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## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

### 01.00.00 BYLAWS

#### 01.01.00 Establishment, Mission, Funding

##### 01.01.01 Establishment

The Fox River Valley Public Library District (FRVPLD) is established and operates as a Library District in accordance with the Public Library District Act. The Illinois Compiled Statute (ILCS) which applies is Chapter 75 and applicable sections of Chapters 5, 15, 45, 50, 55, 330, 705, 720, and 805; additionally, sections of the Illinois Administrative Code (IL/ADC) may apply.

##### 01.01.02 Mission, Values, Priorities

Fox River Valley Public Library District provides equal opportunity for all to learn, explore, imagine, create, and connect in a welcoming environment.

*Revised October 2001; updated July 3, 2012 for name change; revised November 12, 2012, revised December 9, 2013*

##### Core Values

1. Community and Customer Service
2. Diversity
3. Intellectual Freedom
4. Fiscal Responsibility
5. Transparent Governance

##### District Priorities

1. Encourage Innovation and Flexibility
2. Foster an organizational culture of exceptional customer service
3. Expand all revenue streams of the library
4. Support transparent fiscal and fiduciary practices
5. Promote engagement in the library across our diverse community
6. Provide leadership in technological services and training

*Approved December 9, 2013*

##### 01.01.03 Funding

The FRVPLD is financed primarily by property taxes levied by the FRVPLD and collected by Kane County on taxable property within the FRVPLD. Unless otherwise indicated, where reference is made to state statutes, these Bylaws merely repeat the requirements of the statutes for reference as it is the intent of the Board of Library Trustees (Board) that any future amendments to state statutes are incorporated herein by reference to such statutes.

### 01.03.00 Board of Library Trustees

##### 01.03.01 Definition

The Board consists of seven members serving staggered terms in accordance with the Act.

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- 01.03.02      Qualifications  
Trustees must be residents of the FRVPLD. Persons who are elected or appointed or are candidates for election to the Board shall file annually a Statement of Economic Interest using the form provided by Kane County Officials.
- 01.03.03      Elections  
Elections for Library Trustees shall be conducted in accordance with applicable laws.
- 01.03.04      Organization of the Board  
At the first regular meeting after the vote canvass, the incumbents and new Trustees shall meet to take oaths of office and organize the Board. The first order of business shall be election of a President pro tempore and Secretary pro tempore. The Secretary shall certify the membership of the Board and administer the oath of office. The Trustees shall elect from their membership a President, Vice President, Treasurer, and Secretary. These officers shall serve until the third Monday of the month following each regular election or until their successors are elected by the Board.
- 01.03.05      Terms of Office  
A term of office for Trustees shall be four years.
- 01.03.06      Vacancies  
Vacancies shall be declared in the office of Trustee in accordance with the Act (75 ILCS 16/30-25) and 16/30-40.
- 01.03.07      Compensation and Expenses  
Trustees shall serve without compensation but shall be reimbursed from FRVPLD funds for actual and necessary expenses incurred in the performance of their duties. (75 ILCS 16/30-30)
- 01.03.08      Powers  
Trustees have such powers as are afforded by applicable laws. The Board shall not be bound in any way by any statement or action on the part of any Trustee except when he/she acts on specific instructions from the Board. (75 ILCS 16/30-55)
- 01.03.09      Attendance  
As public officials, Trustees are expected to attend all regularly scheduled Board and Committee meetings. If a Trustee is unable to attend, the following may apply:
- A) When a Trustee knows in advance he/she will not be able to attend a Board meeting, the Trustee shall notify the Board President not later than 24 hours before the meeting.
  - B) If any emergency arises within 24 hours of a Board meeting, the Trustee shall notify the Board President as soon as possible of the Trustee's absence. If the Trustee cannot notify the President before the Board meeting, the Trustee must provide the Board President not later than 48 hours after the Board meeting an explanation for missing the meeting. This procedure also applies to Committee meetings.

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- C) After the first unexcused absence of a Trustee, the Board President will call the Trustee to discuss what transpired at the meeting and remind the Trustee of the policy relating to Trustee absences.
- D) After a second unexcused absence of a Trustee from a Board meeting, the Board President will deliver/send a letter to the Trustee reminding the Trustee of the Board policy and the effect of the Trustee's unexcused absence on the effective functioning of the Board.
- E) Committee chairs are encouraged to contact any Trustee who misses a Committee meeting.
- F) If a Trustee is absent for all regular Board meetings for one year, the Board will declare the position vacant and seek a replacement to fill the remaining term of that Trustee. (75 ILCS 16/30-25)

01.03.10

Electronic Attendance at Meetings – Open Meetings Act (5 ILCS 120/7)

- A) A quorum of members must be physically present at the location of an open or closed meeting of the Board of Trustees.
- B) Minutes of all meetings shall specify if a member was physically present or present by means of a video or audio conference. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
- C) Subject to the requirement of a quorum of members being physically present in the meeting location, members who are not physically present may participate in open or closed meetings by means of a video or audio conference as provided in this policy. Such electronic participation may be allowed only if the member is prevented from physically attending by
  - 1) personal illness or disability,
  - 2) employment purposes,
  - 3) business of the public body,
  - 4) a family emergency, or
  - 5) another emergency.
- D) If a member wishes to attend a meeting electronically, the member must notify the Board Secretary before the meeting, unless advance notice is impractical.

The Board Liaison is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice may be given in person or in writing, or by phone, facsimile transmission, or e-mail, and shall explain why the member cannot attend, with reference to one of the five categories specified in paragraph C above.

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The Board allows electronic attendance for qualifying reasons, as a matter of standing policy.

- E) Upon receiving notice of a member's intent to participate electronically, the Board Liaison shall make appropriate arrangements for the Board member to participate electronically, by obtaining contact information and arranging a speaker phone or other suitable device for the meeting room. The equipment shall be such as to enable persons attending the meeting (including those in the audience) to hear the member speak, and shall also allow the member who is attending electronically to hear other Board members and any person who addresses the Board. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the member, so that the member can participate. If there is no quorum physically present at the meeting, the Board shall designate a person to contact the member and notify him/her of that fact.
- F) If the member who is attending electronically would normally chair the meeting, a president pro tempore who is physically present may be appointed.
- G) When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/her self by name and be recognized by the Chair before speaking.
- H) This policy shall apply to any subsidiary committee, subcommittee or other agency of the Board which is a "public body" under the Illinois Open Meetings Act, and shall constitute the Board's "rules" regarding electronic attendance as permitted by 5 ILCS 120/7(c). 01.25.09 E-mail Communications Among Board Members

The Illinois Open Meetings Act defines "meeting" to include any gathering "by...electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication", of a majority of a quorum of the members of a public body held for the purpose of discussing public business. 5 ILCS 120/1.02.

Moreover, the use of electronic communications to transmit confidential information is a matter of concern, due to the potential for receipt or interception of the confidential communications by unintended parties. Accordingly, in the interest of complying with Open Meetings Act requirements and lawfully protecting confidential information pertaining to the Library, it shall be the policy of the Board of Trustees to limit e-mail communications to, from and among Board members concerning the business of the Library as set forth below.

- A) Permitted Electronic Communications -- An electronic message  
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between only two Board members who do not discuss any confidential information; • A message sent to all Board members with the designation “No response required”; • A message soliciting a response but directing that the response be made only to the original sender, and not copied to other Board members; and • Communications for purposes other than discussing public business (such as to confirm the location of a board retreat, or to consult on the feasibility of a date for a special meeting).

- B) Prohibited Electronic Communications -- Three or more Board members discussing public business via e-mail or in an online chat room; • Messages sent to all Board members to discuss public business and which solicit responses; and • Discussion of any confidential information.

01.03.11

Code of Ethics

In addition to complying with the Board’s Ethics Ordinance the following applies:

- A) Trustees shall observe ethical standards with truth, integrity and honor.
- B) Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- C) It is incumbent upon any Trustee to disqualify himself/herself immediately whenever a conflict of interest or the appearance of a conflict of interest exists.
- D) Trustees must distinguish clearly in their actions and statements between personal philosophies and attitudes and those of the Library acknowledging the Board’s official position even if they personally disagree.
- E) Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
- F) Trustees shall support to the fullest the efforts of Library Staff in resisting censorship of library materials.
- G) Trustees shall not be critical in or outside a Board meeting of fellow Trustees or their opinions.
- H) Trustees shall not discuss confidential proceedings of the Board outside the Board meeting.
- I) Trustees shall not promise prior to a meeting how they will vote on any issue.

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- J) Trustees will not interfere with the duties of the Library Director or undermine the Library Director's authority.

*Revised May 14, 2012*

**01.05.00 Officers and Duties**

01.05.01 Officers

Officers of the Board shall be a President, Vice President, Treasurer, and Secretary. Officers are elected by the Board from its membership at the organization meeting following the biannual election as set forth in Section 01.03.04. Officers shall serve a two-year term.

01.05.02 The President

The President presides at all meetings. The President shall execute all documents authorized by the Board and serve ex-officio as a member of all Committees. The President shall have authority to sign all checks for expenditures and perform such duties as are imposed upon the office by law or by the Board. The President does not have veto power.

01.05.03 The Vice President

In the absence of the President, the Vice President presides at all meetings and performs such duties as are imposed upon the office of the President by the Board. The Vice President shall support the President in the execution of all presidential duties and serves as the Ethics Advisor for the Library District.

01.05.04 The Treasurer

- A) The Treasurer shall have authority to sign all checks and shall keep and maintain all financial accounts and records of the FRVPLD, including a record of all receipts, disbursements, and balances in any funds. The records shall be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit shall certify: (1) cash on hand as of July 1; (2) total cash receipts from all sources; (3) total disbursements; (4) discrepancies; (5) any other information deemed pertinent by the Trustees. Such audit shall be accompanied by a professional opinion of the auditor regarding the financial status of the FRVPLD and accuracy of the audit or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons therefore.
- B) The Treasurer shall 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.
- C) As an alternative to a personal bond on the Treasurer, the Treasurer may secure for the district an insurance policy or other insurance instrument that provides the District with coverage for negligent or intentional acts by District officials and employees that could result in the loss of district funds. The coverage shall be in an amount at least equal to 50% of the average amount of the District's operating

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fund from the prior 3 fiscal years. The coverage shall be placed with an insurer approved by the Board. The cost of any such coverage shall be borne by the District. The system shall provide the Illinois State Library a copy of the District's certificate of insurance at the time the District's annual report is filed.

- 01.05.05      The Secretary  
The Secretary shall keep and maintain appropriate records for his/her term in office, including a record of the Minutes of all meetings, the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matter as affect the operation of the FRVPLD. The records shall be subject to an audit by two (2) other Trustees appointed by the President and shall be conducted each fiscal year and the report shall be filed not later than the 90th day following the completion of the fiscal year. Such report shall certify the accuracy of the records of the Secretary, their completeness, and list discrepancies, if any. The Secretary shall have the power to administer oaths and affirmations.

*Revised May 14, 2012*

**01.07.00      Meetings**

- 01.07.01      Open Meetings  
Board meetings shall be public meetings except those specifically exempt under the Open Meetings Act. (5 ILCS 120) Executive sessions or closed meetings may be held only as authorized by law.
- 01.07.02      Regular Meetings  
Prior to the beginning of each calendar year, the Board shall specify by ordinance the time, place, day and date of all meetings for the coming year. The date, time, or place may be temporarily changed by a roll call vote at the regular meeting prior to the meeting affected.
- 01.07.03      Special Meetings  
Special Meetings of the Board may be called by the President or the Vice President acting for the President or by any four (4) Trustees; except that OMA (5 ILCS 120.2.01) specifies that no meeting shall be held on a legal holiday unless the regular meeting day falls on that holiday.
- 01.07.04      Quorum  
As provided by statute, a quorum consists of four (4) Trustees. A majority of those present shall determine the vote taken on a question.
- 01.07.05      Voting  
All votes on any questions shall be by aye and nay and recorded by the Secretary. Absentees and abstentions shall be noted.
- 01.07.06      Order of Business  
The Order of Business for regular meetings shall include but not be limited to the following items which shall be covered in the sequence shown so far as circumstances permit: (1) Call to Order; (2) Roll Call; (3) Public Comment; (4) President's Report; (5) Director's Report; (6) Approval of Consent Agenda; (7) Old Business; (8) New Business; (9) Board Discussion; (10) Executive Session; (11) Adjournment.

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01.07.07 Public Comment  
Citizens, individually or as organized groups, desiring to address the Board may do so during the designated Public Comment portion of any open meeting. The Board, recognizing its responsibilities to conduct business in an orderly and efficient manner, requires that anyone wishing to address the Board sign in on the Public Comment sheet prior to the start of the meeting by name, town, and organization (if applicable). Each person or group is limited to no more than 5 minutes, with a total of no more than 30 minutes for all public comment. Speakers will be identified in the Minutes of the meeting.

*Public Comment revised March 9, 2015*

01.07.08 Conduct of Meetings  
Proceedings of all meetings shall be governed by applicable State and Federal laws. In order to assure an orderly exchange of information and debate, Robert's Rules of Order, (simplified) will be followed.

01.07.09 Suspension of Rules  
Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily at a meeting at which 5 or more Trustees are present and at least 4 Trustees so approve.

*Revised November 12, 2012*

## **01.09.00 Committees and Liaisons**

01.09.01 Board Liaisons  
Board Liaisons to specific administrative functions will generally comply with the following. The Board President may be included in discussions with the administration as needed and will confer with the designated Liaison. In the event the liaison feels a committee would be more effective, a request to form the committee can be made to the President. All regularly scheduled committee meetings of 3 or more Board members must comply with the Open Meetings Act. (5 ILCS 120)

- A) Administrative (Policy, Agenda) – Board President and Secretary
- B) Physical Facilities – Trustee
- C) Finance (Insurance, Budget) – Board Treasurer
- D) Personnel/HR and Ethics – Board Vice President
- E) Community Engagement – Trustee
- F) Marketing and Public Relations – Trustee

*Revised, May 18, 2015*

01.09.02 Special Committees  
Special Committees of the Board may be created for specific purposes. A Special Committee shall be considered discharged upon the completion of the purpose for which it was appointed and after a final report is made to the Board. The Board shall appoint the Chair and Members of Special Committees. Special Committees shall have only advisory powers unless the Board grants a Special Committee specific power to act.

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01.09.03 Nominating Committee  
At a regular meeting of the Board prior to the meeting at which Officers of the Board are elected, the Board shall appoint a Nominating Committee. The Nominating Committee shall be composed of two continuing Trustees. The Nominating Committee's purpose is to nominate a slate consisting of one candidate for each office and present such slate at the next meeting of the Board.

01.09.04 Committee of the Whole  
Trustees may meet as needed as a Committee of the Whole. All Committee of the Whole meetings are subject to the Open Meetings Act.  
*Revised November 12, 2012*

**01.11.00 Amendments**

01.11.01 Procedure  
Amendments to the Bylaws shall be in writing and may be proposed at any regular meeting of the Board. Amendments shall be voted on at a regular meeting.

**01.13.00 Indemnification of Trustees, Officers, Employees and Agents; Insurance**

01.13.01 Right to Indemnification  
The Library will indemnify any present or former Trustee, officer, employee or agent to the fullest extent possible under applicable law against expenses including Attorney's fees, judgments, fines, settlements and reasonable expenses, actually incurred by such person relating to his or her conduct as a Trustee, officer, employee, member or agent of the Library, except that indemnification shall not apply:

- A) To a breach of the duty of loyalty to the Library;
- B) For acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law;
- C) For a transaction from which such person derived an improper personal benefit;
- D) Against judgments, penalties, fines and settlements arising from any proceeding by or in the right of the Library, or against expenses in any such case, where such person shall be adjudged liable to the Library.

01.13.02 Insurance  
The Library may purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.  
*Revised November 12, 2012*

Approved January 14, 2008  
01.03.11; 01.05.00 revised May 14, 2012  
Name Change revised July 1, 2012  
01.09.00; 01.01.02; 01.07.00; 01.13.02 revised November 12, 2012  
01.01.05 approved March 11, 2013  
01.01.06 approved September 9, 2013

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01.01.02 approved December 9, 2013

01.01.04 approved March 11, 2013; revised April 14, 2014

01.07.03 revised October 13, 2014

01.07.07 revised March 9, 2015

01.09.01 revised on May 18, 2015

Fund Balance, Special Reserve, and Capital Asset Policies moved to Section 02.37.00, Fiscal Policy; March 15, 2016

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## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

### 02.00.00 LIBRARY POLICIES

#### 02.01.00 General Statement

The Board of Library Trustees (Board) adopted these policies for the operations and use of the Fox River Valley Public Library District (Library). The Board reserves the right to alter, amend, or revoke the policies in all or in part, at its discretion and in accordance with applicable laws, statutes, ordinances or bylaws. In all matters, the Board shall speak with one voice through the President of the Board of Trustees or the President's designee if necessary.

Procedures to supplement these policies will be prepared by Library staff and submitted to the Board for their information.

#### 02.03.00 Hours of Operation

The Library shall maintain hours of operation which are best suited to serve the community it serves. Hours of operation will be seven (7) days per week. Hours of operation will be conspicuously posted at the building entrance, in newsletters and on the library website.

The Library will close on those holidays during the year approved by the Board Ordinance and may close for staff training, special circumstances or an emergency.

*Revised December 8, 2014*

#### 02.05.00 Professional Associations

The Library shall take membership in the Illinois Library Association and the American Library Association. The Library may also subscribe to membership in any other professional associations that may help strengthen the Library's service to the community.

#### 02.07.00 Cooperative Undertakings

The Board will seek to cooperate with the appropriate regional and state library service systems, any library, or any other agency, in providing services, programs or undertakings of mutual benefit to all parties concerned. Contracts with such entities may be appropriate and all such cooperatives are subject to periodic review. (75 ILCS 16/30-55,45)

#### 02.09.00 Confidentiality of Library Records

To ensure the privacy of the users of the Library's services, Library records are confidential.

#### 02.11.00 Circulation

##### 02.11.01 Print and Media Materials

The Library maintains print and media materials for the use of the residents of the District and visitors to the Library.

##### 02.11.02 Reciprocal Borrowing

The Library allows reciprocal borrowing with collaborating libraries in the Northern Illinois region.

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## **02.13.00 Library Cards**

### 02.13.01 Eligibility

Residents of the Library District, nonresidents who own taxable property within the district, and Library employees are eligible to receive a library card at no cost.

*Revised March 9, 2015*

## **02.15.00 Groups and Gatherings**

### 02.15.01 Meeting Room

The Library maintains a meeting room for Library sponsored meetings or programs during the hours of operation. Friends of the Library, educational, cultural, civic, and other non-profit groups may hold meetings or programs in the meeting room.

### 02.15.02 Alcoholic Beverages

Alcoholic beverages, recreational drugs, and hazardous materials are prohibited in the Library and the Library parking lot.

### 02.15.03 Noise

Excessive noise is prohibited in the Library and the Library parking lot.

## **02.17.00 Rules of Conduct**

The Board believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment.

Any patron not abiding by these or other policies, procedures, rules or regulations of the Library will be required to leave the Library premises. Library staff shall contact the local police if necessary.

Any patron who violates the Library rules and regulations may be denied the privilege of access to the Library.

Any patron whose privileges have been denied may, upon written request, ask the Board to review the denial of privileges.

## **02.18.00 Security Cameras**

Security cameras are limited to use in public spaces where patrons and/or staff have no reasonable expectation of privacy. The purpose of security cameras is to enhance the safety and security of library users and staff by: discouraging criminal activity, discouraging violations of the Library's Rules of Conduct, assisting library staff in preventing the occurrence of any violations, and when necessary, providing assistance to law enforcement in prosecuting criminal activity. The Library disclaims any liability for use of the video data in accordance with the terms of this policy.

*Approved December 8, 2014*

## **02.19.00 Material Selection**

### 02.19.01 Purpose

The purpose of the Library materials selection policy is to guide librarians and to inform the public about the principles upon which selections are made. "Selection" refers to the decision that must be made either to add

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a given item to the collection or to retain one already in the collection. The Board has adopted the Library Bill of Rights, the Freedom to Read and the Freedom to View statements. The Board considers these statements as fundamental to the Library's materials selection policy.

02.19.02

Objectives

The primary objectives of material selection shall be to collect materials of contemporary significance and/or permanent value. When adding, removing or discarding materials, the Library will always be guided by a sense of responsibility to both the present and the future, so as to maintain an overall balance in the collection. The Library is guided by its mission to provide an environment of intellectual freedom for our diverse community.

02.19.03

Selection Criteria

Policy, objectives and criteria assist librarians in selecting from available materials. Impartiality and judicious selection criteria shall be used in selecting materials. Criteria include, but are not limited to:

1. Literary merit
2. Permanent value
3. Current popularity
4. Patron demand
5. Social significance
6. Value of subject matter to collection
7. Cost
8. Authority
9. Accuracy
10. Scarcity of material on the subject matter
11. Quality and suitability of format
12. Availability elsewhere
13. Representative experimental materials
14. Responsible book reviews
15. Subject Bibliography

**02.21.00**

**Internet Safety Policy**

The Library provides patron access to the Internet on selected public terminals. The Library's Internet access is intended primarily as an information and communication resource.

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- 02.21.01      Access  
The Internet provides access to vast amounts of information outside of the Library. Internet information may be incomplete, inaccurate, controversial, dated or offensive. Patrons have the responsibility to use good judgment when selecting and evaluating information.
- 02.21.02      Filters  
The Library prevents patron access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications via technology protection measures (filtering software). Technology protection measures are used on all Library computers to block access to visual depictions of material deemed obscene or child pornography or harmful to minors. Procedures for disabling technology protection measures shall be the responsibility of the Library Director or designated Library Staff.
- 02.21.03      Copyright  
Patrons using the Internet must comply with copyright law licensing agreements.
- 02.21.04      Internet Fees  
Patrons are responsible for fee-based services.
- 02.21.05      Prohibitions  
Library computers may not be used for any illegal activity including unauthorized access (so-called "hacking"); or for unauthorized online disclosure, use, or dissemination of personal identification information regarding minors.
- 02.21.06      Safety  
Steps shall be taken to promote the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications. The Library complies with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).
- 02.21.07      Loss of Privileges  
Violations of this policy may result in the loss of Library Internet privileges.

*Amended March 9, 2015*

## **02.23.00      Displays and Collections**

The purpose of the Ruth A. Wendt Gallery Art Wall and other display areas in the Library is to provide a space for local artists and collectors to exhibit their works and collections for the viewing enjoyment of all members of the Library community.

- 02.23.01      Who May Exhibit  
Preference will be given to artists/collectors who reside in the Library District or belong to an exhibiting Fox River Valley organization or group.
- 02.23.02      Sale of Art  
The Library will not act as an agent or buyer in the sale of items. Price lists may be made available at the information desk at the expense of the artist/collector.

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02.23.03      Insurance  
Insurance coverage is not provided on any art or display item not owned by the Library. Damages and/or loss of items are the sole responsibility of the owner. A waiver must be signed before the artist/collector displays his/her work.

02.23.04      Publicity  
The Library may use the artist/collector's name, the name of the exhibiting group and other posted information for press releases, the Library newsletter, and other Library related publicity.

## **02.25.00      Other Services**

02.25.01      Proctoring Tests  
The Library will proctor exams for residents of the Library and employees of businesses located within the Library District. It is the patron's responsibility to verify that the proctoring conditions provided by the Library meet all requirements of the institution administering the exam.

02.25.02      Fax Policy  
The Library provides outgoing fax service within the United States to patrons for personal use. The fax service may not be used for illegal purposes. Patrons must abide by all copyright laws.

## **02.27.00      Conduct & Safety Concerning Children**

The Library is meant to be used by people of all ages. An adult (parent or caregiver) is responsible for their children's behavior at all times. Patrons who repeatedly violate the rules for children's safety will be issued a suspension letter. The Library Director and/or person in charge may issue the suspension letter after the first violation of these rules if it is determined that such violation is severe.

## **02.29.00      News Media Relations**

- A) The goal of media relations is to develop and sustain a positive relationship by providing accurate, timely and consistent information about the Fox River Valley Public Library District. The library shall establish and maintain relationships with all news sources, including print, electronic and digital media.
- B) While all staff members and Trustees represent the Library to the community, only the President of the Library Board, and/or the Library Director, or qualified designee, shall serve as contact persons for the media and will respond to media requests for information and interviews.
- C) Individual Library Trustees or staff members may not speak to the public or the media on behalf of the Board of Library Trustees unless authorized by the Board to do so. When acting in an official capacity as the designated spokesperson, Library Trustees should confine their remarks to conveying the official Board position. Library Trustees must be aware that they are always seen as members of the Library Board even when they designate comments as personal.
- D) In the case of media interest in controversial, negative, or crisis issues, the Library Director, Board President, and/or Library Attorney will present a planned, positive,

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and informed response. The Library will use these opportunities to promote its image as a public institution that is aware of the issues, has considered the patrons first, and is progressive and innovative in delivery of services and resources.

### **02.31.00 Disposal of Library Property**

Library property (i.e., print and non-print materials, equipment, supplies, art, donations and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in accordance with the provisions of the Illinois Compiled Statutes, 75 ILCS 10/16.

The Library Director will consult with the Board of Trustees on items which have historical value, may be rare, or are valued at over \$500.

*Revised April 9, 2012*

### **02.33.00 Gifts, Donations and Sponsorships**

#### **02.33.01 General Acceptance of Donations**

Each donation, if accepted, is accepted only on the condition that the donation may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or Director. Donations will not be returned to the donor.

All in-kind or property donations must be accompanied by the Deed of Gift Form provided by the Library, and they must be accepted by the Board. The Board may delegate the acceptance of routine donations of items such as used books and audiovisual materials to the Director. All gifts, whether donations of monies, books, periodicals, audiovisual materials or art work, will be utilized at the discretion of the Board and the Director including addition to the collection, withdrawal from the collection, sale, or disposal.

In general, the Board will not accept gifts or donations that carry restrictions. Restrictions requested by the donor on any gift must be submitted in writing and approved by the Board before acceptance of the gift.

The Library will not assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

#### **02.33.02 Specific Donation Guidelines**

##### **A) Books, Periodicals and Audiovisual Materials**

Donations of books, periodicals and audiovisual materials that meet selection guidelines and are in good physical condition may be considered for inclusion in the Library collection. These donations are accepted with the understanding that items not added to the collection may be sold, donated or otherwise disposed of at the Library's discretion.

Cash gifts donated as memorials or for other purposes are also accepted for the dedication of library materials. The general nature or subject area of the materials to be dedicated may be based upon the wishes of the donor. Selection of specific titles, however, will be

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made by library staff in accordance with the needs and selection policy of the library. These commemorative gifts will be acknowledged by a bookplate.

B) Works of Art

Only the Board of Trustees may accept donations of artwork. The Board reserves the right to determine the location and display of artwork. The Board may request that an art work be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift, or similar document transferring sole and exclusive ownership of the art work to the Library will be required. The Board may also request evidence of provenance and present title of the art work from the donor. At the discretion of the Board, plaques may be installed at or near large works of art. The Library reserves the right to choose the wording, size, location and style of the plaque.

C) Monetary Gifts

Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Board deems appropriate. The Board may place unrestricted monetary gifts in the Gift Fund, the primary purpose of which is to utilize earnings for the purchase of library materials and the growth of the Fund itself. Monetary gifts offered with specific restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Board.

D) Commemorative Donations

The Library offers opportunities to name building elements such as end panels, rooms, new buildings or landscape features in return for a cash donation. The Board and Director will maintain a list of available naming opportunities and associated costs, and will establish procedures for recognizing such donations.

02.33.03

Gifts to Staff and Trustees

Staff and Trustees shall not accept gifts of any kind from members of the public or vendors, except as outlined in the Board's current Ethics Ordinance.

*Revised April 9, 2012*

**02.35.00**

**Social Media Policy**

The Library uses social media to increase awareness of and accessibility to its programs, resources, and services, in order to serve its mission. Guidelines for use of Library-sponsored social media sites are posted on the FRVPLD web page.

While the Library recognizes and respects differing opinions, as well as the First Amendment Rights of its patrons and employees, the Library reserves the right to delete posts that violate Library Guidelines for use.

The Library does not endorse the opinions expressed by the public on its social media sites.

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Failure to comply with Federal, State, local law, and Library guidelines will be grounds for deletion of posts.

Posts that contain obscene material, hate speech, child pornography, libel, discriminatory or harassing language, copyrighted or trademarked material, spam, advertising of merchandise or services for sale are prohibited and will be removed.

*Approved April 8, 2013*

## **02.37.00 Fiscal Policy**

The Fox River Valley Public Library District is responsible to the District's taxpayers to carefully account for all public funds, to manage the Library's finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of facilities. These policies establish guidelines for the fiscal stability of the Library, and to provide guidelines for the Library Director.

### Adoption and Approval

By resolution, these policies will be reviewed as needed or at least every three years.

*Approved March 15, 2016*

### 02.37.01 Fund Balance Policy

This Fund Balance Policy is established to provide financial stability, cash flow for operations, and maintenance of an adequate fund balance to ensure that the FRVPLD will be able to respond to emergencies from a position of fiscal strength. The FRVPLD will comply with the Government Accounting Standards Board (GASB) Statement 54.

#### GASB 54 Fund Definitions

*Nonspendable Fund Balance* – assets that are not in a spendable form (pre-pays) or are required to be maintained intact (the principal of a permanent fund).

*Restricted Fund Balance* – the portion of a fund that is subject to externally enforceable legal restrictions or restricted through ordinances adopted by the Library Board.

*Unrestricted Fund Balance* – the total of the *Committed, Assigned and Unassigned Fund Balances*

A) *Committed Fund Balance* – amounts that subject to a self-imposed limitation by formal action of the Board. Modification or removal of the limitation may only occur through formal action by the Board.

B) *Assigned Fund Balance* – amounts that the Board intends to use for a specific purpose.

C) *Unassigned Fund Balance* – amounts available for any purpose.

#### FRVPLD Funds & Targets (GASB54)

The order of spending fund balances is as follows: restricted, committed, assigned, unassigned.

*General Fund* – funds used for operating the Library. Total *unrestricted fund balances (committed, assigned and unassigned)* in the General Fund should represent no less than three (3) and no more than twenty-four (24) months of operating expenses. Balances over the maximum at the end of the fiscal year shall be transferred to the Capital Projects fund.

*Special Revenue Funds* – funds used to account for and report the proceeds of specific revenue sources that are legally restricted (tax levy)

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or committed (by the Library Board) for specific purposes other than debt service or capital projects. Increases and decreases in the fund balances are associated with specific purposes: therefore, no target range is established for these funds.

*Capital Project Funds* – funds used for capital maintenance and repair, construction and/or development. Increases and decreases in the fund balance are associated with the specific projects planned: therefore, no target range is established for this fund.

*Debt Service Funds* – funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The fund balance is fully restricted to debt service; however, any fund balance remaining once all financial obligations have been satisfied may be transferred to the Capital Projects Fund.

*Permanent Funds* – funds used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support FRVPLD programs. Increases and decreases in the fund balance are associated solely with transfers to other Library accounts: therefore, no target range is established for this fund.

*Approved March 11, 2013; Revised April 14, 2014*

## 02.37.02

### Investment Policy

This policy applies to those funds that are under the authority of the Fox River Valley Public Library District.

### General Objectives

With the exception of cash accounts, all investments will be selected on the basis of competitive quotations; at least two qualified institutions will be contacted each time an investment is placed.

#### A) Safety

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual investments and the overall portfolio. The objective will be to mitigate credit risk, interest rate risk and custodial risk.

##### 1. Credit Risk

FRVPLD will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the types of securities permitted under Illinois Public Funds Investment Act, 30 ILCS 235/1 *et seq.*
- b. The Board shall by resolution approve the public depositories that are deemed appropriate for use under Illinois and Federal law.
- c. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

##### 2. Interest Rate Risk

FRVPLD will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio

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so that the securities mature to meet case requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

3. Custodial Risk

FRVPLD will minimize custodial risk, which is the risk that in the event of a financial institution failure, the District deposits may not be returned to it, by:

- a. Maintaining a list of public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services.
- b. All public depositories, financial institutions and broker/dealers authorized to provide deposit and investment services must supply as appropriate audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.

B) Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Alternatively, a portion of any portfolio may be placed in money market mutual funds or local government investment pools authorized and permissible under Illinois statutes which offer same-day liquidity for short term funds.

C) Yield

Investment portfolios shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions;

1. A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
2. Liquidity needs of FRVPLD require a security or securities are sold prior to maturity.
3. A security swap would improve the safety and yield of the overall portfolio.

Standards of Care

A) Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard, which states "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not

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for speculation, but for investment, considering the probable safety of their capital as well as the probably income to be derived” and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and this Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. Notwithstanding any other provision of law, the Board Treasurer and Director, or other FRVPLD employee in the absence of the Director, who deposits public money in any authorized public depository, in compliance with Illinois statutes regarding public deposits, is relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits.

B) Ethics and Conflicts of Interest

FRVPLD officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of FRVPLD.

C) Delegation of Authority

Management responsibility for the investment program of FRVPLD is entrusted to the Treasurer under the direction of the Board. Individuals authorized to engage in investment transactions on behalf of FRVPLD are the Treasurer or those individuals designated by the Board. Administrative responsibility for the investment program is hereby delegated to the Director.

D) Authorized and Suitable Investments

Authorized investments include any investment stipulated in Illinois Public Funds Investment Act, 30 ILCS 235/1 *et.seq.*

1. Unless matched to a specific cash flow requirement, FRVPLD will not directly invest in securities maturing more than five (5) years from the date of purchase.
2. Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Internal Controls

The Board Treasurer and Director shall establish a system of internal controls designed to prevent losses of FRVPLD funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees.

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Internal Controls shall address:

- A) Separation of transaction authority from accounting and record keeping.
- B) Clear delegation of authority to subordinate staff members.
- C) Written confirmation of transactions for investments and wire transfers.
- D) Dual authorizations of wire transfers.
- E) Development of a wire transfer agreement with the lead bank and third-party custodian.
- F) Investment and interest earnings will be recorded in FRVPLD accounting records based on generally accepted government accounting procedures.
- G) A monthly summary of all investment transactions will be prepared by the Director for review by the Board.

#### Investment Parameters

Investments shall be diversified by:

- A) Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
- B) Investing in securities with varying maturities.
- C) Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under Illinois statutes.

#### Investment Reporting

The Director and Board Treasurer shall prepare a monthly investment report that provides the following information:

- A) Principal and type of investments
- B) Earnings for the Current Month and Year to Date
- C) Market value of the Portfolio

The investment report shall be used as a performance measure and as a means to demonstrate to the Board the degree of compliance with the Policy.

In addition to monthly reports, a comprehensive annual report shall be prepared. This review will focus on the overall performance of investments during the year as well as a projection of what may be anticipated in the future as compared to the results of the past year.

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From time to time, the Treasurer and/or the Library Director may suggest policies and improvements that might be made in the Investment Policy.

Pooling of Cash

Except where otherwise provided by the Board, the Director is authorized to pool the cash of various funds to maximize investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund.

02.37.03

Special Reserves

In accordance with (75 ILCS 5/5-8; 75 ILCS 16/40-50), the Board shall establish a Special Reserve Fund for the FRVPLD buildings, maintenance, and emergencies. The fund shall receive monies annually from unexpected budgeted funds in order to build the fund toward future FRVPLD building, land and maintenance needs.

*Approved March 11, 2013*

02.37.04

Capital Asset Policy

FRVPLD shall maintain a Capital Improvements Program (CIP) to identify capital projects and equipment purchases, provide a planning schedule and identify options for financing the plan. All capital improvements shall be in accordance with the CIP.

The Fox River Valley Public Library District will meet the reporting requirements set forth in the Governmental Accounting Standards Board Statement No. 34 (GASB 34) which states that governments should provide additional disclosures in their annual audit report including the procedure for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The GASB 34 also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

The Director shall ensure that control of capital assets is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold defined in the procedures, will not be included in the capital asset inventory.

*Approved September 9, 2013*

02.37.05

Planning and Budgeting

General Objectives

- A) FRVPLD will abide by the zero based budgeting process, whereby every line item of the budget, rather than only the changes from the previous year, must be approved. This methodology reaffirms the relationship between revenues and services, taxes and spending, and involves departments in the process from the beginning.
- B) FRVPLD seeks and encourages resident input in budget planning issues and service level decisions.
- C) FRVPLD will maintain positive fund balances for all funds.
- D) FRVPLD will protect the Library's assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities.

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- E) FRVPLD will abide by the 1991 Property Tax Extension Limitation Act, which limits the annual increase in property tax extensions to the lesser of 5% or the increase in the CPI, plus allowances for new construction and voter approved increases. (35 ILSC 200/18-185)
- F) FRVPLD will evaluate and adjust the salary schedule consistent with market rates for positions with comparable responsibilities every three years.
- G) FRVPLD will fully fund annual obligations for all employee pension plans pursuant to IMRF actuarial requirements.

*Adopted March 15, 2016*

02.37.06

Debt

General Objectives:

- A) FRVPLD will confine long-term borrowing to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- B) FRVPLD will analyze market conditions and long-term capital needs assessments prior to debt issuance to determine the most advantageous average life. The debt structure may be lengthened during low interest rates and shortened during high rates.
- C) FRVPLD will look for both current and advance refunding opportunities in order to save interest expense.
- D) FRVPLD's debt shall not exceed 2.875% of EAV (50 ILCS 405/1)
- E) FRVPLD will maintain good communications about its financial condition with bond and credit rating institutions.

*Adopted March 15, 2016*

02.37.07

Accounting, Auditing, and Financial Reporting

General Objectives:

- A) FRVPLD's financial accounting system will maintain records on a basis consistent with accepted standards for local government accounting according to the Governmental Accounting Standards Board (GASB)
- B) FRVPLD will engage an independent firm of certified public accountants to perform an annual financial audit in conformance with uniform financial reporting in Illinois, Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the (GASB).

*Adopted March 15, 2016*

**02.39.00**

**Rights and Freedoms**

The Library has adopted the Library Bill of Rights, the Freedom to Read statement and the Freedom to View statement drafted by the American Library Association. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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02.39.01 Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

- A) 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.
- B) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- C) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D) Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- E) A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- F) 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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

In addition, the Board also believes that a person's right to use a library should not be denied or abridged because of gender, religion or race.

02.39.02 Freedom to Read

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions

apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

- A) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox, unpopular, or considered dangerous by the majority.

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- B) Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.
- C) It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- D) There is no place in our society for 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.
- E) It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- F) It is the responsibility of publishers and librarians, 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; and by the government whenever it seeks to reduce or deny public access to public information.
- G) It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity 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.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important, that ideas can be dangerous: but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004

02.39.03      Freedom to View

<http://www.ala.org/ala/mgrps/rts/vrt/professionalresources/vrtresources/freedomtoview.cfm>

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 or expression. Therefore these principles are affirmed:

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- A) To provide the broadest possible access to film, video, audio tapes and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- B) To protect the confidentiality of all individuals and institutions using film, video and other audiovisual materials.
- C) To provide film, video 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.
- D) To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- E) To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Approved by the Library Board on January 14, 2008

02.31.00; 02.33.00 revised April 9, 2012

02.35.00 approved on April 8, 2013

02.37.00 approved on May 13, 2013

02.03.00 revised on December 8, 2014

02.18.00 approved on December 8, 2014

02.13.00 revised on March 9, 2015

02.21.00 amended on March 9, 2015

02.37.05 adopted March 15, 2016

02.37.06 adopted March 15, 2016

02.37.07 adopted March 15, 2016

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## FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

### 03.00.00 PERSONNEL POLICIES

#### 03.01.00 General Statement

The Board of Trustees of the Fox River Valley Public Library District (Board), has adopted these policies in reference to the personnel of the Fox River Valley Public Library District (Library). The Board is in compliance with all State and Federal laws and regulations. The Board reserves the right to alter, amend, or revoke the policies, all or in part, at its discretion and in accordance with any applicable laws, statutes, ordinances, or bylaws. Notification to all staff members regarding these policies will be made by the Library Director (Director).

*Amended December 20, 2016*

#### 03.02.00 Equal Employment Opportunity

The Library is an equal opportunity employer. To ensure implementation of this policy, the Director will develop procedures for recruiting, hiring, training, promotion, compensation and benefits, which assure that employees are treated equitably without regard to race, class, gender, religion, marital status, age, national origin, sexual orientation including gender identity or expression, disability, veteran or disabled veteran status, genetic information (Genetic Information Act 2008), or any other characteristic that is protected under applicable law.

To ensure that employment decisions are in accordance with these policies and the principles of equal employment opportunity, the Director shall inform the Board and publish for employees an Employee Handbook.

*Amended December 20, 2016*

#### 03.03.00 Types of Employment

##### Exempt Employees

This category includes all employees who are classified as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable State laws.

##### Non-Exempt Employees

Non-exempt employees include all employees who are classified as covered by the overtime provisions of the Federal Fair Labor Standards Act and any applicable State laws. Employees in this category are entitled to overtime pay for work in excess of 40 hours in a work week.

##### 03.03.01 Categories of Employment

###### Full-time Employees

Employees regularly scheduled to work 40 hours or more per week will be considered full-time employees and will accrue benefits in the form of paid sick, vacation, and PTO.

###### Part-time Benefited Employees

Employees regularly scheduled to work at least 20 hours but less than 40 hours per week will accrue benefits in the form of paid sick, vacation, and PTO leave on a pro-rated basis.

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Part-time Non-Benefited Employees

Employees regularly scheduled to work less than 20 hours per week will not receive holiday, sick leave, or vacation benefits.

*Adopted December 20, 2016*

**03.04.00 Working Hours**

The Library work week begins at 12:00 midnight on Sunday and runs through 11:59 p.m. on the following Saturday. The standard work week for full-time employees is 40 hours excluding meal breaks for all employees.

*Adopted December 20, 2016*

**03.05.00 Work Expectations and Conditions**

The Library is committed to providing a work environment that is welcoming and professional. To this end, the Director shall implement procedures for reasonable and fair work conditions in accordance with any applicable laws, statutes, ordinances or bylaws. Such procedures shall be published in the Employee Handbook.

*Moved from 03.17.00 December 20, 2016*

**03.07.00 Hiring & Appointment**

The Board shall hire the Director. The Director is the only employee who is supervised and managed by the Board.

The Director is responsible for the hiring of all Library staff. The Director shall inform the Board about procedures for fair and equitable hiring and promotion. Such procedures shall be published in the Employee Handbook and be made available to all employees of the Library.

The Director shall present to the successful candidate a written document of employment which sets forth the conditions and responsibilities of employment. This document shall not be considered a contract. Each new employee shall review the Board's policies and the Employee Handbook, and shall sign an acknowledgement that she or he received the policies and procedures and has read said documents.

*Amended December 20, 2016*

**03.08.00 Background Checks**

It is a condition of employment that new employees and volunteers consent to background checks to determine if there is any falsification or omission of statements in the employment application or other documentation provided. Procedures for conducting background checks are published in the Employee Handbook.

*Adopted December 20, 2016*

**03.09.00 Nepotism**

The definition of an immediate family member includes: spouse, sibling, parent, child, or spouse of child. The Director may not hire immediate family members of current employees who will be supervised by the employee. The Director may not hire any of his or her own immediate family members. The Director may not hire immediate family members of a Library Trustee.

*Amended December 20, 2016*

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### **03.11.00 Termination**

The Library is an at-will employer. The Director shall be responsible for termination of any staff identified for dismissal for any reason. All Library employees, including the Director, may be terminated for any reason including, but not limited to, the following:

- A) Unsuitability for the job for which she or he was hired;
- B) Failure to properly perform job duties after corrective action;
- C) Theft of Library property, including Library funds;
- D) Vandalism to Library property;
- E) Conviction of any felony;
- F) Elimination of a staff position for any reason.

An appeal of employment termination shall follow the Problem Resolution process outlined in the Employee Handbook and may ultimately be made to the Board.

*Amended December 20, 2016*

### **03.21.00 Education, Training & Travel**

The Library is committed to providing opportunities for employees to attend workshops, seminars and conferences, and to participate in professional organizations. Employees are encouraged to obtain additional education or training to increase their competence in present jobs and to prepare for advancement. Reasonable reimbursement in accordance with any applicable laws, statutes, ordinances or bylaws including, but not limited to, necessary and reasonable expenses as defined under Section 162 of the Internal Revenue Code may be provided if the Director determines there is benefit which will accrue to the Library.

*Amended December 20, 2016*

### **03.23.00 Employee Problem Resolution**

The Library strives to provide and maintain an environment that is fair and equitable for all employees. In doing so, it is the Library's intent to be responsive to employees and their concerns. The Director shall recommend to the Board and publish procedures for the resolution of employee problems in the Employee Handbook. A Problem Resolution and Open Door Communication procedure is followed when an employee believes a work condition or treatment is unjust, inequitable, a hindrance to productivity, or creates a significant problem.

*Amended December 20, 2016*

### **03.25.00 Compensation and Leaves**

The Director shall recommend to the Board procedures for fair and reasonable compensation and leave for all Library employees in accordance with the Fair Labor Standards Act (FLSA) regulations. The Board reserves the right to review and request changes to the schedule of classification at any time as its fiduciary responsibility. This section of Board policy does not apply to the Director whose contract may address benefits differently.

#### **03.25.01 Vacation Leave**

Vacation time off with pay is available to eligible employees to provide

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opportunities for rest, relaxation, and personal pursuits. An equitable vacation procedure for both full-time and part-time employees of the Library is published in the Employee Handbook.

Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work in accordance with applicable Federal, State and Local laws. However, if the Library, in its sole discretion, terminates employment for conduct related reasons, forfeiture of unused vacation time may result.

03.25.02

Sick Leave

All full-time employees earn 8 hours of sick leave each month starting from their date of employment or the date on which they were promoted to full-time status. Part-time employees with benefits earn 4 hours of sick leave each month. Unused sick leave accrues to a maximum of 2080 hours for full time employees and 1040 hours for part time employees with benefits. Upon termination of employment, unused sick time is forfeited but is reported to IMRF where applicable.

03.25.03

Personal Leave

Full-time employees, after 6 months of employment, are entitled to 8 hours personal leave with pay. Part-time benefited employees, after 6 months of employment, are entitled to 4 hours personal leave with pay. If not taken within the anniversary year, the personal leave will accrue to the employee's sick leave bank. Upon termination of employment, unused personal leave time is forfeited.

03.25.04

Holidays

The Library will grant paid holiday time off to all Full-time and Benefitted Part-time employees. Annual holidays are published in the Employee Handbook.

03.25.05

Jury Duty

Employees who are called for jury duty or are subpoenaed to court are granted court leave. During the time of service, full-time employees will receive their regular pay and part-time employees will receive their regular pay for scheduled hours that are missed. Jury duty pay may be kept by the employee to be used to offset employee's expenses incurred.

03.25.06

Military Duty

An employee who volunteers for or is called up to active military duty in a branch of the US Armed Forces will be granted a leave of absence according to applicable Federal and State laws for the period of active duty.

03.25.07

Bereavement Leave

An employee may be granted bereavement leave with pay according to the Employee Handbook.

*Amended, adopted, renumbered December 20, 2016*

**03.26.00 Payroll Deductions**

The Library is required by law to comply with all statutory rules and regulations with

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respect to payroll deductions. Generally, payroll deductions consist of Federal and State Income Taxes, Social Security Tax (Federal Insurance Contribution Act Tax or FICA) and other applicable deductions required by the state and/or municipality.

Some employee benefits also result in payroll deductions.

*Adopted December 20, 2016*

### **03.27.00 Benefits**

The Board reserves the right to review and make changes to benefits offered.

03.27.01 Health Benefits  
The cost of Health benefits will be shared with employees. Benefits will take effect on an annual calendar basis. Benefits are available as long as the Library has a group health plan.

The employee pays 25% of total cost and the Library (Employer) pays 75% of total cost for the employee. The cost of family and/or spouse benefits will be paid by the employee.

Any changes to the available plans will be explained to employees during the annual open enrollment period prior to implementation.

03.27.02 Life Insurance  
The Library may provide term life insurance coverage for all full-time employees under the Group Life Insurance Plan up to the first \$50,000 in salary.

03.27.03 The Illinois Municipal Retirement Fund (IMRF)  
All employees working more than 1,000 hours per year are required to belong to the IMRF to which both the employee and the Library contribute. The employee's contribution is set by IMRF and is deducted from employee pay.

03.27.04 Workers' Compensation  
All employees who are injured while on the job are covered by Workers' Compensation Insurance.

03.27.05 Deferred Compensation Plan  
Employees may choose to participate in a Deferred Compensation Plan. The entire cost of the Defined Compensation plan is paid by the employee through payroll deductions.

*Amended December 20, 2016*

### **03.29.00 Work Place Violence and Harassment**

The Board and Director are committed to providing a work environment free from conduct considered discriminatory, harassing (including sexual harassment), coercive, or disruptive. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated by the Board, Director or staff without regard to whom the harassment is aimed.

Definitions and Guidelines concerning Harassment and Sexual Harassment shall follow all State and Federal laws.

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Employees engaging in unlawful harassment are subject to disciplinary action which may include immediate termination of employment.

An employee who makes a report of harassment or workplace violence may do so without fear of reprisal or retaliation.

The Employee Handbook defines and outlines the procedures in support of this policy.

*Amended December 20, 2016*

### **03.30.00 Health Insurance Portability and Accountability**

The Board of Trustees and/or Director shall not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an employee for exercising any of her or his rights under Public Law 104-191 Health Insurance Portability and Accountability Act (HIPAA).

*Moved from 03.05.00 December 20, 2016*

### **03.31.00 Personnel Records**

A personnel file is maintained for each employee. This file will include information regarding pay, performance, disciplinary actions or commendations, and professional development and is considered an official and confidential record. The Library will conform to all State and Federal Laws regarding personnel records.

All employees of the Library will be evaluated by their supervisors at least annually prior to August 1 of each year. Compensation may be tied to the completion of annual performance goals and the outcome of the annual evaluation.

The evaluation tools to be used will be outlined in the Employee Handbook

*Approved January 9, 2012; amended December 20, 2016*

03.01.00 amended 12.20.2016  
03.02.00 amended 12.20.2016  
03.03.00 adopted 12.20.2016  
03.03.01 adopted 12.20.2016  
03.04.00 adopted 12.20.2016  
03.05.00 moved from 03.17.00 12.20.2016  
03.07.00 amended 12.20.2016  
03.08.00 adopted 12.20.2016  
03.09.00 amended 12.20.2016  
03.11.00 amended 12.20.2016  
03.13.00 removed; procedural 12.20.2016  
03.16.00 removed 12.20.2016  
03.17.00 moved to 03.05.00 12.20.2016  
03.19.00 removed; procedural 12.20.2016  
03.21.00 amended 12.20.2016  
03.23.00 amended 12.20.2016  
03.25.00 amended 12.20.2016  
03.25.01 amended 12.20.2016  
03.25.02 amended 12.20.2016  
03.25.03 amended 12.20.2016  
03.25.04 adopted 12.20.2016  
03.25.05 renumbered 12.20.2016  
03.25.06 renumbered 12.20.2016  
03.25.07 amended, renumbered 12.20.2016  
03.26.00 adopted 12.20.2016

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03.27.00 amended 12.20.2016  
03.27.01 amended 12.20.2016  
03.27.02 amended 12.20.2016  
03.27.05 amended 12.20.2016  
03.27.06 removed; procedural 12.20.2016  
03.29.00 amended 12.20.2016  
03.30.00 moved from 03.05.00  
03.31.00 amended 12.20.2016

*Numerical sequencing of Library Policies may not be consecutive due to inclusion of updates required for compliance with all State and Federal laws; restructuring of policy order; and / or removal of procedural processes from the policies.*

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#### **4.00.00 ORDINANCES**

2016-12	Terminating Real Estate Contract
2016-11	Tax Levy
2016-10	Holiday Closings
2016-08	Limiting Rate Increase
2016-06	Budget and Appropriation
2016-05	Board Meeting Dates, Time
2016-04	Authorizing Property Purchase and Proposing a Finance Plan
2016-02	Nonresident Cards
2016-01	Prevailing Wage
2015-11	Library Closings 2016
2015-10	Levying Taxes for Fiscal Year 2015-16
2015-06	Budget and Appropriation
2015-05	Changing Schedule of Regular Board Meetings and Setting the Dates
2014-08	not adopted
2014-05	Transferring Funds to the Special Reserve Fund
2014-03	Amending Purpose of Capital Projects/Special Reserve Fund
2014-02	Appoint a New Library Trustee
2013-13	Authorizing Membership in Libraries of Illinois Risk Agency (LIRA)
2013-12	Prohibiting Firearms on Library Property (Conceal Carry)
2013-09	Levying Taxes for Fiscal Year 2013-14
2012-06	.02% Building and Maintenance Tax
2012-05	Ethics
2012-04	Changing the Name of Dundee Township Public Library District to Fox River Valley Public Library District
2012-01	Naming Library District Facilities
2010-11	Approving a Finance Plan for Repairing the Library Building
2010-10	Confirming Intent to Repair the Library Building and Adopt a Financing Plan

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2009-18	Amendment to LIMRiCC Bylaws and Intergovernmental Agreements
2009-11	Transferring Funds to the Special Reserve Fund
2009-08	Approving a Finance Plan for Renovating the Library Building
2009-05	Hiring a General Contractor
2006-04	NSLS Reciprocal Borrowing Tenets
2002-05	LIMRiCC Unemployment Group Account
1999-02	State Gift Ban Act
1994-03	Amendment to 1994-02 Rutland Township Annexation
1994-02	Rutland Township Annexation
1985-08	Annexing Territory-Village of Gilberts
1985-05	Authorizing Sale of Real Property
(no number)	Ordinance Annexing Territory-Village of Gilberts

**05.00.00 RESOLUTIONS**

2016-09	To Determine Estimate of Funds Needed FY 2016-17
2016-07	Travel Expense Reimbursement
2016-03	Authorizing Treasurer to Deposit Funds
2015-09	LIMRiCC Bylaws and Intergovernmental Agreement - Amended
2015-07	Adopting ICMA-RC Deferred Compensation Plan
2015-04	Ehlers/TD Ameritrade Investment Accounts
2014-09	To Determine Estimate of Funds Needed for FY 2014-2015
2013-14	To Declare a Library Trustee Vacancy
2013-07	Friends of the Library Week
2013-05	Authorizing Treasurer to Deposit Funds
2013-04	Honoring Maria C. Bagshaw
2013-03	Honoring Lenore M. McDonald
2012-10	To Declare a Vacancy and Appoint a New Library Trustee
2012-08	Honoring Joseph J. Molinaro



2011-03	Honoring William J. Stephens
2011-02	Honoring Liz Gade
2010-17	Approving Premium Conversion Plan
2010-13	Honoring Sherry Dobson
2010-07	Corporate Designation of Account Authority
2010-06	Certificate of Incumbency to Corporate Resolution for Deposit Accounts and Other Financial Services
2010-05	Corporate Resolution for Deposit Accounts and Other Financial Services
2010-04	Authorizing Treasurer to Deposit Funds
2010-03	Honoring Mary E. White
2010-02	Appointing an Authorized Agent to IMRF
2009-19	Authorizing the Execution of an Intergovernmental Agreement with LIMRiCC
2009-13	Honoring Phyllis O'Neill
2009-12	Confirming 4 Year Term of Office
2009-04	Honoring Cheryl Nunn-Thompson
2009-03	Honoring Carrie Brecke
2009-02	Honoring Jennifer Blessman
2008-03	Bank Depositories
2007-03	Honoring Eva Tipps
2007-02	Honoring Carmen Barrett
2005-08	Honoring Julie Fox
2003-14	Appoint New IMRF Agent
2003-08	Honoring Keith Bergstrom
2003-07	Honoring Tom Tyrrell
2001-05	Honoring Patricia Ostewig
2001-04	Honoring Richard Sisler
2001-03	Honoring Dorothy Carrigan
1998-03	Amendment to Pebsco

1997-03	Honoring Sue Kotelba
1995-04	Honoring Michael Buhrmann
1995-03	Honoring Tom Painter
1992-06	Reaffirming Commitment to North Suburban Library System (NSLS); Illinois Library and Information Network (ILLINET)
1992-02	Compliance with Americans with Disabilities Act
(no number)	Authorizing Litigation Regarding Public Act 87-17
1989-03	Honoring Ruth Miller
1986-05	Authorizing Membership in Cooperative Computer Services Ltd
1985-03	Honoring John T. Snow
1985-02	Honoring Janet Oatman
1984-03	Employer Paid (picked-up) Employee Contributions to the Illinois Municipal Retirement Fund
(no number)	Resolution Authorizing Dundee Township Supervisor and Board of Auditors of Dundee Township to Continue as Agent for Employees of DTPLD for Participation in Illinois Municipal Retirement Fund for the Period January 1, 1982 through December 31, 1982

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