, and, make such other appointments as are delegated to that office including the Ethics Officer (See Title 15, Section G)) and trustees to audit the secretary’s records. 75 ILCS 16/30-65 (c).
  - (c) be an ex-officio member of all committees

- (d) With the advice and consent of the Board appoint the Library Board representative on the Washington Area Community Center Board, the Ethics Advisor (see Title 14, Section D.1) and the Ethics Commission (see Title 14, Section E.1); and
  - (e) generally perform the duties of a presiding officer.
2. In the absence of the President, the Vice-president shall preside.
  3. The Secretary:
    - (a) shall keep and maintain appropriate records for his or her term in office and shall include in those records a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent written matter affecting the operation of the district Library secretarial staff will assist the Board Secretary in taking minutes,
    - (b) may administer oaths and affirmations for the purposes of the District Library Act. 75 ILCS 16/30 – 45 (g), and
    - (c) shall serve as the Freedom of Information Officer or appoint a designee (See Title 16, Section A.3).
  4. Treasurer – The treasurer shall:
    - (a) keep and maintain accounts and records of the district during the treasurer’s term in office, indicating in those accounts and records a record of all receipts, disbursements, and balances in any funds,
    - (b) Give bond to the district to faithfully discharge the duties of the office and to account to the district for all district funds coming into the treasurer’s hands. The bond shall be in an amount and with sureties approved by the board. The amount of the bond shall be based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year. The cost of any surety bond shall be borne by the district. 75 ILCS 16/30-45(e), and
    - (c) be the chief investment officer of the District as provided in Title 17, Section B.

E. Standing committees

Executive committee

Members: All four officers

Purpose: Review the Director’s performance annually; recommend needed actions to the Board for full Board approval.

Finance committee

Members: To be appointed by President

Purpose: Assist the Director in creating yearly budget; review investments for best return.

Personnel & Policy

Members: To be appointed by President

Purpose: Review personnel classifications and descriptions; review personnel salary schedules; assist the Director in recruiting and other personnel matters; review Personnel Manual; review Policy Manual and recommend changes.

Building & Grounds

Members: To be appointed by President

Purpose: Assist the Director in maintenance and improvement of facilities; review capital equipment needs; assist the Director with building problems, snow days, etc.

Long Range Planning

Members: To be appointed by President

Purpose: Develop and review 1 year, 5 year, and 20 year plans for library capabilities.

F. Other Committees

Special ad hoc committees for the study and investigation of special problems may be appointed by the President, and such committees shall serve until the completion of the work for which they were appointed.

[Title 2 Reorganized & adopted 7/21/09]

[Section B added an adopted on 4/16/13]

### TITLE 3: BOARD OF TRUSTEES - MEETINGS

- A. Meeting Procedures
- B. Public Participation
- C. Telephone Conferencing
- D. Executive Session Minutes

#### A. Meeting Procedures

1. The regular meeting of the Library Board shall be held the third Tuesday evening of each month at 7:00 p.m. at the Main Library.
2. Special meetings may be held at any time at the call of the President, Vice-president, or any two members of the Board provided that notice and the purpose of the meeting be given at least 48 hours in advance.
3. The Director shall issue notices of all regular meetings, and on proper authorization, of all special meetings
4. A quorum at any meeting shall consist of four or more members.
5. The order of business at all regular meetings of the Board shall be:
  - (a) Recognition of visitors (See Section B, Public Participation)
  - (b) Approval of minutes
  - (c) Treasurer's report
  - (d) Director's report
  - (e) Unfinished business
  - (f) New business
  - (g) Other
6. Robert's Rules of Order shall govern the parliamentary procedure of the Board, except as may be specified herein.

#### B. Public Participation

1. All meetings of the Library Board of Trustees are open to the public except executive (closed) sessions as permitted by State Law.

2. The Board of Trustees of the Washington District Library is a deliberative body. Accordingly, it receives communications, both oral and written, as a medium of information. It does not debate the contents of such communications, but considers them in making decisions and in the establishment of policy.
3. Visitors attending a Library Board meeting are provided with an agenda. The President of the Board, at a designated time, will recognize members of the public who wish to speak on an agenda item. The President can limit the total time allotted for public comments.
4. Because all public meetings of the Board of Library Trustees are made a matter of public record, each speaker, when recognized by the chair, shall give his or her name, address, organizational affiliation, if any, and the agenda item to be addressed before presenting his or her views.
5. Comments and questions are to be directed to the Board and not to any individual.
6. It shall be in order for Trustees to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion.

C. Telephone Conferencing

The fullest participation and attendance in all Board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance, voting, and quorum requirements, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Library Trustees as follows:

1. All pertinent provisions of the Open Meetings Act must be complied with, including, specifically, the proper notice of any regular or special meeting, the proper recordkeeping or minutes of each meeting, and the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting, and any use of closed sessions shall be in compliance with the provisions of the Act.
2. The location of the meeting included on the notice shall be equipped with a suitable speaker phone system in order that the public audience, The Board members in attendance, and any staff or guests will be able to hear any input, vote, or discussion of the teleconference, and at any other location where the Board conducts regular business shall have similar speakerphone

capabilities for use by Board members, staff, or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

3. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are, in fact, authorized Board members with the right to speak and vote.
4. As soon as it becomes apparent to the Board that a meeting will require telephone conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by telephone connection, and the location or locations where speakerphones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.
5. All Board members attending meetings by telephone conference shall be counted for quorum purposes and entitled to vote as if they were personally and physically present at the meeting site, so long as the telephone connection exists.
6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control.
7. The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

D. Executive Session Minutes

1. Audio Recording

After the Board votes to go into Executive Session, no proceedings shall occur until an audio recording has begun. When the Executive Session ends, the audio recording shall be:

- (a) Placed in an envelope labeled “Executive Session Recording” with the date of the meeting; and
- (b) The envelope shall be sealed with the Secretary’s signature over the seal; and

- (c) The envelope shall be placed in the library safe, not to be removed except by action of the Board or for inventory conducted by at least two members of the Board.

2. Written Minutes

- (a) Taken. Written minutes shall be taken of the Executive Session, including:
  - (i) Date, time & place of meeting.
  - (ii) The members of the Board and others present.
  - (iii) A summary of the discussion on all matters proposed of deliberated.
- (b) Approval. The minutes shall be read immediately before adjournment of the Executive Session and then voted on for approval as the open session begins.
- (c) Storage. The Board Secretary shall maintain the Executive Session minutes and transfer them to their successor.

3. Periodic Review & Release

Every June and December, the President shall appoint two Board members to review the closed written minutes and the log of archived audio. At the next Board meeting, they shall provide the Board with a log of all closed minutes and archived audio with a recommendation as to what closed minutes should be made available for public inspection., what minutes the need for confidentiality still exists, and what audio should be destroyed (the 18-month holding period required by law having lapsed and there being no reason to prove it). [5 ILCS 120/2.06 (c) and (d)]

[Section C Adopted June 10, 2002]

[Section D Adopted February 19, 2013]

[Title 3 reorganized & adopted 7/21/09]

## TITLE 4: BOARD OF TRUSTEES AND LIBRARY DIRECTOR

- A. Board Duties and Responsibilities
- B. Director – Duties And Responsibilities
- C. Public Relations
- D. Finances
- E. Grant Writing

### A. Board Duties and Responsibilities

1. The trustees accept voluntarily their election to the Library Board and become subject to the obligations as described in the Library Laws of Illinois, and the polices of the Washington District Library.
2. The trustees accept their individual obligations to attend regular and special meetings of the Board.
3. The trustees assume personal responsibility for acquainting themselves with the general trends of library development in order that the best type of library service may be given through the local library to fulfill the needs of the District.
4. The Board of Trustees determines and formulates the policy of the Library, promotes the Library program in the community, and secures adequate funds to carry on the Library work satisfactorily.
5. The Board of Trustees deals with Freedom of Information Act requests, petitions, suggestions, and complaints that are presented in writing by members of the public. (see Title 16)
6. The Board of Trustees shall determine that the property of the Library is adequately insured against loss and damage. The Board shall likewise determine that the Library carries workmen's compensation, and any other type of insurance which it considers necessary.

### B. Director -Duties And Responsibilities

1. The Director serves as chief executive of the Library and is responsible for the administration of the Library under the policies approved by the Board. He/she is directly responsible to the Board, and through the Board to the community.
4. Among the duties and responsibilities allocated to him/her shall be the direction of their duties, the submission to the Board of monthly, quarterly, and annual reports, and recommendations of such policies and procedures

as, in the opinion of said Director, will promote the efficiency of the Library in its service to the District.

3. The Director shall attend all regular meetings of the Board and is urged to speak on all subjects under discussion, but has no vote.
4. The Director shall, with the approval of the Board, select the staff and direct said staff in carrying out the activities and services of the Library. In situations when it is necessary to fill a vacancy before a board meeting, the Director may hire a substitute for a given amount of time.
5. The Director is responsible for material selection and purchase, according to Library policies. Attention will be given to special requests if they are in keeping with the selection policy of the Library.
6. Response to unwritten complaints from members of the public are subject to the Director's discretion.

C. Public Relations

It shall be the responsibility of the Library Board of Trustees and the Director to encourage and implement sound public relations policies with the community, individual citizens, civic groups, organizations, schools, and public officials.

1. The public relations objectives of the Board are:
  - (a) To encourage and promote the use of the Library and its services,
  - (b) To maintain and insist upon high standards of personnel performance,
  - (c) To initiate cooperation with community organizations,
  - (d) To keep the Director and staff informed of community trends and interest,
  - (e) To present to the public the Library programs and to actively work toward the attainment of public support for the Library,
  - (f) To be constantly concerned about and to strive to create favorable public opinion.
2. To implement the public relations program, the following policies are adopted:
  - (a) Responsibility for representing the Library to the press rests solely with the Board and the Director: no other employee may act as spokesperson for the Library unless specifically delegated such function by the Board.

- (b) Feature stories, news events, or other information to be released to the press must be approved by the Director.

D. Finances

1. An annual Library budget shall be prepared by the Director and Finance Committee for approval of the full Board. A tax levy will be determined based on the budget. This levy will be submitted to the County Clerk.
2. Once the budget is approved, the Director is responsible to manage spending within that budget. Any spending outside of the budget must be reviewed by the board.

E. Grant Writing

1. All grants are to support the mission of the library.
2. Regulatory grants: Before submission to an agency the grant is to be submitted to the Trustees for approval.
3. Competitive grants: Before a grant is written an outline of the concept, budget, employee time, matching funds, and future obligations is to be presented to the Trustees for approval. As the grant develops the Trustees should be kept current on the status and any changes in the grant outline. The final grant is to be approved by the Trustees before submission.

[Section E adopted \_\_\_\_\_ 2008]

[TITLE 4 REORGANIZED AND ADOPTED 7/21/09]

## TITLE 5: MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY

This policy has been adopted by the Washington District Library to guide selection and collection decisions and to make information about the library collection available to library staff and the community. The Material Selection and Collection Development Policy is approved and endorsed as the official policy of the Washington District Library and the Board of Trustees.

- A. Mission
- B. Responsibility For Selection
- C. Collection Development Objectives
- D. Selection Criteria
- E. Gifts
- F. Controversial Materials
- G. Collection Management
- H. Creating a Balanced Collection
- I. Library User Priorities
- J. Materials Focused On Creating A Balanced Collection

### A. Mission

The primary objective is to select material that supports the Library's mission statement: "*Washington District Library will be a pathway to personal enrichment, enjoyment, and lifelong learning-*"

### B. Responsibility for Selection

Authority and responsibility for selecting library material is delegated to the Library Director by the Library Board of Trustees who may in turn delegate authority to the librarians on staff, but will remain responsible to see that the policy is followed. Any material so selected in accord with this policy shall be held to be selected by the Board of Trustees.

### C. Collection Development Objectives

1. The Library seeks to provide, within its financial limitations, a general collection of materials embracing broad areas of knowledge which meet the following collection development objectives:
  - (a) provide resources that increase an individual's ability to function effectively as a productive member of society by encouraging lifelong learning.

- (b) provide a broadly based collection that supports recreational reading, viewing and listening.
- (c) provide materials that meet the public's interests and needs in a timely manner.
- (d) provide materials to children, youth of all ages and adults to encourage and promote continued use of the library.
- (e) purchase materials in quantities proportionate to levels of demand.
- (f) practice ongoing collection management using output measures, reports available from the online system, and other data for continuous collection evaluation.
- (g) keep current with technological changes which affect the development of the collection.
- (h) maintain a current collection with an emphasis on popular materials, but with enough depth to meet the needs of our community.
- (i) provide honest expression of opinion fairly representative of alternative perspectives on controversial issues of public importance.
- (j) provide diverse/ objective resources on controversial issues where an individual can examine issues freely and formulate their own conclusions.
- (k) young adult materials that promote or glamorize dangerous or unlawful practices are a cause of concern for parents and the community. Staff should exercise caution in choosing books that might lead teens to harm themselves or others. While it can be useful to reflect on difficult realities like developing identity or abuse in relationship, some dystopian worlds and pathological practices should not be promoted for teens.
- (l) regardless of materials selected for the library collection, parents are ultimately responsible for the books and other items chosen by their children.

#### D. Selection Criteria

1. The selection of materials requires knowledge of: broad subject areas, standard bibliographies, selection tools and review sources, the present status of the collection, and the wants and needs of the community. Reviews in professionally recognized periodicals, standard bibliographies, booklists by recognized authorities (including bestseller lists), surveys of the community and the advice of competent people in specific subject areas with a balance of

viewpoints may be used to gain that knowledge.

2. Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:
  - (a) The extent to which the selection adds balance to its area of the collection
  - (b) Patron recommendations/requests
  - (c) Inter-library loan requests, repeated and unfilled
  - (d) Relevance to community interests
  - (e) Current patron interest/popularity
  - (f) Reviews by critics and staff
  - (g) Attention given to an item by reviewers and general news media
  - (h) Professional judgment
  - (i) Award winners
  - (j) Artistic/ literary quality
  - (k) Significance and permanent value to existing collection
  - (l) Budget/cost
  - (m) Suitability and quality of format, content, reading level, scope, style
  - (n) Accuracy/ presents sound and factual data
  - (o) Suitability of subject/style for intended audience
  - (p) Current or historical significance
  - (q) Reputation and significance of author and/or illustrator

#### E. Gifts

1. Washington District Library accepts and welcomes gifts of materials and funds for the purchase of materials. Unrestricted monetary gifts permit the most flexible use for enriching the collection. However funds are welcomed for the purchase of specific items consistent with the Selection Criteria as well as for the acquisition of materials recommended by the library staff.

The Library accepts restricted funds only if the material to be purchased has been jointly approved by the donor and the Library.

2. In order to be added to the Library's collections, gift materials must meet the same criteria as purchased material. It is explicitly understood that such factors as duplication, lack of community interest, outdated knowledge, processing cost, inadequate housing or other factors may prevent the addition of gifts to the collection or their permanent retention, and that, if the Library cannot use them, it may dispose of the gifts in any appropriate manner. The Library makes the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts.
3. The Library does not appraise gifts, but will, upon request, provide a written acknowledgement of a gift.
4. If funds are given for the purchase of materials in memory of someone, the Library is willing to work with the donor to find materials that reflect the person honored. A memorial gift plate will be placed in the books and they will be integrated into the general collection.

F. Controversial Materials

1. The library will acquire materials on a wide and diverse range of viewpoints and ideas, providing opportunities for patrons to exercise their freedom to read.
2. Because of the varying views held by members of the community, some may find certain items offensive. Inclusion of a controversial item in the collection does not constitute library endorsement or approval of an expressed opinion. Nor will access to these materials be restricted. Free access by patrons will be provided except for any special rule the Board may adopt for minors. Parents or legal guardians are responsible for their child's reading, viewing, or listening. Only the parents, not the library, may decide what is appropriate for their child.
3. The best method for a library to encourage continuous self-education and informed citizenship is to provide the tools which encourage their growth. Realizing that a democracy cannot operate in a vacuum, we do not avoid the controversial, but we try to adequately present all sides of an issue. However, we cannot purchase, nor should we be obligated to purchase all materials on every subject; we apply the normal selection criteria to materials in each area and select those most applicable to identified needs.
4. If any title in the collection is criticized or questioned by individuals, organizations or librarians within the Washington District Library, the form, "Request for Reconsideration of a Library Materials" may be filled out. Written requests for reconsideration will be evaluated by members of the library staff in light of the Selection Criteria and final determinations will

rest with the Library Board of Trustees. Requests for Reconsideration of Library Materials will be reviewed by the Personnel and Policy committee who will recommend further action to the Board of Trustees. Final determination will reside with the board. The Personnel and Policy committee will draft a letter of explanation to send to the person or organization making the request that explains the board's decision.

G. Collection Management

1. Decisions to purchase materials for the collection are based on the selection criteria contained in this document. Collection management weighs current holdings and new selections to achieve appropriate balance for a well rounded collection.
2. Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding/ active reevaluation is primary method of maintaining currency and value of the items in the existing collection. Materials are considered for withdrawal based on the following criteria, no one of which need be controlling:
  - (a) Does not meet the needs/interests of the community.
  - (b) Two or more requests by patrons; to remove an item for this reason requires approval by the board.
  - (c) Outdated material, including older editions which are often superseded by newer edition or better item on the subject.
  - (d) Duplicates.
  - (e) Unnecessary items.
  - (f) Worn or damaged copies.
  - (g) Frequency of circulation - for works of historical or literary significance, this criteria should not be the sole basis for a removal.
  - (h) Misleading or inaccurate information (to remove an item for this reason requires approval of the Board.)
  - (i) No literary or scientific merit
3. Statistical tools such as circulation reports - both general and those on specific portions of the collection, fill rates, and reference fill rates, should be used to determine how the collection is being used and how it should change to answer patron needs.

## H. Creating A Balanced Collection

Focus on overall collection development seeks, over time, to strengthen sections until the collection approaches an ideal balance. That balance for leisure reading should include a fair representation of each category or section regularly sought by readers of fiction and nonfiction. Not every author, title, or series can be included, but the library strives to offer something for those interested in most categories. The library will solicit input from the community at least every five years to create a balanced collection.

## I. Library User Priorities

In an attempt to categorize areas of library users' needs, the Washington District Library has listed three purchasing priority categories, which incorporate a total of 5 needs.

### (a) Higher Priority

Leisure time reading for all ages

### (b) Middle Priority

(1) Basic information queries/referrals

(2) Persons pursuing self-improvement and self-directed education

### (c) Lower Priority

(1) Student supplementary educational needs at the K-12 or college level

(2) Student preparation for GED, college and professional tests

## J. Materials Focused On Creating A Balanced Collection

### FICTION

#### Adult Fiction-

- Popular Authors
- Classics
- Best sellers

- Series- (If a series is selected, the beginning 2-3 titles will be purchased. Other titles in the series will be added based on popularity of the series.)
- Award winners
- General Fiction to include romances, historical fiction, fantasy, alternative history, chick lit (women's issues), adventure, thrillers, espionage, inspirational
- Genre collections in Mystery, Science Fiction, Westerns
- Large Print collection which includes a broad base of offerings based on popularity of titles and subjects
- Hardback and paperback

Young Adult Fiction-

- Popular Authors
- Graphic Novels/ Manga
- Award winners
- Series (as defined above)

Children's Fiction-

- Picture books on diverse topics
- Beginner readers
- Beginner chapter books
- Titles for readers through grade 8
- Award Winners
- Classics
- Popular Authors
- Series (as defined above)
- Hardback and paperback

NONFICTION

Adult Nonfiction-

000's-

- Encyclopedias
- Computer information and instruction on computer hardware and operating software for computers in common use

100's-

- Works of major philosophers
- Topics on *important* ethical issues
- Psychology materials of use for lifelong learning and student research
- Self-help materials

200's-

- Information on major world religions
- Doctrines of major religions
- Bible tools such as concordances, indexes
- Inspirational books
- Classic mythology works and writers

#### 300's-

- Information on historical and current issues of political and social nature
- Career information of current interest
- Business information on finance, legal issues
- Testing guides for professionals and college
- Wedding planning information

#### 400's-

- Language information on foreign languages
- English language information on grammar, etymology, usage

#### 500's-

- Math information on math basics, algebra, geometry
- Science information on major fields of study
- Plant and animal guides

#### 600's-

- Medical information for most common illnesses, diseases, problems
- Automobile repair for older vehicles
- Small engine repair guides
- Gardening information
- Information on standard pets, including care and training
- Food information on nutrition, dieting and cookbooks
- Basic home decorating information
- Child rearing guides
- Job searching assistance, including resume writing and interviewing
- Business information on management and starting/operating a business
- Basic building construction information for the do-it-yourselfer

#### 700's-

- Art information, including history, various styles, how to do various mediums
- Non-professional home construction and planning
- Antiques and collectibles guides and pricing information

- Crafts how-to's including those of popular interest
- History of music, movies and theater
- Sports and games information, including basic background and rules

800's-

- Literature including overviews on poetry and plays

900's-

- World cultures overview
- Travel information including guides of major countries and all parts of the USA
- World and United States history materials
- Local and Illinois History

Biographies-

- Autobiographies and biographies of major historical persons, current popular celebrities, persons of current or past significant influence

## HISTORICAL COLLECTION

Maintaining records of local history through phone directories, high school yearbooks, cemetery records, plat books and other published documents.

## CHILDREN'S NON FICTION

000's-

- Mysteries of the world
- Children's almanacs
- Basic information on technology

100's-

- Encyclopedias

200's-

- Information on major world religions
- Classic mythology works and writers

300's-

- Fairy tales and folk tales representing most major countries and traditional American ones
- Information on historical and current issues of political and social nature
- Career information of current interest

400's-

- Language information on foreign languages
- English language information on grammar, etymology, usage

500's-

- Math information on math basics
- Science information on major fields of study
- Plant and animal information and guides

600's-

- Information on domestic animals and standard pets, including care and training
- Food information on nutrition, dieting and cookbooks

700's-

- Art information, including history
- Crafts how-to's including those of popular interest
- Sports and games information, including basic background and rules

800's-

- Literature including poetry, riddles/jokes and plays of general interest

900's-

- World and United States history materials
- Current information on states of the US and major countries

Biographies-

- Autobiographies and biographies of major historical persons, current popular celebrities, persons of current or past significant influence

## MAGAZINES

- Popular titles for men, women and children
- Informational types including those on consumer information, finance, world news, medicine and cooking
- Travel titles
- Educational titles for children on various topics such as science, preschool activities

## NON-PRINT MATERIALS

Books on CD and downloadable audio/ e-books

Adult and Children's Fiction

- Popular titles

#### Adult Nonfiction

- Popular titles
- Topics of current interest
- Instructional materials on language, cooking, etc

#### Music on CD

- Popular artists, both current and past
- General representation of various types, including classical music, jazz,
- blues
- Children's artists containing a diverse representation of music for various ages

#### DVDs (applies for both adult and children's)

- Popular titles-Movies
- Topics of current interest
- Instructional materials on topics such as language, cooking, sports, childrearing, exercise
- Informational on travel, science, history

#### Microfilm

- Past issues of local newspapers

An ideal balance is always a subjective judgment, and a work in progress. Librarians will look for ways to open a conversation with readers to gain their insights. The library will offer opportunities for readers to highlight books that are especially enjoyable or helpful, so that similar ones might be found. Librarians will also welcome recommendations for particularly good titles that would help fill out a section.

[Title 5 in the above form was adopted on June 19, 2012. A modification was made in April 2014.]

## TITLE 6: BORROWERS AND FEES

- A. General
- B. Resident
- C. Non-Resident
- D. Fees and Charges
- E. Responsibility of Borrowers

### A. General

The primary purpose of this library is to provide library service to the residents of Washington Library District. In addition, these services are available, with special provisions, to non-residents wishing to use them.

### B. Resident

1. Upon proper application, including evidence of residency, any individual will be issued a library card which entitles him/her to use the facilities of the Library and to withdraw materials therefrom. Library cards shall be valid for three years from the date of issuance or until termination of residence in the District.
2. Library cards shall be issued according to the following guidelines:
  - (a) A patron aged 4 to 17 with parental permission may receive a library card. Restrictions on the use of a juvenile card can be requested by parent or guardian. A patron with a juvenile card has access to all library materials except for videos in the adult section of the library.
  - (b) A young adult card will be issued to patrons 14 to 17 years of age with the approval of their parent or guardian. Patrons with a young adult card have access to all library materials except for videos with R ratings or unrated videos with content equivalent to an R-rated film as determined by the library staff.
  - (c) An adult card will be issued to persons 18 years or older. Patrons with adult cards have access to all materials in the library collection.

### C. Non-Resident

Any family not residing in the District, upon proper applications and payment of the appropriate fee, may be issued a local use library card which entitles members of that family to use the facilities of the Library and to withdraw materials therefrom. Such cards shall be valid for one year. Any rules under Section B shall likewise apply to non-residents.

D. Fees And Charges

A complete listing of fees and charges can be found in the procedures manual. A copy is located at each circulation desk. Beginning April 2015, Washington District Library will offer two brief time periods where overdue items can be returned to the library and exempted from overdue fines. If a patron returns an undamaged, overdue item to the library during one of these fine exemption periods, the late fines for the overdue item will be removed from the patron's record. If a patron has been referred to the collection agency that the library employs, those overdue fines being pursued by the collection agency will be exempt from fine forgiveness. These overdue fine exemption periods will be held during National Library Week and on the Friday before Christmas.

E. Responsibility of Borrowers

1. All borrowers will be held responsible for any materials charged on his/her card.
2. A charge will be made for any undue damage to library material while in the possession of a borrower.
3. A library card will not be honored if the patron's fines exceed the limited dollar amount as specified by the Alliance Library System (see Procedures Manual).
4. Renewal library cards will not be issued until all fines and charges are paid.
5. Any misconduct in the Library will be cause for withdrawing the privilege of Library use until such time as it shall be demonstrated that the Library rules will be observed. See Title 7, Patron Conduct.

## TITLE 7: PATRON CONDUCT

- A. Conduct Ordinance (#94-95-8)
- B. Conduct Policy

- A. Conduct Ordinance  
(#94-95-8)

1. WHEREAS, the Washington District Library is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with as secure and comfortable environment; and
2. WHEREAS, the Public Library District Act of 1991 provides the Board of Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing Library services, and the specific power to “exclude from use of the library and person who willfully violates an ordinance or regulation prescribed.”
3. NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Washington District Library in the County of Tazewell, State of Illinois as follows:
  - (a) 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.
  - (b) In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.
  - (c) If, following a request, the patrons 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 the calendar day. If he or she fails to leave, the police will be summoned.
  - (d) Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose on an Incident Report Form. Upon a third recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after a second recorded instance in

which a minor is required to leave the library and advised of the consequences of any further recorded instances.

- (e) Patrons who threaten others with violence or are violent while in the library will be banned from all Washington District Library locations for thirty days. Police will also be called in these instances. Repeated instances of a patron threatening others with violence or being violent may result in longer bans from the library.
- (f) Patrons wishing to appeal such action may do so upon written request to the Board of Library Trustees.
- (g) 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.
- (h) In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Library Board of Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of the person.
- (i) 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.

B. Conduct Policy

1. The Conduct Policy is an extension of the Conduct Ordinance #94/95-8 which deals with unruly patrons in the Library.
2. The Washington District Library staff welcomes all library patrons and holds the following expectations for everyone in order to ensure a pleasant and productive visit to the library.
3. Unacceptable behaviors will not be allowed:
  - (a) Disruptive behavior such as rowdiness, running, excess noise, vandalism or such behavior that interferes with the normal use of the library.
  - (b) Harassment of library staff or other patrons.
  - (c) Entering an unauthorized area, remaining in the library after closing or when requested to leave during emergency situations.

- (d) Mutilation of library materials by marking, underlining, removal of pages, removing electronic theft detection devices or in any way defacing library property.
- (e) Removal of library materials without authorization.
- (f) Tampering with or intentionally damaging computer software, hardware, printer, scanner, operating systems or other associated equipment.
- (g) Smoking, the use of smokeless tobacco and bringing alcohol to the library.
- (h) The concealing of library materials for the exclusive use of an individual or group.
- (i) Refusal to abide by library regulations regarding return of materials and payment of fines.
- (j) Entering the library with uncovered beverages.
- (k) Rearranging the furniture without permission from the librarian for the use of a group or individuals.

#### 4. Cell phone usage

Note: "Cell phone: includes similar communication devices or services such as IP phones and internet-based calling services.

- (a) Please place cell phone ringers on mute or vibrate when entering the library.
- (b) Speakers must be muted or headphones used with any personal handheld video games, audio devices (music/CD players, radios, etc.) or computer resources (including software and internet services) with audible content.
- (c) The volume of headphones should be kept at a level so that they are not audible to other patrons.
- (d) Please refrain from making cell phone calls from within the Library.
- (e) When receiving calls on your cell phone, please keep your voice lowered and move to the lobby outside the main library doors to converse.
- (f) Patrons using electronic devices (including cell phones) may be asked to move, leave the library or discontinue their use if they are disturbing others.

- (g) Usage of electronic devices in a manner that results in disruptive behavior (ex. Harassment, loud conversation, running, etc.) will not be allowed.

5. Appropriate Dress

- (a) Swim suits are not acceptable for the library.
- (b) Wet clothes are unacceptable.
- (c) Shoes or footwear must be worn and must be dry.
- (d) A shelf is provided for gym bags and swimming gear. The library does not assume any responsibility for these items.

6. Food in the Library

- (a) Food is only allowed in designated areas (staff workroom and offices, scheduled events in meeting rooms) with prior approval.
- (b) With the above exceptions food is not allowed in the main portion of the library, the Children's Library or the study rooms.
- (c) Patrons' drinks should be kept in covered or closed containers (cups with secured or spill-resistant lids, bottles with caps kept on, etc.) to avoid spills. Fast food drink containers are not allowed.
- (d) Punch drinks and juices that are prone to staining (i.e. red and purple drinks) are not allowed in the library.

7. Unattended Children

- (a) Children under the age of 8 may not be left unattended by a parent or responsible caregiver.
- (b) Unattended children must be picked up at closing time. If not, the Washington Police Department will be notified.
- (c) If an unattended child is found frightened, crying, exhibiting inappropriate behavior, perceived to be endangering him/herself or another person, then attempts will be made to contact the family. If these attempts are unsuccessful then the Washington Police Department will be called.

8. Policy on carrying guns on library property

The Washington District Library follows Illinois State Law (430 ILCS 66) which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

9. Use of children's sections of the Washington District Library and branch

The children's collections of the Washington District Library contain a broad range of materials. The children's area of the Washington District Library is reserved for children, their parents, guardians, teachers, and caregivers, and people who want to borrow children's literature from the library.

[Section B. adopted August 20<sup>th</sup>, 2007. Section 8 adopted on November 19, 2013. Section 9 adopted on August 18, 2015.]

[Section A amended on April 19, 2016]

## TITLE 8: DISPLAYS AND EXHIBITS

The Library welcomes displays of general interest to the community, but all such exhibits must be approved by the Director. All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage. Such cost, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit.

Placement of such exhibits must be mutually agreeable to both the Director and the exhibitor and should in no way interfere with normal operation of the Library.

## TITLE 9: USE OF MEETING/STUDY ROOMS

- A. General Rules
- B. Room Capacities
- C. Endorsement
- D. Scheduling
- E. Priorities
- F. Room Setup
- G. Fees
- H. Food in the Library
- I. Cancellations
- J. Equipment

### A. General Rules

The Washington District Library (WDL) welcomes the use of its meeting/study rooms at no cost by Washington District Library cardholders who are engaged in educational, cultural, civic, intellectual and charitable activities, staff development and training or activities requiring the use of library materials. Private social gatherings are not an appropriate use of the meeting/study rooms. The use of meeting/study rooms for any activities that are inconsistent with those library purposes will be denied or terminated.

- (a) Meeting/study rooms are only available for use during regular service hours on days WDL is open. Variances may be granted for governmental meetings held in the facility.
- (b) All activities in the Library's meeting rooms must be open to the public, with the exception of certain governmental executive session meetings. No fee may be charged, no collection may be taken and no purchase required of those who attend.
- (c) Permission to use the meeting/study rooms will be denied to an organization and/or meeting whose purpose is illegal or whose conduct would interfere with the proper functioning of WDL. A legally responsible adult must be named on the application for all meetings involving groups under the age of 18. A legally responsible adult must be present for all meetings of more than 6 individuals under the age of 18.
- (d) Persons attending meetings at WDL are subject to all Library rules. Meetings must not disrupt the use of WDL by others or violate in any way the WDL Rules of Patron Conduct.

- (e) Users of the meeting/study rooms may not discriminate in admitting people to the meeting on basis of race, sex, color, creed, national origin, religious belief or disability.
- (f) Users of the meeting/study rooms are responsible for the supervision of all children who may accompany its participants. Children under the age of 8 should remain in the meeting/study room with the user or be supervised by an adult who must remain with them.
- (g) Users of the meeting/study rooms agree to pay for any special cleaning and/or maintenance required and all damages done to the meeting room. User also agrees to pay for all damage done to the WDL premises as a result of the meeting.
- (h) Future use of meeting rooms may be restricted or denied for any violation of these rules.
- (i) Users of the meeting/study rooms and the legally responsible adult contact for users under 18 are responsible for ensuring that each member of his or her group is aware of and abides by these regulations.
- (j) No person or group may transfer its reservation to another person or group.
- (k) While using the meeting/study rooms, no products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at library-initiated programs:
  - (1) Fund raising sponsored by Friends of Washington Library to benefit WDL.
  - (2) The sale of books, cassettes, and other items by authors or artists as part of a library program.
- (l) The room may not be reserved for:
  - (1) Private social gatherings.
  - (2) Private or political fundraising or money making purposes by groups other than library-related organizations.

B. Room Capacities

1. Meeting room – 85 persons

2. (2) Study rooms – 6 persons. These rooms can be combined into one for 12 persons. Without direct adult supervision, groups of minors are limited to 6.

C. Endorsement

The WDL is not responsible for the content of the meetings held. Use of the library meeting/study rooms does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.

D. Scheduling

1. The meeting room can be reserved up to 6 months in advance by filling out an application and submitting it to the Meeting Room Coordinator at the address below:

Meeting Room Coordinator  
Washington Library District  
380 North Wilmor  
Washington, IL 61571

2. Study rooms may be reserved a week in advance and may be used for a maximum of two hours at one time. If a study room is unscheduled, it may be used on a first come, first serve basis. Sequential scheduling of one or more rooms by multiple participants to avoid this limit is not allowed.
3. The WDL goal in providing community meeting room space is to maximize access to the greatest number of organizations.

E. Priorities

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

- (a) Washington District Library
- (b) Washington City Council
- (c) Meetings sponsored by other governmental bodies or non-profit organizations located in the Washington District Library.
- (d) Staff development and training by businesses within the WDL area.

F. Room setup

WDL will provide, free of charge, a standard meeting room setup. There will be a service charge of \$25.00 for a different room setup. The group is free to change the arrangement of furniture prior to or during the meeting. At the conclusion of the

meeting, however, the room must be returned to the original setup. Failure to do so will result in a service charge to offset labor costs incurred by WDL to restore the room to its original condition.

G. Fees

1. The use of the meeting and study rooms is free to residents of the Washington Library District.
2. Non-WDL residents will pay \$35.00 for each 2-hour use of the meeting room.

H. Food in the Library

Food and beverages are allowed only as defined by the Conduct Policy of the Washington District Library. Any exceptions must be requested in writing and approved by the Director or Meeting Room Coordinator in advance.

- (a) Food is only allowed in designated areas (staff workroom and offices, scheduled events in meeting rooms) with prior approval.
- (b) With the above exceptions food is not allowed in the main portion of the library, the Children's Library or the study rooms.
- (c) Patrons' drinks should be kept in covered or closed containers (cups with secured or spill-resistant lids, bottles with caps kept on, etc.) to avoid spills. Fast food drink containers are not allowed.
- (d) Punch drinks and juices that are prone to staining (i.e. red and purple drinks) are not allowed in the library.

I. Cancellations

1. If the Library is closed for any unscheduled reason, any previously scheduled non-governmental activities in the meeting and study rooms will also be cancelled. Governmental events may take place as scheduled, depending on the nature of the closing. In the event of an unscheduled closing, a reasonable effort will be made to notify users with meeting and study room reservations and all related fees will be waived.
2. When possible, a 24 hr notice should be given to WDL to cancel the use of the meeting room.

J. Equipment

1. The following equipment is available for use in the library meeting room:

- (a) DVD player with TV
  - (b) TV
  - (c) VCR
  - (d) Computer projector
  - (e) Wall mounted Screen
  - (f) A laptop with connection to the projector.
2. Requests for equipment must be made at the time of application. Library staff will set up equipment and provide basic use instructions. Library staff will not be present to operate equipment during meetings.

[Adopted August 20th, 2007]

## TITLE 10: COMPUTERS AND INTERNET

- A. Public Access to Electronic Information Networks
- B. Wireless Access Policy

### A. Public Access to Electronic Information Networks

#### 1. Electronic Networks and The Library's Mission:

(a) Libraries make it possible for citizens to have access to the information they need to make informed decisions. The Washington District Library is committed to providing access to the Internet, which represents good public policy by maximizing the use of the resources from information networks around the world. Every library user benefits from expanded access to information beyond the four walls of a single library building.

(b) The Washington District Library uses electronic information networks such as the Internet for a variety of purposes:

- (1) Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
- (2) Access to the wealth of information resources available via the Internet.
- (3) Access to general and specialized databases.

#### 2. Relationship to Other Library Policies:

The Washington District Library's Policy for Access to Electronic Information Networks is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

#### 3. "Global" Versus "Local" Resources

(a) Most resources available via the Internet and other electronic Information networks are "global" resources rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a

library. Library users must be aware that this library does not exercise control over information obtained via the Internet:

- (1) Information obtained via the Internet may or may not be reliable, accurate, or current.
  - (2) Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable, and this unavailability often occurs unpredictably.
  - (3) The Internet is not a secure medium and third parties may be able to obtain information regarding users' activities.
  - (4) Some library patrons may consider certain information obtained via the Internet controversial.
- (b) The Washington District Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Users should be aware that the location of the computer workstations might enable an online session to be viewed easily by others.
- (c) This library is not responsible for damages, indirect or direct, arising from a library patron's reliance citation, or other utilization of Internet information resources.

#### 4. Patron Assistance and Instruction

The Washington District Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

#### 5. Use of Equipment and Networks

- (a) The Washington District Library recognizes that electronic information may contain material that is inappropriate or offensive to children as well as patrons of all ages. The Washington District Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:
- (1) Use of electronic information networks for any purpose which results in the harassment of other users.

- (2) Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures.
  - (3) Use of electronic information networks in any way which violates a Federal or State law.
  - (4) Use of electronic information networks in any way which violates licensing and payment agreements between this library and network/database providers.
  - (5) Unauthorized duplication of copy-protected software or violation of software license agreements.
  - (6) Violation of system security.
  - (7) Behaving in a manner that is disruptive to other users.
  - (8) Sending, receiving, or displaying text or graphics that may be reasonably construed as obscene.
  - (9) Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- (b) The Library reserves the right to classify any action, process, or operation on the Internet inappropriate and ban its use by patrons.

#### 6. Children's Access to Electronic Information Networks

The Washington District Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age. As with other library materials, parents or guardians of minor children are responsible for the Internet information selected and/or accessed by their children. Children 17 years of age and under must have an internet user agreement form signed by a parent or guardian.

#### 7. Library Procedures Relating To Electronic Networks

(a) This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

- (1) Internet users must have a valid library card to access the internet or sign in at the Information Desk by presenting their state ID to the staff member on duty.

- (2) Every user must agree to the Internet User Agreement when signing on to a public computer.
- (3) Users will be limited to one hour on a computer, with a possible one hour extension if no one is waiting
- (4) Call-ahead reservations for computer usage will not be accepted.
- (5) Patrons will receive five free black and white print outs a day. Subsequent black and white print outs will cost ten cents a page. All color print outs will cost twenty five cents a page.

## 8. Electronic Communications

It is the policy of the Library to permit users to engage in forms of electronic communication (email, chat, etc.). However, such use by minors 17 years of age and under may be monitored from time to time and in the event Library staff believe a minor's safety or security is at risk, such privileges will be suspended or revoked.

## 9. Violation of Policy

The violation of any terms of the Library's policy may result in suspension or revocation of Library Internet access privileges or even the suspension or revocation of general Library use privileges. Please act responsibly.

## B. Wireless Access Policy

1. Wireless internet access is provided free of charge by the Washington District Library for patrons who have the required hardware and software needed for this service. Wireless Internet access users must agree to the following conditions:
  - (a) Comply with the Washington District Library Internet Use Agreement.
  - (b) The laptop owner is responsible for setting up their equipment to access the Washington District Library wireless network. Library staff is not permitted to handle your laptop or peripheral equipment.
  - (c) The Library will not assume responsibility for the safety of equipment or for laptop configurations, security, or data files on devices used to access the library's wireless service.
  - (d) Library staff is not allowed to configure patrons' laptops.
  - (e) Virus and security protection is the responsibility of the patron.

- (f) The library does not guarantee that any particular web site or electronic transaction will work.
- (g) The library's Wireless network is subject to periodic maintenance and unforeseen downtime.
- (h) Gambling, pornography, and Internet telephony are not permitted on the library's Wireless network.
- (i) Patrons disturbing others will be asked to leave the library.

[Section B adopted September 6, 2007]

[Title 10 amended on January 19, 2016]

TITLE 11: NAMING OF WASHINGTON DISTRICT LIBRARY AND DESIGNATED  
AREAS OF THE FACILITY

1. The naming of any library facilities, portions thereof or furnishings within the library facility is the responsibility of the Washington District Library Board of Trustees.
2. The following guidelines are to be followed in naming a library facility, portions thereof or furnishings therein:
  - (a) Whenever a person's name is used, the individual must have made a significant contribution to library service on the local, state or national level. Individuals must have been responsible for a major development in improving the quality of library service either through a financial contribution, made personally or on their behalf, to the Washington District Library or through specific, identifiable actions in support of library service over a sustained period of years
  - (b) Persons of state and national renown must, at the time of the naming, be well known and immediately recognizable as having made positive contributions to the development of library service or the quality of life for all citizens.
  - (c) In recognition of significant actions, service or financial contributions on behalf of the Washington District Library, rooms, areas or furnishings within a library facility may be named to honor individuals, corporations, or foundations. The individual, corporation, or foundation must have been responsible for a major development in improving the quality of library service either through a financial contribution made directly or on their behalf to the Washington District Library, or through specific, identifiable actions in support of library service over a sustained period of years.
  - (d) The Washington District Library Board of Trustees may develop and modify over time a list of potential naming opportunities and corresponding suggested giving levels. The proposed wording of any naming in recognition of a specific contribution shall remain subject to the approval of the Washington District Library Board of Trustees.
  - (e) The Washington District Library Board of Trustees has the authority to change the name of any library facility or portions thereof, but it shall also be the Board policy to recognize past designees and contributors in perpetuity. The Washington District Library Board of Trustees retains the right to determine the useful life and eventual disposition of any named library facilities, areas or furnishings.

- (f) The name of the governmental entity known as "Washington District Library" is not subject to change.

[Approved by the Washington District Library Board of Trustees, January 19, 2004.]

## TITLE 12: PERSONNEL

Any person who accepts a position on the staff of the Washington District Library will be given a copy of the Personnel Manual and shall sign a receipt\_(see Appendix C). Each employee is responsible for familiarizing him/herself with its contents. It is neither possible nor intended that it shall anticipate every problem concerning employment.

All new library employees as of May 2015, will be required to undergo a criminal background check.

## TITLE 13: PUBLIC LIBRARY-SCHOOL LIBRARY RELATIONSHIPS

1. The Washington District Library is aware of the important role a library plays in serving school children. Within the limits dictated by the responsibility of the public library to serve the full community, the Library considers such services among its most important functions. The Washington District Library encourages the development of adequate school library facilities and tries to provide a selection of literature and reference materials which will supplement rather than duplicate those offered by the schools.
2. The Library will accommodate visits of classroom groups to the Library for instruction in library usage. Such visits should be scheduled in advance and will be held at such a time as will not interfere with regular library service.

TITLE 14: ETHICS ORDINANCE (2003/2004-06)

A. Preamble

1. 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
2. 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
3. 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
4. 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
5. 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;
6. NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WASHINGTON DISTRICT LIBRARY, AS FOLLOWS:
7. The Code of Ordinances of Washington District Library is hereby amended by the addition of the following provisions:
  - (a) Section B Definitions
  - Section C Prohibited Political Activities
  - Section D Gift Ban
  - Section E Ethics Advisor
  - Section F Ethics Commission

Section G  
Section H

Penalties  
Effective Date

B. Definitions

For purposes of this ordinance, the following terms shall be given these definitions:

- (a) "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.
- (b) "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).
- (c) "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).
- (d) "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.
- (e) "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.
- (f) "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).

- (g) "Employee" means a person employed by the Washington District 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.
- (h) "Employer" means the Washington District Library.
- (i) "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.
- (j) "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.
- (k) "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.
- (l) "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.
- (m) "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.
- (n) "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.
- (o) "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.

C. Prohibited Political Activities

- 1. 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 Washington District Library in connection with any prohibited political activity.
- 2. 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).
- 3. 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.
- 4. 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.

5. 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.

D. Gift Ban

1. 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.
2. Exceptions: Section D-1 is not applicable to the following:
  - (a) Opportunities, benefits, and services that are available on the same conditions as for the general public.
  - (b) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
  - (c) (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.
  - (d) Educational materials and missions.
  - (e) Travel expenses for a meeting to discuss business.
  - (f) 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.
  - (g) 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.

- (h) 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.
  - (i) 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.
  - (j) 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.
  - (k) Bequests, inheritances, and other transfers at death.
  - (l) 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.
3. 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.

E. Ethics Advisor

1. The Board President, with the advice and consent of the BOARD OF TRUSTEES OF THE WASHINGTON DISTRICT LIBRARY shall designate an Ethics Advisor for the Washington District Library. The duties of the Ethics Advisor may be delegated to an officer or employee of the Washington District Library unless the position has been created as an office by the Washington District Library.
2. The Ethics Advisor shall provide guidance to the officers and employees of the Washington District 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 BOARD OF TRUSTEES OF THE WASHINGTON DISTRICT LIBRARY.

F. Ethics Commission

1. The Library Board will create an ad hoc Ethics Commission of Washington District Library as needed. The Commission shall be comprised of three members appointed by the Board President with the advice and consent of the BOARD OF TRUSTEES OF THE WASHINGTON DISTRICT LIBRARY. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Washington District Library.
2. At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist two commissioners, and official action by the commission shall require the affirmative vote of two members.

3. The Board President, with the advice and consent of the BOARD OF TRUSTEES OF THE WASHINGTON DISTRICT LIBRARY, may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not

less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

4. The Commission shall have the following powers and duties:
  - (a) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
  - (b) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section F-1(c) of this Ordinance and refer violations of Section B or Section C of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.
  - (c) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.
  - (d) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Washington District Library to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
  - (e) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.
5.
  - (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.
  - (b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the

meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

- (c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Section C of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Section B of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

- (d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- (e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the Board President *or other officer having authority to discipline the officer or employee*, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

- (f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Board President *or other officer having authority to discipline the officer or employee*] or impose a fine upon the violator, or both.
- (g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.
- (h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.
- (i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

G. Penalties

1. A person who intentionally violates any provision of Article 5 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.
2. A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
3. 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.

4. A violation of Section B of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Washington District Library by filing in the circuit court an 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.
5. A violation of Section C of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Washington District Library, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.
6. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section B or Section C of this Ordinance is subject to discipline or discharge.

H. Effective Date

This Ordinance shall be in effect upon its passage, approval and publication [*if required*] as provided by law.

[Section F Amended June 15, 2018]

TITLE 15: PROHIBITED GIFTS ORDINANCE (98/99-6)

- A. General Policy
- B. Exemption
- C. Definitions
- D. Prohibited Gifts
- E. Exceptional Gifts
- F. Enforcement
- G. Ethics Officer

A. General Policy

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

B. Exemption

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

C. Definitions

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

D. Prohibited Gifts

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

E. Exceptional Gifts.

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

- (a) Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- (b) A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
- (c) A gift from a relative as defined by the State Act;
- (d) Anything provided by an individual on the basis of personal friendship, unless there is a reason to believe that under the circumstances the gift was provided because the employee's position and not because of personal friendship;
- (e) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- (f) Payments to a legal defense fund established for the employee that is otherwise lawfully made;
- (g) Intra-office and inter-office gifts meaning any gifts from an employee of the Library to an employee of the Library;
- (h) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by the organization.
- (i) Pension and other benefits resulting from the continued participation in an employee welfare and benefits plan maintained by a former employer;
- (j) Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications;
- (k) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;
- (l) Honorary degrees (and associated travel, food, refreshments and entertainment provided in the presentation of degrees and awards);

- (m) Training (including food and refreshments furnished to all attendees as an integral part of training) if the training is in the interest of the Library.
- (n) Educational missions, including meetings with government officials intended to educate them on matters of public policy;
- (o) Bequests, inheritances, and other transfers at death;
- (p) Anything that is paid for by the federal government, the State or the Library or secured by the government under a government contract;
- (q) A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal including hospitality extended for a non-business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;
- (r) Free attendance at a widely attended event permitted under Subsection 24 below;
- (s) Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members which is unrelated to employment or official position, offered to members such as an employees' association or credit union, offered to a group that is not defined in a manner that specifically discriminates on the basis of branch of government or type of responsibility or on the basis that favors those of higher rank or pay, in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participants in organization activities offered to all government employees;
- (t) A plaque, trophy or other item that is substantially commemorative in nature and that is extended for presentation;
- (u) Golf or tennis, food or refreshments of nominal value and catered food or refreshments, meals, beverages consumed on the premises from which they were purchased;
- (v) Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value;
- (w) An item of nominal value such as a greeting card, baseball cap or T-shirt;
- (x) Attendance at events; an employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event provided by the sponsor of the event if the employee participates as a

speaker or panel participant or by performing a ceremonial function appropriate to their employment or position or attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event except reimbursement for transportation and lodging may not be accepted in connection with the event. This "free attendance" may include waivers of all fees and unless otherwise stated the provision of transportation, food, refreshments, entertainment, and instruction materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees except permitted under Subsection 21 above.]

F. Enforcement

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

G. Ethics Officer

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

[Adopted 6/21/99]

## TITLE 16: FREEDOM OF INFORMATION PROCEDURAL GUIDELINES

- A. Introduction
- B. Definitions
- C. Procedures For Requesting Public Records
- D. Procedures For Office Response to Requests For Public Records
- E. Procedures For Providing Public Records To Requestors
- F. Procedures For Appeal of a Denial

### A. Introduction

These guidelines are established to implement the provisions of the Freedom of Information Act (Supp. To Ill. Rev. Stat. 1983, Ch. 116, Par. 201 et seq.). The purpose of these guidelines is to support the policy of providing public access to the public records in the possession of this office while, at the same time, protecting legitimate privacy interest and maintaining administrative efficiency. Any person should have access to anything in Board packets without filling in a form up to five pages for free. Additional pages should be charged according to the current fee for photocopying.

### B. Definitions

1. Terms used in these guidelines shall have the same meaning as in the Freedom of Information Act.
2. “FOIA” means the Freedom of Information Act.
3. “Freedom of Information Officer” means the Secretary of the Board of Trustees of the Washington District Library or his/her designee.
4. “Office” means the Secretary, Board of Trustees/FOIA Officer via the Washington District Library, 380 Wilmor St., Washington, Illinois 61571.
5. “Requester” means a person who submits a request for public records in accordance with these guidelines.

### C. Procedures for Requesting Public Records

1. Person to Whom Requests are Submitted

Requests for public records shall be submitted to the Freedom of Information Officer. Requests shall be submitted to the following address.

Secretary, Board of Trustees  
Freedom of Information Officer

Washington District Library  
380 N. Wilmor St.  
Washington, Illinois 61571  
ATTENTION: FOIA REQUEST

2. Form and Content of Requests
  - (a) Requests must be made in accordance with the FOIA. Such requests may be submitted on FOIA request forms provided by the office. (Appendix A)
  - (b) The requester shall provide the following information in a request for public records:
    - (1) The requester's full name, address and telephone number.
    - (2) A description of the public records requested, being as specific as possible.
    - (3) Whether the request is for inspection of public records, copies of public records, or both.

D. Procedures for Office Response To Requests For Public Records

1. Length of Time for Office Response
  - (a) The Office shall respond to a written request for public records within seven (7) working days after the receipt of such request.
  - (b) The office may give notice of an extension of time to respond which does not exceed an additional seven (7) working days. Such an extension is allowable if written notice is provided within the original seven (7) working days time limit for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reasons why the extension is necessary and the date by which the records will be made available or denied will be made available or denial will be forthcoming.
2. Types of Office Responses
  - (a) The Office shall respond to a request for public records in one of three ways:
    - (1) Approve the request in its entirety.
    - (2) Deny the request in its entirety.

- (3) Approve the request in part and deny in part.
- (b) Upon approval of a request for public records, the Office may either make available the materials, give notice that the material shall be made available upon payment of allowable costs, or give notice of the time and place for inspection of records.
- (c) A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3(f) or Section 7 of the FOIA and the names and titles of individuals responsible for the decision. It shall also give notice of the requester's right to appeal to the President of the Board of Trustees.
- (d) Categorical requests creating an undue burden upon the Office shall be denied only after extending to the requester an opportunity to confer in an attempt to reduce to manageable proportions in accordance with Section 3(f) of the FOIA.
- (e) Failure to respond to a written request within seven (7) working days will be considered by the requester a denial of the request.

E. Procedures for Providing Public Records To Requestors

1. Inspection of Public Records

- (a) Unless otherwise agreed, the inspection of public records shall take place at the Office of the Freedom of Information Officer during normal working hours.
- (b) Documents which the requester wishes to have copied, shall be segregated during the course of the inspection. Generally, all copying shall be done by Office employees, under the direction of the FOIA Officer.
- (c) An employee of the Office may be present throughout the inspection. A requester may be prohibited from bringing bags, briefcases, or other containers into the inspection room.

2. Copying of Public Records

- (a) Copies of public records shall be provided to the requester only upon payment of any charges, which are due.
- (b) Charges for copies of public records shall be assessed in accordance with the "Fee Schedule for Duplication of Public Records" (Appendix G).

- (c) Charges may be waived or reduced in any case where the Freedom of Information Officer determines that the waiver serves the public interest.

4. General Materials Available to the Public

- (a) The Freedom of Information Officer shall make available to the public, at no charge, the following materials:
  - (1) A brief description of the organizational structure (Appendix H) and the budget (Appendix I) of the Washington District Library.
  - (2) A list of type and categories of public records maintained by the Washington District Library. (Appendix J)
  - (3) A copy of these Guidelines.

F. Procedures for Appeal of a Denial

1. Appeal of a Denial

- (a) A requester whose request has been denied by the FOIA Officer may appeal the denial to the President of the Board of Trustees. The notice of appeal shall be made in writing and sent to:

President, Board of Trustees  
Washington District Library  
380 Wilmor Street  
Washington Illinois 61571  
ATTENTION: FOIA APPEAL

- (b) The notice of appeal shall include a copy of the original request, a copy of the denial received by the requester, and a statement of the reasons why the appeal should be granted.

2. Response to Appeal

- (a) The President of the Board of Trustees shall respond to an appeal within seven (7) working days after receiving notice thereof. The President of the Board of Trustees shall either affirm the denial or provide access of the requested public records.

## TITLE 17: INVESTMENT OF PUBLIC FUNDS POLICY

- A. Purpose And Scope
- B. Responsibilities
- C. Delegation of Authority
- D. 'Prudent Person' Standard
- E. Objectives
- F. Guidelines
- G. Reporting
- H. Internal controls
- I. Authorized Financial Dealers and Institutions
- J. Conflicts of Interest

### A. Purpose and Scope

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines of management of public funds by the WASHINGTON DISTRICT LIBRARY in compliance with the Public Funds Investment Act 30 ILCS 235/.01 et seq. Its scope is all public funds of the Library.

### B. Responsibilities

All investment policies and procedures of the WASHINGTON DISTRICT 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 who is hereby designated as the 'chief investment officer' of the Library acting under the authority of the Library Board of Library Trustees.

### C. Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, by designation the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program.

### D. 'Prudent Person' Standard

All Library investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgement and

care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

E. Objectives

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

- (a) Legality (conforming with all legal requirements)
- (b) Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
- (c) Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- (d) Yield (attaining a market rate of return on investments)
- (e) Simplicity of management

F. Guidelines

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

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

(b) Liquidity:

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

(c) Yield – Return on investment:

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

(d) Simplicity of management:

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

G. Reporting

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

H. Internal Controls

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

I. Authorized Financial Dealers and Institutions

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

J. Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

[Adopted October 19, 1999]

## TITLE 18: EMPLOYEE TRAVEL EXPENSES POLICY

### **A. Purpose.**

The Washington District Library will pay for employee travel, meal, and lodging expenses incurred while participating in Director-approved official business conducted on behalf of the Library. Employees should exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

### **B. Authorized Types of Official Business.**

Travel, meal and lodging expenses will be paid for employees of the Library only for purposes of official business conducted on behalf of the Library. These include, but are not limited to, off-site or out-of-town meetings related to official business and Director-approved seminars, conferences and other educational events related to the employee's official duties. If you are unsure whether an expense is covered by this policy, please contact the Library Director.

### **C. Categories of Expenses.**

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers should book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's residence. When attending a training event or other off-site official business directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – The library will pay for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
4. **Public Transportation** – The library will cover the cost of public transportation to and from an event if a shuttle service is not provided by the event organizers.

5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The library will pay for a standard single-room at locations convenient to the business activity. Two employees of the same gender traveling to the same event together should share a double room unless the Director approves a different arrangement. In the event of a change in plans or a cancellation, travelers must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless the Director approves.
7. **Meals** - Meal expenses are limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Staff should refer to the GSA website for maximum daily meal expenses for a given city. The library will pay for staff meals up to, but not in excess of, this rate. Meals provided by the conference or seminar should be deducted from this total rate, at the amount of 1/3<sup>rd</sup> of the total per meal provided. Partial meal expenses will be provided for departure and return days based on when travelers begin or end the trip. For instance, travelers who begin their trip before breakfast would have the cost of three meals covered by the library. Those leaving in mid-morning would be covered for two meals. Meals during in-state travel that do not include an overnight stay will be covered for actual cost not to exceed the GSA rate. Alcoholic beverages will not be covered.
8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be paid by the traveler.
9. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be paid by the Library.
10. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
11. **Entertainment Expenses** – The library will not pay for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**D. Approval of Expenses.**

All expenses for a trip must meet the guidelines as set forth in Section C. Expenses that fall outside of these guidelines must be approved by the Director in advance. For all travel expenses for which a staff member will need to be reimbursed, please refer to the “Reimbursement of Travel, Meal and Lodging Expenses Policy.” All staff that will ask for reimbursement of travel expenses in excess of \$500 must have those expenses pre-approved by the library board. The Director should be given notice well in advance of the trip so that he or she can ask the board for approval at an upcoming board meeting.

Any unapproved expenses will be covered by the employee.

[Adopted on September 19, 2017]

## TITLE 19: SEXUAL HARASSMENT FREE WORKPLACE POLICY

### **Work Environment**

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

### **Library Employee/Patron Relationship**

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

- Any sexual advance by an employee toward a patron,
- Any request by an employee to a patron for sexual favors,
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
- Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the director or, if not immediately available, to the director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the director or to their immediate supervisor.

## **Examples**

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material. Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

## **Duty to Report Sexual Harassment by Patrons to Fellow Patrons**

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the director or to their immediate supervisor.

## **Retaliation**

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

It is also a violation of this Policy to retaliate or to take reprisal in any way against any person who has reasonably and in good faith testified, assisted or participated in any investigation, proceeding or hearing concerning any sexual harassment claim or charge or to discrimination against such person.

Such persons also have the availability of whistleblower protections under the Illinois State Officials and Employees Ethics Act, *5 ILCS 430/1-1, et. al.*, the Illinois Whistleblower Act, *740 ILCS 174/1, et. al.*, and the Illinois Human Rights Act, *775 ILCS 5/1-101, et. al.*

## **Sexual Harassment Reporting Procedure**

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

### **Step 1:**

- Reporting by Patrons
  - o Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the director as soon as possible.

- Reporting by Employees

- o A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the director or to the employee's immediate supervisor. If the director or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

**Step 2:**

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the director shall meet with the complainant within three (3) business days of receiving the complaint to discuss the allegations. If the Director is absent from work for vacation, sick leave or other reasons, the Director will meet with the complainant three days after returning to work. If the complainant chooses to have a representative, then the director may also have a representative; such meeting, however, shall be informal. The director shall issue a written decision within five (5) business days of the meeting.

**Step 3:**

If the complainant is not satisfied with the director's decision, within five (5) business days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the director's decision. Within five (5) business days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the director to resolve the matter. The Board President shall issue a written decision within ten (10) business days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

**Step 4:**

If the complainant is not satisfied with the Board President's decision, then within ten (10) business days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty (20) business days of receiving an appeal, the Board or a committee hereof shall meet with the complainant, the director, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) business days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

### **Violations and Consequences**

In addition to employee discipline up to and including discharge for violations of this policy, a violation by a non-employee patron of this policy may cause a suspension or revocation of library privileges or services. Knowingly making a false report of harassment is a violation of this policy and will be subject to the same consequences.

### **Legal Recourse, Investigative, and Complaint Process Available Through the Illinois Department of Human Rights and Human Rights Commission**

Any Library Patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number is:  
Illinois Department of Human Rights  
222 S. College, Rm. 101A  
Springfield, IL 62700  
(217) 785-5100

[Adopted February 20, 2018]

## LIST OF APPENDICES

- A1 Library Bill of Rights (Title 1)
- A2 Freedom to Read Statement (Title 1)
- A3 Freedom to View Statement (Title 1)
- B1 Request For Reconsideration of Library Materials (Title 5)
- B2 Request for Addition of Book or Materials To Collection (Title 5)
- C Internet Registration and User Agreement (Title 10 A)
- D. Notice and Receipt of Personnel Manual (Title 12)
- E. [Reserved]
- F ALA Ethics Statement for Public Library Trustees
- G ALA Statement of Professional Ethics
- H Freedom of Information Act forms

## APPENDIX A1: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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

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

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

4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6 Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. (See Appendix\_\_\_)

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

## APPENDIX A2: FREEDOM TO READ STATEMENT

1 It is in the public interest for the Board of Directors and Librarian to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

1 The Board of Directors and Librarian do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated.

2 It is contrary to the public interest for the Board of Directors or Librarian to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.

3 The present laws dealing with obscenity should be vigorously enforced. Beyond that there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

4 It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

5 It is the responsibility of the Board of Directors and Librarian, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

6 It is the responsibility of the Board of Directors and Librarian to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Based on the Freedom to Read Statement, adopted by the ALA Council, June 25, 1953; revised January 28, 1972 by the ALA Council

## APPENDIX A3: FREEDOM TO VIEW STATEMENT

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1 It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2 It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

3 It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

4 It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted by: Educational Film Library Association, February 1979.

Endorsed by American Library Association's Intellectual Freedom Committee and by the American Library Association council, June 1979.

Endorsed by the Board of Directors of the Association of Educational Communications and Technology, December 1979.

Adopted by the Illinois Valley Library System Board of Directors as part of its selection policy, March 1980.

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Print Name

APPENDIX B1: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

REQUEST MADE BY:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Date \_\_\_\_\_

COMPLAINANT REPRESENTS:

Self \_\_\_\_\_

Organization (Name of) \_\_\_\_\_

Other Groups (Identify) \_\_\_\_\_

AUTHOR of item under reconsideration \_\_\_\_\_

TITLE of item under reconsideration \_\_\_\_\_

PUBLISHER (if known) \_\_\_\_\_

1. To what in the book/movie/cd do you object? (be specific, cite pages)
2. What do you feel might be the result of reading/watching/listening to this material?
3. For what age group would you recommend this item?
4. Is there anything good about this item?
5. Did you read/watch/listen to the entire item? If not, what parts?
6. Are you aware of the judgment of this item by literary critics?
7. What do you believe is the theme of this book/movie/cd?
8. What would you like the library to do about this item?
  - \_\_\_\_\_ withdraw it from all library patrons
  - \_\_\_\_\_ make it available only to certain age levels – list these
  - \_\_\_\_\_ reevaluate it
9. In its place, what book/movie/cd of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

APPENDIX B2: REQUEST FOR ADDITION OF BOOK OR MATERIALS TO COLLECTION

REQUEST MADE BY:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Date \_\_\_\_\_

SUBMITTER REPRESENTS:

Self \_\_\_\_\_

Organization (Name of) \_\_\_\_\_

Other Groups (Identify) \_\_\_\_\_

AUTHOR of item under consideration \_\_\_\_\_

TITLE of item under consideration \_\_\_\_\_

PUBLISHER (if known) \_\_\_\_\_

COPYRIGHT

1. What is contained in this item that makes it a good addition to the library collection?
2. For what age group would you recommend this material?
3. Have you read or viewed this material in its entirety?
4. Are you aware of the judgment of this book by literary critics?
5. What benefits would this item offer to most people using it?

APPENDIX C: WASHINGTON DISTRICT LIBRARY INTERNET REGISTRATION AND USER AGREEMENT

1. I have read the policies concerning the use of the Washington District Library's Internet computers and wireless network and agree to abide by the policies.
2. I agree to may any repair or replacement costs of equipment or software damage by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of all copyrighted material, and I will follow all copyright laws.
4. I understand that if I fail to abide by the Washington District Library's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including sexually explicit material, obscenity, inflammatory or dangerous material, and that Washington District Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency, or appropriateness of any Internet resources.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **CARD NUMBER:** \_\_\_\_\_

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FOR PATRON AGE 17 AND UNDER:

As the parent or guardian of \_\_\_\_\_  
I give permission for my child to use the Internet computer(s) at the Washington District Library, with the understanding that I am responsible for monitoring my child's appropriate use of this service, and that I am responsible for any damage that may occur, and that I have read, understand, and agree to the above statements.

**PARENT OR GUARDIAN SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHILD'S DATE OF BIRTH:** \_\_\_\_\_

[Amended on January 19, 2016]

APPENDIX D: NOTICE AND RECEIPT OF PERSONNEL MANUAL

I hereby acknowledge receipt of a copy of the Washington District Library “Personnel Manual”. I realize that this manual is a general overview of library personnel policy and is subject to interpretation and/or change by the Director and/or the Library Board.

I further acknowledge that I have read in full the introduction to the manual which addresses the issue of “at will” employment. With the knowledge of the “at will” provisions, I accept employment with the Library.

---

Date

---

Signature

---

Print Name

## APPENDIX F : ALA ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of the librarians in resisting censorship of library material by groups or individuals.

Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

## APPENDIX G: ALA STATEMENT OF PROFESSIONAL ETHICS

- 1 Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- 2 Librarians must resist all efforts by groups and individuals to censor library materials.
- 3 Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- 4 Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- 5 Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- 6 Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

APPENDIX H: TITLE 16. FREEDOM OF INFORMATION ACT PROCEDURES  
APPENDICES

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APPENDIX H(a):REQUEST FOR PUBLIC RECORDS

FROM:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Area Code/Telephone)

DESCRIPTION OF REQUESTED RECORD (S):

Please indicate if you wish to inspect the above described records, or wish a copy of such records:

\_\_\_\_\_ Inspection

\_\_\_\_\_ Copy

\_\_\_\_\_ Both

.....  
(For Office Use Only)

\_\_\_\_\_  
(Date Request Received)

\_\_\_\_\_  
(Date Response Due)

\_\_\_\_\_  
(Date Request Filled)

By: \_\_\_\_\_  
Secretary, Board of Trustees/FOIA Officer

APPENDIX H(b): APPROVAL OF REQUEST FOR PUBLIC RECORDS

TO: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Area Code/Telephone)

DESCRIPTION OF REQUESTED RECORD (S):

Your request dated \_\_\_\_\_ for the above described records has been approved.

\_\_\_\_\_ Documents as requested are enclosed.

\_\_\_\_\_ Documents will be made available upon payment of copying costs  
in the amount of \$\_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ By: \_\_\_\_\_  
(Date) Secretary, Board of Trustees/FOIA Officer

APPENDIX H(c): DENIAL OF REQUEST FOR PUBLIC RECORDS

TO: \_\_\_\_\_  
(Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City/State/Zip)

\_\_\_\_\_

(Area Code/Telephone)

DESCRIPTION OF REQUESTED RECORD (S):

Your request dated \_\_\_\_\_ for the above described records has been 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 were unable to negotiate a more reasonable request. Compliance with the request would cause an undue burden on the office for the following reason (s):

\_\_\_\_\_ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reason (s):

APPENDIX H(c) (CONT'D)

The individual (s) who determined that the records you requested are to be denied are:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

You have the right to appeal the denial of the records you requested by submitting a written notice of appeal to:

President, Board of Trustee  
Washington District Library  
380 N. Wilmor Street  
Washington, Illinois 61571  
ATTENTION: FOIA APPEAL

In submitting your notice of appeal, you should include copies of your original request and this denial, and state reason (s) why your appeal should be granted.

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
Secretary, Board of Trustees/FOIA Officer

APPENDIX H(d): PARTIAL APPROVAL AND DENIAL OF REQUEST FOR PUBLIC RECORDS

TO: \_\_\_\_\_  
(Name)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City/State/Zip)

\_\_\_\_\_

(Area Code/Telephone)

DESCRIPTION OF REQUESTED RECORD (S):

Your request dated \_\_\_\_\_ for the above described records has been partially approved. The part (s) of your request which has been approved:

- \_\_\_\_\_ Documents as requested are enclosed.
- \_\_\_\_\_ Documents will be made available upon payment of copying costs in the amount of \$\_\_\_\_\_.
- \_\_\_\_\_ You may inspect the records at \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_

The following portion (s) of your request has been denied for the reason (s) cited:

APPENDIX H(d) (CONT'D)

The individual (s) who determined that the records you request are to be denied are:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

You have the right to appeal the denial of the record (s) you requested by submitting a written notice of appeal to:

President, Board of Trustees  
Washington District Library  
301 Walnut Street  
Washington, Illinois 61571  
ATTENTION: FOIA APPEAL

In submitting your notice of appeal, you should include copies of your original request for this denial, and state reason (s) why your appeal should be granted.

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
Secretary, Board of Trustees/FOIA Officer

APPENDIX H(e): DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

TO: \_\_\_\_\_  
(Name)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City/State/Zip)

\_\_\_\_\_

(Area Code/Telephone)

DESCRIPTION OF REQUESTED RECORD (S):

Your request dated \_\_\_\_\_ for the above described record (s) must be delayed for the following reason (s):

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

\_\_\_\_\_ By: \_\_\_\_\_  
(Date) Secretary, Board of Trustees/FOIA Officer

APPENDIX H(f): RESPONSE TO APPEAL ON DENIAL OF REQUEST FOR PUBLIC RECORDS

TO: \_\_\_\_\_  
(Name)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City/State/Zip)

\_\_\_\_\_

(Area Code/Telephone)

DESCRIPTION OF REQUESTED RECORD (S):

I have taken the following action on your appeal concerning the denial of your request for the above described reason (s):

\_\_\_\_\_ I hereby approve your appeal to the following extent and for the following reason (s):

\_\_\_\_\_ I affirm the denial of your request made by the Freedom of Information Officer.

You are entitled to judicial review of any denial pursuant to Section 2 of the Freedom of Information Act.

\_\_\_\_\_ By: \_\_\_\_\_  
(Date) President, Board of Trustees

APPENDIX H(g): FEE SCHEDULE FOR DUPLICATION AND CERTIFICATION OF  
PUBLIC RECORD

Type of Duplication

Charge Per Copy

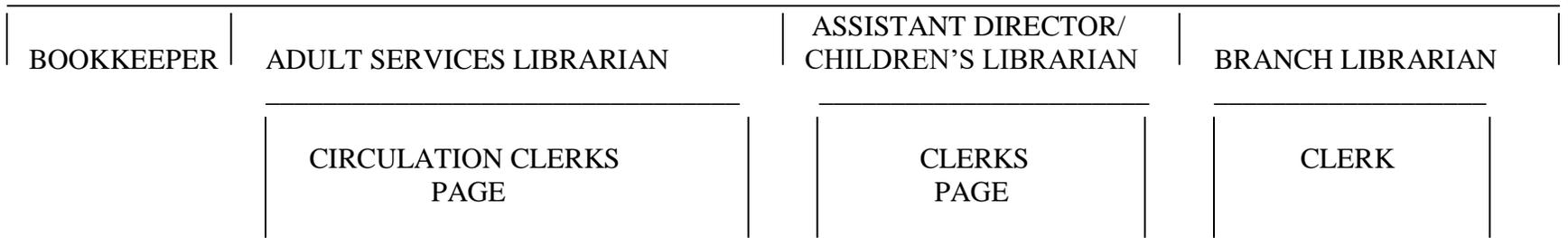
Paper Copy from Paper Original  
(sizes up to 11" X 17")

\$ .15/page

APPENDIX H(h): ORGANIZATIONAL STRUCTURE OF THE WASHINGTON DISTRICT LIBRARY

LIBRARY BOARD

LIBRARY DIRECTOR



APPENDIX H(i): REQUESTING THE LIBRARY BUDGET

A copy of the current budget for the Washington District Library may be obtained from the Director.

APPENDIX H(j): PUBLIC RECORDS MAINTAINED BY THE WASHINGTON  
DISTRICT LIBRARY

Annual Financial Reports

Audit Reports

Budgets

Inventory Records

Labor Records

Ledgers and Journals

Property Records