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*Moved from 03.05.00 December 20, 2016*

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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.

##### 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 meet all statutory

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requirements of 75 ILCS 16/30-20, and file annually a Statement of Economic Interest using the form provided by Kane County Officials in accordance with 5 ILCS 420/4A-101(g).

*Revised September 18, 2018*

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.

At a regular meeting of the Board prior to the meeting at which Officers of the Board are elected, the President shall appoint two continuing Trustees to nominate a slate consisting of one candidate for each office and present such slate at the organizational meeting of the Board.

The Trustees shall elect from their membership a President, Vice President, Treasurer, and Secretary. Officers shall serve until the third Monday of the month following each regular election or until their successors are elected by the Board. In the event an Officer is unable to complete their term, the Board President shall appoint a replacement subject to confirmation of the Board.

*Revised June 21, 2019*

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.

- 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.

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).

01.03.11

#### 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 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.

01.03.12

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.
- 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

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 serve as the Open Meetings Act Designee. The Secretary shall have the power to administer oaths and affirmations.

*Revised May 14, 2012  
Revised September 18, 2018*

**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.

*Revised October 13, 2014*

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) Unfinished Business; (8) New Business; (9) Board Discussion; (10) Executive Session; (11) Adjournment.

*Updated February 20, 2018*

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. (5 ILCS 120/2.06(g))

The Board, recognizing its responsibilities to conduct business in an orderly and efficient manner, asks 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).

All attendees shall respect the rights of others to be heard. Failure to do so may result in removal from the meeting. Only one person may speak at a given time. Individuals may not assign their allotted time to another speaker. 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.

Any person may record open session by tape, film or other means. Recording shall not interfere with another person's ability to see and hear the proceedings or cause a distraction. (5 ILCS 120/2.05)

The Board will not enter into two-way conversation with members of the public. Trustees will take public comments under advisement. Trustees wishing to ask clarifying questions will be recognized by the president before speaking.

*Public Comment revised March 9, 2015; updated February 20, 2018*

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 do preparatory work in conjunction with the Director and appropriate staff prior to making recommendations to the full Board. The Board President shall designate members of the Board as Liaisons, who will serve for a term of two years.

The Board President may be included in discussions with the administration as needed and will confer with the designated Liaison regarding their areas of responsibility. In the event the liaison feels a committee would be more effective, a request to form a Special Committee can be made to the President. All committee meetings must comply with the Open Meetings Act. (5 ILCS 120)

- A) Personnel/HR and Ethics – Board Vice President  
Liaison responsibilities include preparation of the annual review of the Library Director; assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year; reviewing the Employee Handbook, Organizational Chart, and Salary Scale; assuming a leadership role in the resolution of any employee grievance appealed to the Board under the Problem Resolution process outlined in the Employee Handbook..
- B) Bylaws and Policy – Trustee  
Liaison responsibilities include reviewing library policy changes developed by staff. The liaison shall review all existing policies at an interval not to exceed three years. As a result of such policy reviews, the liaison will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value.
- C) Facilities – Trustee

Liaison responsibilities include conducting an annual inspection of the library's physical facilities to identify needed repairs and making recommendations to the full Board regarding repairs or facility upgrades.

D) Community Engagement – Trustee

Liaison responsibilities include identifying community needs and wants; promoting the library, its services, volunteer opportunities, and benefit to community; and identifying community partners to assist in meeting the Library's mission.

*Revised, May 18, 2015*

*Revised, June 20, 2017*

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.

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; For a transaction from which such person derived an improper personal benefit;
- C) 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*

## 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 entrances, 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

#### 02.13.00 Library Cards

##### 02.13.01 Eligibility

Residents of the Library District, nonresidents who own or lease taxable property within the district, K-12 educators employed at a school located in the district, and Library employees are eligible to receive a library card at no cost. Terms and benefits of card types may vary.

**02.15.00      **Groups and Gatherings****

02.15.01      Meeting Space

The Library makes its meeting space available as ‘designated and limited forums’ for meetings and programs conducted by individuals and not-for-profit organizations limited strictly to subjects of community, civic, cultural, governmental, or educational interest.

Meeting space is available on an equitable first-come, first-served basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Individuals, not-for-profit, and non-profit community, civic, cultural, governmental, or educational organizations, including local governmental agencies, organizations and elected officials, are eligible to use the meeting space. Programs, classes or other activities presented or sponsored by the Library take precedence over other use of the meeting space.

Civic organizations may be eligible to use meeting space for subjects of community, civic, cultural, governmental, or educational interest; however, political rallies or electioneering are prohibited.

Meeting space is not available for commercial use, seminars, workshops and lectures presented by members of law firms, financial advisors, real-estate agencies, health care providers, or other commercial groups, individuals, or organizations.

Meeting space is not available for non-library affiliated social gatherings, private events or fund-raising activities.

All meetings must be open to the public.

The Library Director makes the final decision regarding eligibility.

*Updated January 16, 2018*

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 Collection Management**

02.19.01 Selection

The Board has adopted the Library Bill of Rights, the Freedom to Read and the Freedom to View statements. The Library's goal is to collect materials of contemporary and/or permanent value, with a sense of responsibility to both the present and the future, and to maintain an overall balance in the collection. The ongoing process of selection is the responsibility of the Director.

02.19.02 Weeding

To maintain a collection that is current, reliable, in good condition, is well-used and relates to the needs and interest of the library's users, materials are withdrawn on a systematic and continual basis. Materials are withdrawn when they are dated, inaccurate, in poor condition, or on the basis of usage and space. This ongoing process of weeding is the responsibility of the Director.

02.19.03 Challenge to Materials

Patrons have a right to request a reconsideration of material. The Director will review the item in question and make a decision regarding the retention of the material.

*Revised November 14, 2017*

**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.

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.
- 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.

02.25.03      Reference and Readers Advisory  
FRVPLD provides accurate, timely, thorough and confidential Reference and Reader's Advisory services to all patrons. Reference service is assisting patrons seeking information through the use of library materials and online resources. Reader's advisory is the process of connecting patrons with books and entertainment materials that meet their interests in both physical and digital formats. Patrons are all library users who visit, phone or contact the library electronically; library users do not need to be cardholders or reside in-district to receive readers advisory and reference service. These services are provided by professional and paraprofessional staff trained in accordance with the guidelines and ethics of the American Library Association.

*Adopted January 15, 2019*

**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, 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 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.

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*

**02.36.00 Flag Policy**

The Board of Library Trustees adopts this policy 2.36.00 as the flag policy of Fox River Valley Public Library District.

The Dundee Library has a single flagpole. The Library will follow provisions governing the display of flags found in the United States Code, Title 4, Chapter 1, and the Illinois Flag Display Act 5 ILCS 465.

Other flags: From time to time the Board may approve flying other flags. Any flags approved by the Board shall represent an expression of the Library's official sentiments or the Library's mission, values, and priorities. Flags flown on the Library's flagpole will be approved by the Board and serve as a government forum for expression of the Library's mission, values, priorities, or official sentiments (government speech) as was recognized by the United States Supreme Court in its decision in *Shurtleff et al. v. City of Boston*.

The Library does not fly flags at the request of the public, any organization, or any individual. Use of a Library flagpole is not intended to serve as or create a forum for free expression by the public.

When approving flags to be flown on the Library flagpole, the Board will consider the following:

1. Whether the United States or the State of Illinois has recognized the flag or cause through statute or proclamation, or other official communications, e.g., National Heritage Months or National Awareness Months;
2. Whether the flag represents a national, state, or local interest and is consistent with the Library's Mission, values, priorities, or official sentiments;
3. Whether the flag represents a positive interest or value worthy of public recognition and is consistent with the Library's mission, values, priorities or official sentiments

The Board will express its approval of flags on the library flagpole either by a written resolution or by majority vote of the Board of Library Trustees which majority vote will be documented in the minutes of a Board meeting.

*Adopted April 18, 2023*

## **02.37.00 Fiscal Policy (202301 update)**

The Fox River Valley Public Library District is funded by public funds. In keeping with its fiduciary responsibility, FRVPLD shall manage its finances wisely. Policies shall be established and periodically reviewed to help FRVPLD meet this goal.

### Adoption and Approval

Fiscal Policy in its entirety will be reviewed as needed or at least every three years.

## **02.37.01 Fund Balance Policy**

FRVPLD shall maintain separate funds for separate accounting purposes. Each fund is a separate entity.

1. The 10 Fund is the General Fund. Total unrestricted fund balances (committed, assigned, and unassigned) in this fund shall represent no less than three months and no more than twelve months of operating expenses. Excess funds shall be invested in keeping with the investment policy.
2. The 70 Fund is the Capital Project/Special Reserve Fund (see 02.37.05 below). Increases and decreases in the fund balance are associated with specific projects planned. No plan is needed for the emergency expenditures from the special reserve fund for the repair of an existing library building or its equipment.
3. The 80 Fund is the Working Cash Fund. No target range is established for this fund.
4. The 90 Fund is the Donation/Gift Fund. No target range is established for this fund.

## **02.37.02 Budget and Planning Policy**

FRVPLD has a board-approved written budget that is collaboratively developed by the Board and the Executive Director, assisted by the relevant library personnel. The Board shall ensure revenue adequacy to meet the needs of the community and shall take action if revenue has to be increased.

The Executive Director shall present reports once a month on library operations to the Board. The reports include finances, programs, matters of personnel and more as appropriate. Monthly financial reports shall give the current position of revenues and expenditures as related to each budgetary line item. Other financial reports include revenue and expenditure summaries and investment reports.

### **02.37.03 Investment Policy**

1. 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 and those individuals designated by the Board, such as the Executive Director or Deputy Director or Finance Manager. Administrative responsibility for the investment program is hereby delegated to the Executive Director.
2. Prudence—The Prudent Person Standard that 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 for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived” shall be applied in the context of managing the overall portfolio.
3. Personal Liability—The Treasurer and employees 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 Executive Director or their designee 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.
4. Investment Parameters—FRVPLD investments shall be in accordance with Illinois Public Funds Investment Act, 30 ILCS 235/1 designed to accomplish
  - a. Legality—only investments conforming with all legal requirements shall be made.
  - b. Safety—Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit risk, interest rate risk and custodial risk through portfolio diversification. Authorized investments include but are not limited to 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.
  - c. 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.
  - d. Yield—Investment portfolios shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and economic cycles, considering investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. A security shall be held until maturity unless its credit quality is declining or liquidity needs of the library change or

- a security swap would improve the safety and yield of the overall portfolio.
  - e. Pooling of Cash—Except where otherwise provided by the Board, the Executive Director is authorized to pool the cash of various funds to maximize the 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.
  - f. Simplicity of management—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, unless they be Reserve Funds, which 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.
5. Investment Diversification—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
  6. Reporting—The Executive Director and the Treasurer shall prepare a monthly investment report that provides the principal and type of investments, earnings for the current month and year to date, and market value of the portfolio. The report shall be used to measure performance and to demonstrate to the Board the degree of compliance with the Policy. An annual comprehensive report shall focus on the overall performance of the portfolio and a projection for the future.
  7. Internal Controls—The Treasurer and the Executive 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. There shall be appropriate
    - a. segregation of incompatible duties,
    - b. written confirmation of transactions for investments and wire transfers
    - c. recording of investment and interest earnings in FRVPLD accounting records based on generally accepted government accounting procedures
    - d. monthly summary of all investment transactions will be prepared by the Director for review by the Board.
  8. Conflicts of Interest—The Treasurer 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. The Treasurer and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of FRVPLD.
  9. Sustainability—In accordance with the Illinois Sustainable Investing Act, 30 ILCS 238, FRVPLD shall evaluate investments based on but not limited to these factors
    - a. Corporate governance and leadership
    - b. Environment
    - c. Social
    - d. Human capital
    - e. Business model and innovation

**02.37.04      Accounting, Auditing, and Financial Reporting Policy**

FRVPLD shall maintain records in keeping with the accepted standards for local government accounting according to the Governmental Accounting Standards Board (GASB). FRVPLD will engage an independent firm of certified public accountants to perform an annual financial audit in conformance with GAAP and GASB.

**02.37.05      Special Reserve/Capital Project Policy**

In accordance with (75 ILCS 16/40-45; 75 ILCS 16/40-50), the Board has established a Special Reserve Fund. The fund shall be for constructing a building, remodeling, repairing, or improving of an existing library building, erecting an addition to an existing library building, purchasing the necessary equipment for the library, or for emergency expenditures for the repair of an existing library building or its equipment. The fund may receive the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits. The fund can be used for emergency expenditures for the repair of an existing library or its equipment.

**02.35.06      Banking Policy**

The Executive Director of FRVPLD and their designee(s) are authorized to make deposits and transfer funds and monitor library bank accounts.

All checks require one authorized signature. Authorized signatures include those of the President, Treasurer, and Executive Director. Checks are reviewed by the Treasurer or President prior to payment and are subject to ratification at the Board's next regular meeting.

**02.37.07      Capital Asset Policy**

In accordance with GASB 34, FRVPLD shall provide additional disclosures in the 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. It shall also disclose major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense. The Executive 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.

**02.37.08      Debt Policy**

FRVPLD will confine long-term borrowing to capital improvements, projects, or equipment that cannot be financed from current financial resources. 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. FRVPLD will look for both current and advance refunding opportunities in order to save interest expense. FRVPLD will maintain good communications about its financial condition with bond and credit rating institutions.

**02.37.09      Procurement Policy**

In general, all supplies, materials, equipment, and contractual or professional services will be included in the working budget. Purchases of same shall be made in accordance with this Policy. The Executive Director or their designee(s) shall be responsible for determining whether (a) an item is budgeted, (b) adequate funds are available, and (c) the proper purchasing procedures have been followed. All expenditures shall be reported to the Board in monthly Treasurer Reports, with emergency purchases being



reported as soon as possible to the Board President and the Treasurer. FRVPLD makes purchases in accordance with all applicable laws.

### **Authority to Spend**

The Executive Director is authorized to spend up to \$10,000 on individual purchases or contracts without prior Board approval and may delegate spending authority within this limit to staff. The Board must authorize all purchases and contracts of \$10,000 or more, including all multi-year contracts whose cumulative value equals or exceeds \$10,000.

In case of emergency, the Executive Director or their designee(s) may spend up to \$20,000 for any unbudgeted expenditures with the approval of any two officers of FRVPLD Board.

### **Purchasing**

1. All purchase orders or contracts for products and services in excess of twenty-five thousand dollars (\$25,000) shall be awarded after an open, competitive bidding process unless exempt per 75 ILCS 16/40-45.
2. In certain circumstances, the practical interests of FRVPLD may be served by a purchase from a certain vendor (e.g., limited or single vendor pool) even if the amount of the purchase exceeds \$25,000. In such cases, the Board may waive compliance with the competitive bid process, unless required by law.
3. If doubt exists as to whether a competitive bid process is required FRVPLD's attorney shall be consulted.
4. When securing price quotations, FRVPLD shall solicit quotations from qualified local vendors. If the price and terms between two or more qualified vendors are equal, vendors located in the District shall receive preference.
5. All contracts for public works must comply with the Prevailing Wage Act, the requirements of which are in 820 ILCS 130/0.01.

## **02.37.10**

### **Credit Card Policy**

1. Authorized Users – FRVPLD shall have a single VISA credit card account. FRVPLD shall issue credit cards to select employees whose job requirements need an option to pay for authorized purchases for which other options are impractical or restricted in some way. The credit card shall be in the name of the Fox River Valley Public Library District. The specific name of the employee to whom the credit card is to be issued shall appear on the card.
2. Credit Limit – Each employee shall have a maximum credit limit set by the Executive Director for specific, authorized use. A credit card may not be used by anyone other than the individual to whom it is issued. FRVPLD reserves the right to withdraw the credit card at any time with or without cause. Each credit card holder must agree to and sign the Credit Card Responsibility and Use Procedures before accepting the credit card.
3. Authorized Use – The credit card shall be used for only FRVPLD-related and budgeted activities such as,
  - a. Pre-authorized travel expenses (registration fee, transportation, lodging, meals and incidentals),
  - b. Online purchases when the vendor only accepts credit card payments, and/or
  - c. Paying a vendor when other payment methods, such as writing a check or approving an ACH debit, are not practical or desirable. For instance, when the vendor says the check is lost and the bill is overdue and the service will be suspended until payment is made, a credit card payment is reasonable.

4. Misuse – Use of FRVPLD credit card for unauthorized expenditure including but not limited to excessive or unbudgeted or personal spending constitutes a misuse of the credit card and is subject to disciplinary action. Theft or fraudulent use of the card must immediately be reported to the Finance Manager. Employees shall reimburse FRVPLD for the full amount of unauthorized expenditure incurred.
5. A manager shall submit a request to the Finance Manager for a new credit card. Each credit card holder, except the Executive Director, shall sign out and sign in the credit card that is kept in a locked cabinet in keeping with FRVPLD procedures.
6. Balance shall be paid in full every month to avoid fee.

## 02.37.11

### Travel and Reimbursement Policy

1. FRVPLD shall only approve travel expenses for employees if the travel is necessary to complete official FRVPLD business, for the education of employees, or necessary to obtain information for the betterment of FRVPLD in some capacity. These include but are not limited to preapproved conferences, workshops, seminars, and other educational events related to the employee's official duties. The Executive Director approves all travel requests. All expenses must be approved before they are incurred. Employees shall have the option to use their own personal credit card of FRVPLD credit. Employees must reimburse FRVPLD for unapproved expenses incurred on FRVPLD card.
2. Employees are expected to use the same care in incurring expenses for official business as a prudent person would in spending personal funds. Employees should check with vendors if they honor tax exempt pricing.
3. Covered Expenses – Only pre-approved expenses accompanied by supporting documentation shall be processed for payment. Expenses must be at or below the approved estimates. In case actual expenses exceed approved estimated expenses or penalties or fees are incurred or flights are missed or any other extraordinary circumstances arise, the Executive Director or their designee(s) shall evaluate reimbursement on a case-by-case basis. Any expense exceeding Maximum Allowable amount of \$5000 shall be approved by the Board (50 ILCS 150/15).n Per diem rates can be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The following are covered
  - a. Registration fee
  - b. The most economical mode of transportation – Employees shall utilize public transportation or shuttle services if available and cheaper than alternative modes of transportation.
    - i. Air transportation – Economy/coach airline ticket that ha no penalty fee for change shall be covered. If the airline cancels the flight for any reason, the traveler is entitled to a refund as per the USD Department of Transportation. More information is available at <https://transportation.gov/individuals/aviation-consumer-protection/refunds>.
    - ii. Ground transportation – The prevailing IRS mileage rate based on mileage from the work location to the off-site location of the official business shall be covered. If using rental car, employees are required to purchase insurance through the rental agency. Unless 3 or more employees are using the same car, full sizer cart or more expensive car may not be rented. Employees must refuel their vehicle before returning it to the rental company to avoid a fee. If incurred, this fee shall be paid by the employee, not FRVPLD. Tolls and parking e expenses are covered if accompanied by the receipts.
  - c. Lodging-These expenses must equal to or less than the per diem rates. In case staying at a hotel that meets the per diem criteria and commuting by most economical mode of transportation to the conference or meeting venue is more expensive than staying at a hotel that exceeds the per diem rates, employees shall choose the non per diem hotel since it is the less expensive

- option of the two. However, this shall be pre-approved before the expense is incurred. Lodging taxes are not included in the per diem rate. Cancellation charges shall not be covered unless approved by the Executive Director or their designee(s).
- d. Meals and Incidentals – These expenses must be equal to or less than the per diem rates. No costs for alcohol shall be covered.
4. The following expenses shall not be covered:
    - a. FRVPLD shall not pay for entertainment. As per the IL Statute, “Entertainment” includes, but is not limited to shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event (50 ILCS 150/5).
    - b. FRVPLD shall not pay for any expenses incurred by anyone that is not on official FRPLD business. When vacation time is added to the business trip, any difference in costs – transportation, lodging, meals and incidentals – shall be paid by the employee and not by FRVPLD.
  5. Approval of expenses –
    - a. Board Member – expenses may be approved only at a normally scheduled Board Meeting subject to a roll call vote (50 ILCS 150/15).
    - b. Employees – no expense shall be approved without the duly filled appropriate form and estimates. No expense shall be reimbursed without a reimbursement form accompanied by approved estimates and receipts. The maximum allowable reimbursement without any Board action shall be \$5000. Any amount in excess of the actual receipts or approved amount shall be repaid to FRVPLD within 60 days if FRVPLD credit card was used for paying these expenses.
  6. Documentation of expenses – Before incurring expenses, employees shall have the following documentation approved by the Executive Director or the designee(s):
    - a. An estimate of any applicable registration fees and the cost of related travel – transportation, lodging, meals and incidentals – based on per diem rates.
    - b. The name and the job title of the individual requesting the travel expense
    - c. Date(s) of the travel
    - d. Nature of the official business for which travel expense is requested
    - e. After incurring the relevant expense, the employee shall submit all relevant receipts and supporting documentation before reimbursement can be processed.
  7. Forms – Employees shall use Mileage Reimbursement Form for local travel associated with activities directly related to job duties. These include but are not limited to travel between main and branches off-site programming and picking up or purchasing supplies for the library. Employees shall use Travel Expense Authorization Request for pre-approved travel including conferences, seminars, and workshops.

## **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.

### **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.

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.
- 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:

- 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
- E) 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.
- F) 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

## **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.

##### 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*

### **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 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**

All full-time and benefitted part-time employees earn personal leave after 6 months of employment and annually thereafter on their anniversary date. Full-time exempt employees are entitled to 3 days personal leave with pay. Full-time nonexempt employees are entitled to 24 hours personal leave with pay. Part-time nonexempt benefitted employees are entitled to 8 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.

*Updated March 20, 2018*

#### **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 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 Library (Employer) pays 90% of the lowest-cost plan offered for individual coverage and the employee pays 10%. The Library pays 25% of the same lowest-cost plan offered for additional family coverage and the employee pays 75% of the additional cost.

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

*Updated March 20, 2018*

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.

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*

In the event of sexual or unlawful harassment is made by or directed at a Library Trustee, the affected Library Trustee should contact the Library Board's Attorney to request an independent 3<sup>rd</sup> party investigation.

*Amended February 18, 2020*

*Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act 775 ILCS 5/1-101 et seq.*

*Amended January 16, 2018*

### **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*

