

# **Acorn Public Library District Policy Manual**

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Oak Forest, IL 60452  
708-687-3700  
[www.acornlibrary.org](http://www.acornlibrary.org)

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STATE OF ILLINOIS) ) SS  
COUNTY OF COOK)

## **RESOLUTION 197**

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE ACORN PUBLIC LIBRARY DISTRICT:

that the policies, reduced to typewritten form and attached hereto, be and are hereby declared to be the policies of this Board for the conduct of the officers of the Acorn Public Library District and for the management, activities and operations of the Acorn Public Library District.

that in the event of a conflict between the By-laws and any other provisions of these policies, the By-Laws shall control.

that to the extent any of these policies may be inconsistent with the law, such policy or policies shall be inapplicable.

that the Board of Trustees of the Acorn Public Library District reserves the right of final interpretation of this Policy. There shall be no exceptions.

Adopted this 25<sup>th</sup> day of April 1968.

Updated this 9<sup>th</sup> day of April 2014

Bradley Duff-Hudkins, President

ATTEST:

James J. Richmond, Secretary

### Full Policy Revisions:

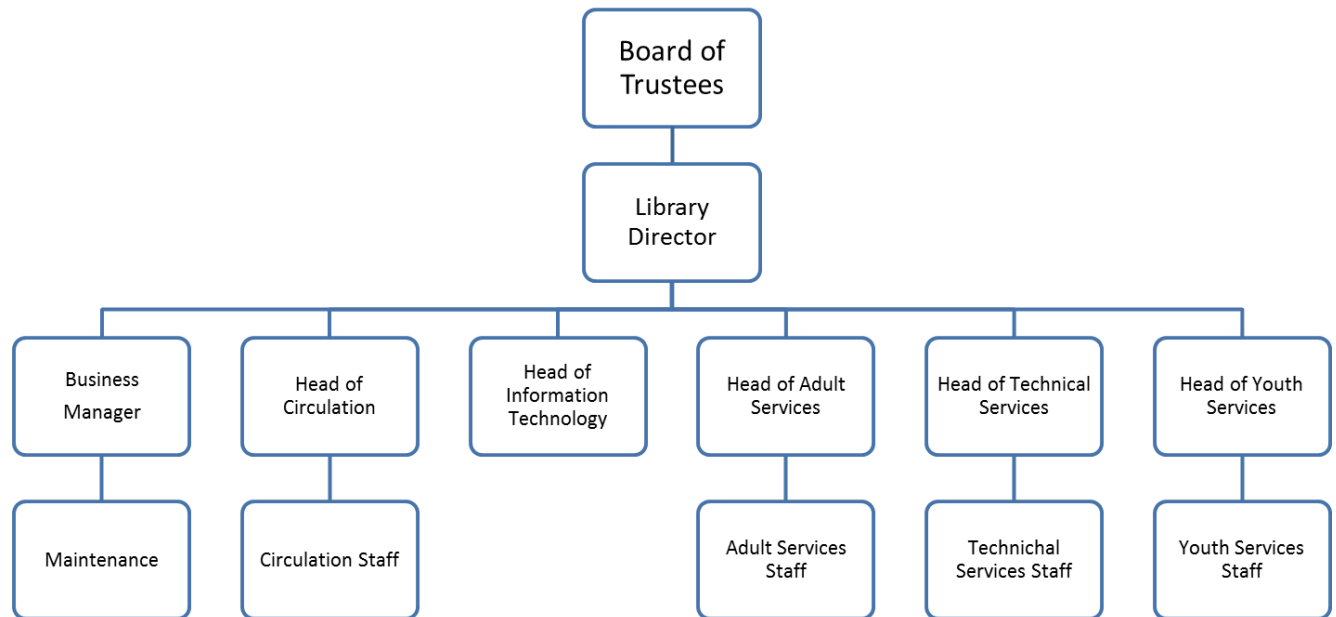
9/73	12/91
6/74	6/04
1/83	6/07
4/88	4/14

## Section 1: Administration

### 1.1 Mission Statement

Acorn Public Library District provides public access to books, digital resources, public programs and gathering spaces. The Library acts as a vital, inspiring and responsive center of lifelong learning that meets the educational, recreational, cultural, and informational needs of its diverse community.

### 1.2 Organizational Chart



### 1.3 By-Laws of the Board of Library Trustees

#### **BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES OF THE ACORN PUBLIC LIBRARY DISTRICT**

##### **ARTICLE I – NAME**

The name of this elected organization shall be the Board of Trustees of the Acorn Public Library District located in Oak Forest, Illinois.

##### **ARTICLE II – PURPOSE**

The object of this Board shall be to hold and administer Library property and funds and to formulate policies and guide the direction of the Library's affairs.

##### **ARTICLE III – MEMBERS**

**SECTION 1.** Members shall be the duly-elected Library Board of Trustees.

**SECTION 2.** Any vacancy occurring shall be filled by appointment by the remaining Trustees until the next Library election, at which election a Trustee shall be elected to fill the unexpired term of the vacancy.

#### **ARTICLE IV – OFFICERS AND DUTIES**

**SECTION 1.** The officers of the Board shall consist of a President, a Secretary, and a Treasurer. No Trustee shall hold more than one office.

**SECTION 2.** If there shall be more than one nominee for any office, voting shall be by secret ballot or by voice vote, and a majority of votes cast shall be necessary for election. Elections shall be as prescribed by the Illinois Revised Statutes.

**SECTION 3.** Officers of the Board shall serve a term of two years. Officers of the Board shall serve no more than (3) consecutive terms, unless no other nominations are submitted for the officer's position.

**SECTION 4.** A mentoring program for future officers is available to all Board Members. The current officers will serve as mentor.

**SECTION 5.** The duties of the Officers shall be as prescribed by the Illinois Revised Statutes, and specific duties as follows:

##### **PRESIDENT:**

1. An ex-officio member of all committees, attendance at the meeting is desired.
2. Review of regular meeting minutes quarterly to ascertain if committees have completed assignments and if motions passed by the Board have been acted upon.
3. Promote and encourage Trustee involvement with Friends of the Library programs and community affairs.
4. Designate individuals to conduct mini-workshops for trustees on Finance-Budget, New Laws, Audit or any subject that would enhance Trustee education.

##### **TREASURER:**

1. Supervise Loan and Bond payments.
2. Reinvest liquid assets at best possible rate with Board authorization.
3. Give monthly written status reports on account balances.
4. Review bills periodically to ascertain savings and/or waste.
5. Prepare the draft of a tentative budget with the Director for submission to the Library Board.
6. Review and execute all monthly, quarterly, and annual withholding forms required to be filed with the federal and state governmental agencies.

##### **SECRETARY:**

1. Take minutes of Executive Meetings and/or Sessions; also minutes of all regular and special meetings of the Board of Library Trustees in the absence of the Recording Secretary.
2. Keep a separate Trustee file of Executive Session Minutes
3. Keep a Trustee Legal File, i.e. important papers pertaining to Building and Land, Insurance Policies, Deeds, Waivers, Construction Documents and Lawsuits. Such file is to be held in the fireproof file cabinet.
4. Maintain a record of current committee members and chairmen of Special Committees containing the date of appointment and dissolution. Provide a binder for committee meeting minutes and monitor its current status
5. Act as Election Clerk and perform related duties as specified by the Election Code.

6. Review and execute the annual certified list of persons required to file Ethics Statements with the Secretary of State of Illinois and Office of the Cook County Clerk prior to March 1st.

All officers of the Board shall perform such other duties as the Board of Library Trustees or President may assign.

## **ARTICLE V – COMMITTEES**

**SECTION 1.** There shall be a Library Operations Committee formed. The President shall chair the Library Operations Committee or select at his discretion a designee. The Committee Chair shall be charged with providing both a written agenda guiding the business to be addressed and a written report to the Board on the recommendations to be considered by the Board.

**SECTION 2.** The Committee shall consist of voting members as defined by Article III. A quorum shall consist of 3 or more members.

**SECTION 3.** Committee business may consist of, but not limited to, topic(s) in the following areas:

- Finance
- Personnel
- Library Special Projects
- Building & Grounds
- Marketing & Public Relations
- Legislation
- Library Policy

**SECTION 4.** Committee progress shall be subject to Board review at each Regular Meeting as defined in Article VI of these By-Laws during its tenure.

**SECTION 5.** The President or the majority of the Board of Trustees may appoint subcommittees as the need arises.

## **ARTICLE VI – MEETINGS**

**SECTION 1: Regular Meetings.** The regular meetings of the Library Board shall be held on the second Wednesday of each month at 7:00 PM. The only exception will occur during an election year to accommodate newly elected trustees. All Board Meetings shall be held at the Acorn Public Library unless otherwise ordered.

**SECTION 2: Special Meetings.** Special meetings may be held at any time at the call of the President or the Secretary or at the call of any four members of the Board, provided that notice thereof be given to all Trustees at least twenty-four (24) hours in advance of the special meeting. All notices shall state the purpose of the meeting. All special meetings must be in compliance with the Open Meetings Act, Illinois Revised Statutes.

**SECTION 3: Quorum and Voting.** A quorum for the transaction of business shall consist of four or more Trustees. A majority of those trustees present shall determine the vote taken on any questions, unless a larger majority is specified in the Public Library District Act (Illinois Revised Statutes).

**SECTION 4: Order of Business.** The order of business at all meetings of the Board shall be as follows:

1. Opening of Meeting
  - a. Call to Order

- b. Determination of Quorum
  - c. Recognition of visitors to the meeting
  - d. Approval of Agenda and requests for changes to Agenda
  - e. Public Comments
- 2. Consent Agenda
  - a. Approval of Regular Board Meeting Minutes
  - b. Treasurer's Report
  - c. Approval of Bills
  - d. General Fund Income and Disbursement Report
  - e. Director's Report
  - f. Departmental Reports
  - g. Reports on meetings attended by Board and Staff
- 3. New Business
- 4. Old Business
- 5. Correspondence
- 6. Open Forum
- 7. Executive Session
- 8. Adjournment

#### **ARTICLE VII – DIRECTOR**

The Director serves as the chief administrator of the Library and is responsible for the operation of the Library under the general policies approved by the Board. The Director is responsible to the Board and, through the Board, to the community.

#### **ARTICLE VIII – AMENDMENTS**

The Board of Library Trustees reserves the right to amend its By-Laws and Library Policies at any time. These By-Laws may be amended by one week's written notice prior to any regular meeting or any special meeting called for that purpose, by a majority vote of the entire Board. Nothing herein shall be deemed to give any employee any contractual right or vested right beyond the fiscal year in which any By-Law or policy was in full force and effect.

#### **ARTICLE IX – RULE OF ORDER**

Robert's Rule of Order shall govern the parliamentary procedure of the Board.

#### **ARTICLE X – BONDING**

The Treasurer and the Bookkeeper shall be bonded as prescribed by the Illinois Revised Statutes.

## **ARTICLE XI – ORDINANCES AND BUDGET**

The adoption of the appropriation ordinance, budget and tax levy ordinance shall be as prescribed by the Illinois Revised Statutes.

## **ARTICLE XII – PUBLIC COMMENT**

Members of the public are welcome make comments to the Board of Trustees of the Acorn Public Library District at the beginning of each monthly meeting. Pursuant to Public Act 96-1473, the following rules shall govern individuals appearing before the Board:

1. Speakers must address the Board only when recognized by the President of the Board and only at the appropriate times, as indicated on the meeting's agenda. The President of the Board will determine the order in which speakers are recognized.
2. Speakers must identify themselves by full name, address, affiliation (if any) and the topic to be addressed.
3. Speakers shall be allowed up to five minutes to speak. Total time for all speakers shall not exceed 30 minutes per Board meeting.
4. The President of the Board of Trustees shall have the discretion to override the above time limits, as well as to allow speakers to address the Board during other portions of the meeting.
5. The Board of Trustees is not required to respond to speakers. Speakers may be directed to the library director or other staff member.

## **ARTICLE XII – RULES FOR ELECTRONIC ATTENDANCE AT BOARD MEETINGS**

Meetings of the Acorn Public Library District Board of Trustees may be held with members attending by electronic technology (including, but not limited to, telephone or video conferencing) under the following rules:

1. Except where it is not practicable, Trustees who cannot be physically present at a public meeting for one of the reasons contained herein and wish to attend by the use of electronic technology shall give notice to the Secretary of the Board of Trustees more than forty-eight (48) hours before the meeting date.
2. Public notice of special or regular meetings, when it is known forty-eight (48) hours in advance of such meeting that any Trustees will attend through use of electronic technology, shall contain, in addition to any other information required by law, the names of the Trustees who will be attending in that manner, the type of medium through which they will attend and a listing of any locations where the public may attend the meeting through use of the technology in addition to the designated meeting site.
3. If it not practical for a Trustee to give more than a forty-eight (48) hour notice and the Trustee will be unable to be physically present at the special or regular meeting for one of the reasons contained herein, and wishes to attend through the use of electronic technology, on the date of the meeting, prior to convening the meeting, the presiding officer shall announce such method of attendance to the public and the reason therefore.
4. If the President of the Board attends the meeting through the use of electronic technology, he or she shall vacate the chair and a President Pro Tem who is physically present will be appointed to preside.
5. Trustees may attend a Board meeting without being physically present if physical attendance is prevented by:
  - a. personal illness or disability;
  - b. absence from the District for personal employment purposes or for District business;
  - c. family emergency



6. If the presence of one or more Trustees is required to establish a quorum to do business allowed to be done under these rules, the President of the Board may waive the reasons cited above and allow one or more Trustees to attend the meeting through electronic technology.
7. When one or more Trustees attend a meeting by electronic technology, all votes shall be by roll call.
8. No more than two trustees may attend a meeting by electronic technology if they are at the same remote location and the technology does not transmit physical images of the Trustees not physically present to the designated meeting site.
9. No vote on the issuance of bonds shall be taken without a quorum of Trustees being physically present, unless approved by bond counsel.
10. A quorum of Trustees must be physically present for any public hearings required by statutes.
11. When speaker phones are used to allow a Trustee to attend a meeting without being physically present, the Trustee using the speakerphone must, each time he or she wished to speak, identify him or herself by name and be recognized by the presiding officer before speaking.

## **1.4 Investment of Public Funds**

### **A. Purpose and Scope**

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Acorn Public Library District. Its scope is all public funds of the Library.

### **B. Responsibilities**

All investment policies and procedures of the Acorn Public Library District will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Library Board of Library Trustees.

### **C. Delegation of Authority**

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

### **D. "Prudent Person" Standard**

All Library investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifics that 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. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **E. Objectives**

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

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

#### **F. Guidelines**

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

##### **1. Legality and Safety**

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

##### **2. Liquidity**

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

##### **3. Yield – Return on Investment**

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

##### **4. Simplicity of Management**

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

#### **G. Reporting**

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

#### **H. Internal Controls**

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

#### **I. Authorized Financial Dealers and Institutions**

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of Board of Library Trustees upon the recommendation of the

Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

**J. Conflicts of Interest**

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

## **1.5 Financial Procedures**

### **PURPOSE:**

The purpose of this policy is to spell out the roles and responsibilities of all persons handling District funds. This will help to insure that:

1. All duties are carried out in accordance with State Library Laws and good business practices.
2. There will be sufficient flexibility within the guidelines so that District business can be carried out efficiently and expeditiously.
3. All parties will have a better understanding of assigned duties; and
4. A well-documented "paper trail" will exist for all transactions.

### **RESPONSIBILITIES**

The board has complete discretion and control through the Treasurer over the investment and expenditure of funds. This includes, but is not limited to: approving the yearly budget; directing the Treasurer on investing of funds; and approving bills for payment.

The Treasurer has custody of the District tax funds. This includes, but is not limited to: insuring that funds have been safely deposited in a timely manner; investing funds as directed by the Board; and tracking and reporting on various fund balances. The Treasurer shall be bonded.

The Director is responsible for daily operations of the Library. This includes, but is not limited to: developing the yearly District budget; overseeing staff purchases of miscellaneous goods and services; and insuring that all expenditures are in agreement with the yearly budget.

The Business Manager is responsible for dispensing of funds and good recordkeeping practices, in accordance with state law and good business practices. This includes, but is not limited to: transferring funds as necessary to the checking account for timely payment of bills; paying bills; monthly budget updates; and recordkeeping of all District transactions.

### **SCOPE**

The Treasurer shall invest all incoming funds in a timely manner. The Business Manager shall deposit the funds from daily cash register receipts (fines, fees, etc.) in the checking account.

The Treasurer shall be responsible for reinvesting C.D.'s or other monetary instruments when they come due, and/or transfer of funds in a timely manner. In the event of an emergency, the Board shall authorize the Director to assume these responsibilities.

All financial mail shall be delivered to the Business Manager. Copies of monthly statements, etc., shall be made, dated and initialed, and given to the Treasurer.

The Business Manager shall be responsible for keeping a file of all required documents, such as: bonding contracts, certificates of deposit, monthly bank statements, transfers between accounts, etc. The Business Manager shall have the original copies of these documents except for the certificates of deposit which shall be held by the issuing institution.

The Business Manager shall issue non-payroll related checks in a timely manner. Businesses shall be notified about the District's monthly billing cycle. These checks shall be signed by either the Director or Business Manager, and one board member or by two board members. The Business Manager shall transfer money into the checking account for covering these checks and shall give written notification of each transfer to the Treasurer.

The Bookkeeper shall issue payroll-related checks every two weeks. These checks shall be signed by the Director/Bookkeeper and one board member or by two board members. The Bookkeeper shall transfer money into the checking account for covering these checks and shall give written notification of each transfer to the Treasurer.

A "petty cash" checking account of \$1,000 shall be established for timely handling of small items required. Only one signature is required for these checks. Only the Director and Business Manager are authorized to sign these checks.

In addition to the yearly financial examination/audit, the Board may conduct an internal audit of procedures and/or bookkeeping at its discretion.

## **1.6 Freedom of Information Act**

### **Overview**

According to the Illinois Attorney General, the Freedom of Information Act (FOIA) is a State statute that provides the public with the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).

### **FOIA Requests**

You may request documents via mail, email, fax, or personal delivery. Your request must include the following information:

1. Requester's full name, address, and daytime telephone number. We need this information in case we have questions about the request.
2. A written description of the desired records containing the details necessary to fulfill the request.

Acorn Public Library has a FOIA form that can be used for requests.

#### Mail/Personal Delivery

Acorn Public Library  
15624 Central Avenue  
ATTN: FOIA Officers  
Oak Forest, IL 60452

Email: [dkoll@acornlibrary.org](mailto:dkoll@acornlibrary.org)

Fax: (708)687-3712

Please note: Write or type "ATTN: FOIA Officers" on faxed requests

### **FOIA Officers**

FOIA Officers are responsible for responding to FOIA requests in a timely and thorough manner.

Acorn's FOIA Officers are:  
Dorothy Koll, Director  
Donna Dukes, Head of Adult Services

### **Fees**

Black and white copies:

- First 50 copies on letter or legal-sized paper: free
- Remaining copies on letter or legal-sized paper: \$0.10 per page
- Non-letter or legal-sized paper in black and white: cost of paper

Color copies:

- On letter or legal-sized paper: \$.50 per page
- Non-letter or legal-sized paper: cost of paper + \$0.50 per page

### **FOIA Process**

The public body must respond to a FOIA request within five business days after the public body receives the request. Day one of the five-day timeline is the first business day after the request is received by the public body. "Business days" are defined as Monday through Friday.

If additional time is needed to process the FOIA request, the requester will be notified within five business days after receiving the request. The response to the deadline extension must be in writing. Agreeing to this extension relieves the public body of adhering to the legally-mandated deadlines.

### **Denied Requests**

The public body must disclose the specific reasons for denying FOIA requests. The denial must also include the requester's right to file a Request for Review with the Public Access Counselor (PAC), the PAC's contact information, and the right to seek judicial review by filing a court case. The Request for Review must be filed within 60 calendar days of the public body's final response.

### **Failure to Respond**

If the public body fails to respond, you can file a Request for Review with the Counselor (PAC) or file a case in court.

#### PAC contact information:

Sarah Pratt  
Public Access Counselor  
Office of the Attorney General  
500 S. 2nd Street  
Springfield, Illinois 62706  
Phone: 1-877-299-FOIA (1-877-299-3642)  
Fax: (217) 782-1396

E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

### **Request for Review**

A Request for Review is a letter that must be submitted by a requester in the event that it is believed that a public body is not adhering to FOIA. It is a formal way of asking the PAC to examine a request in order to determine if FOIA is being followed correctly.

The Request for Review must be in writing, signed by the requester, and attached to a copy of the original FOIA request and any related correspondence. It must be filed within 60 calendar days of the public body's final response or response due date.

### **Consequences of Non-Compliance**

Aside from the potential civil penalty of between \$2,500 and \$5,000 per FOIA violation, public bodies have an additional incentive to respond within the time limits set forth. If a public body fails to

respond within five business days (or 10 days if the extension was properly requested), it cannot charge for reproduction costs at a later time, nor can it treat the request as unduly burdensome.

### **Library Information**

The Acorn Public Library District is located in the southwest suburbs of Chicago and serves a population of almost 38,000. It provides books, programming, audiovisual materials, music, electronic databases, and computer use for its patrons.

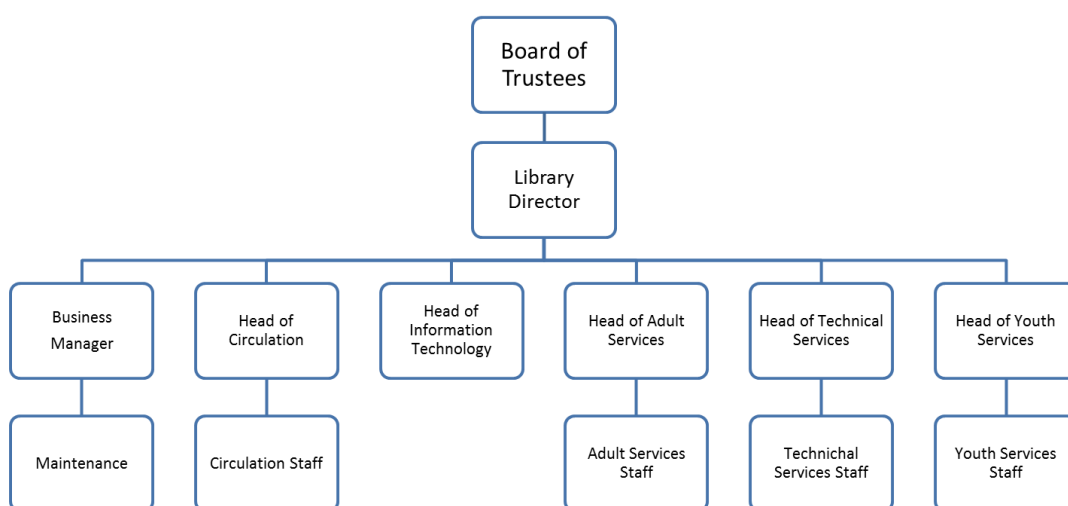
### **Budget**

The total operating budget for the 2019-20 fiscal year is \$1,276,000.00.

### **Staff**

Acorn Public Library has 25 total employees. 8 employees are full-time and 17 are part-time

### **Organizational Structure**



## **1.7 Donations**

- A. The library welcomes monetary gifts, bequests and memorials from institutions, organizations or individuals. These gifts must be in accordance with the policy of the library.
- B. All gifts will be acknowledged with a letter of appreciation from the Library Board of Trustees or the Director.
- C. Gifts with a value of \$100 - \$499 will be acknowledged with a copper leaf on the Library's Donation Tree. Gifts with a value of \$500 - \$999 will be acknowledged with a bronze leaf on the Library's Donation Tree.  
Gifts of \$1,000.00 or more will be acknowledged with a platinum leaf on the Library's Donation Tree.

## **1.8 Public Relations**

Responsibility for representing the library to the press rests solely with the Director or the Board of Trustees. No other employee may act as a spokesperson for the library unless specifically delegated to do so by the Director. The President of the Board of Trustees will be the designated spokesperson representing the Board.

## **Section 2: Materials**

### **2.1 Selection of Materials**

#### **1. Objectives of the Selection of Materials**

- A. To provide materials that give information and enlightenment on a wide variety of subjects and for all age groups in the community.
- B. To supply authoritative opinions on important and timely public issues, expressing viewpoints pro and con.
- C. To support and stimulate the educational, intellectual, and recreational needs and interests of the community.
- D. To serve the needs of patrons with special avocations.
- E. To serve the needs of patrons with physical limitations and disabilities.
- F. To encourage the use of library resources among children and young adults.
- G. To provide adequate reference service.
- H. To furnish bibliographic and readers' advisory service to all age groups.
- I. To provide materials for children that will stimulate imagination, mental growth, and the development of an appreciation of good literature.
- J. To provide materials for young adults that will help them find self-realization, widen their thinking, gain knowledge, enrich their lives and help them fulfill their recreational and emotional needs.
- K. To serve the leisure and recreational needs of the older adult.

#### **2. Criteria for Selection**

- A. Significance and enduring value to the existing collection
- B. Popular interest and/or patron requests
- C. Qualifications and reputation of the author, artist or publisher
- D. Currency or timeliness of subject matter
- E. Cost
- F. Quality of format
- G. Support of school curricula
- H. Attention from critics, reviews and the public
- I. Representation of a unique or balancing point of view
- J. Accuracy and authenticity of scientific or historical fact
- K. Availability of materials in other SWAN libraries
- L. Ease of access and use

The Library provides resources in languages other than English that reflect the predominant languages spoken in the community.

The number of copies purchased varies with the expected use of any item. As demand for an item is demonstrated, the Library will purchase, as the budget allows, enough copies to meet that demand.

#### **3. Collection Maintenance**

- A. Withdrawal of Materials – Because of space limitations and in order to maintain the best possible collection, the Library engages in a continual weeding process. Materials are withdrawn from the collection for one or more of the following reasons:
  - a. Currency – material is outdated or inaccurate
  - b. Insufficient Use – material is no longer in demand

- c. Poor physical condition
  - d. Space limitations
- B. As the demand for popular items wanes, some or all duplicate copies may be withdrawn.
- C. Replacement Copies – Items withdrawn due to poor condition may be replaced. The selection criteria in section 2.12 shall govern whether or not a replacement is purchased.

## **2.2 Reconsideration of Materials**

- A. Upon receipt of a complaint about Library materials, the Director will:
  - 1. Obtain complainant's name, address and telephone number.
  - 2. Supply *Request for Reconsideration of Library Materials* (see Appendix) and Freedom to Read Statement. By completing and signing the *Request for Reconsideration of Library Material* form, a person is identified with specific library materials. Therefore, all information provided in completing this form will be kept completely confidential.
  - 3. Acknowledge by letter receipt of complaint form.
  - 4. Refer report of complaint to the Library Board.
- B. Upon review of the complaint, the Board will:
  - 1. Determine any further action to be taken.
  - 2. If necessary, have complainant meet with the Library Board and the Director at the next regular Board Meeting.

## **2.3 Gifts of Materials**

- A. The library welcomes gifts of books and other materials. Such gifts will be added to the collection in accordance with the standards ordinarily used by the library in the selection of materials. The library assumes the right to classify such gifts or to dispose of them as it deems fit.
- B. The library will not make an appraisal of the value of any materials donated, but will, upon request, provide a receipt acknowledging the number and type of items donated, i.e., adult books, children's books, CD's, DVDs, etc.
- C. Special collections such as historical materials, books having more than literary value or manuscripts will be accepted by the library only if proper provision can be made for their use.

## **2.4 Materials Requests**

Book requests from individual patrons are welcome and will be satisfied as space and funds permit and when the items are suitable to the general standards of the collection. Such requests must also be balanced against the general demand.



## Section 3: Services

### 3.1 Circulation

#### 1. Types of Cardholders

- A. Residents and employees of the Acorn Public Library District are eligible to be issued a library card. The library card is valid as long as the resident lives in the district or the employee remains employed with the library.
- B. Non-resident property owners and local businesses that own or lease property that is taxed for library service is entitled to one library card issued to an officer or owner of that business for a period of three years. The business officer or owner applying for the library card must present a copy of the current tax bill or the commercial lease of the taxable property.
- C. **Non-Resident Cards:** Individuals residing in an area unserved by a public library and whose closest public library is the Acorn Public Library may purchase a *non-resident card* from the Library. The fee for this card shall be calculated yearly according to the General Mathematical Formula established by the Illinois State Library (75 ILCS 5/4-7 (12) and 23 Ill. Adm. Code 3050.60). A non-resident card shall be valid for 1 year. This card shall entitle the cardholder to all services provided by the Acorn Public Library District, including reciprocal borrowing.

#### 2. Registration and Replacement Cards

- A. Library cards will be issued by the Acorn Public Library District to individuals upon completing a registration application and providing proof of residency. Proof of residency within the District may include either a valid government issued photo ID with current address or a valid government issued photo ID and a document bearing the individual's current address, such as a utility bill, mortgage, lease, property deed, most recent property tax bill, voter registration card, or vehicle registration. If an individual refuses to supply sufficient proof of address or identification, or deliberately withholds information on a library card application, the request for a library card may be denied. Photo IDs and documents proving residency must be originals; photocopies will not be accepted. Library cards will be issued to ages 17 and younger with the signature of an adult aged 18 or older with whom they reside and who meets the residency requirement.
- B. Library cards will not be issued later than 30 minutes before closing.
- C. The library must be notified of change of address or telephone number.
- D. The patron is responsible for any charges related to loss, damage or late return of library materials borrowed on his or her card. The cost of replacing a lost or misplaced, borrower's card is \$1.00. If a borrower's card is lost, the patron must notify the library immediately.
- E. The patron is responsible for all materials checked out on the lost card.

#### 3. Checking Out Materials

- A. Any holder of a valid card from the Acorn Public Library or a SWAN library may borrow materials from the Library. Cardholders must present their library cards in order to check out materials. Cardholders will be allowed to check out materials without a card if they have valid picture identification.
- B. Acorn Public Library follows the RAILS reciprocal borrowing policies. Patron cards issued by RAILS academic and school libraries are not valid for reciprocal borrowing in public libraries.
- C. Materials may be kept without fines until the latest date indicated on date due card or date due slip.
- D. Reference material does not circulate.
- E. Most items can be renewed, as long as there are no holds on the item.
- F. Loan Periods are as follows:

Item	Loan Period	Renewals
Books, Audiobooks, CD's and Periodicals	3 Weeks	2
TV series, and non-fiction DVDs	3 Weeks	None
Streaming Media Devices	2 Weeks	None
Fiction DVDs	1 Week	None
Video Games	1 Week	None
Hot Copy Items	1 Week	None
Hot Copy DVDs	3 Days	None

- G. Acorn Public Library Card Holders may borrow up to 100 items total at one time.
- H. Only 3 Video Games per card may be checked out at a time.
- I. Only 10 DVDs per card may be checked out at a time.
- J. Only 5 Audiobooks may be checked out per circulation transaction.
- K. Only Acorn Public Library Card Holders may check out Hot Copy materials.

#### 4. Lost or Damaged Library materials.

- A. If an item is reported lost, the patron will be charged the cost of the item, plus technical services processing fee (\$1.00 for periodicals, \$5.00 for all other items). The cost of lost material will be determined by the cost listed in the owning Library's database or by the price charged by the Library's primary collection development service. Replacement items are accepted at the Director's discretion, for items owned by Acorn Public Library. If the item is subsequently returned within one month, the amount paid will be refunded upon presentation of a valid receipt. The patron, however, is responsible for all overdue fines incurred from the original date the item was due until the date on which they paid for it, or the date on which it was reported lost.
- B. If there is damage to library material cases or barcodes, the patron will be charged \$1.00 per CD case, DVD/videogame case, and barcode; \$2.00 per audiobook case; and \$10.00 per streaming media device case.
- C. If library material is judged by a department supervisor to be damaged beyond repair and unsuitable for further circulation, the patron shall be charged the price of the item as listed in the owning Library's database or by the Library's primary collection development service, plus the technical services processing fee. Replacement items are accepted at the Director's discretion, for items owned by Acorn Public Library.

#### 5. Reserves

- A. Library material may be reserved for eligible borrowers by Library staff or online by the patron. The patron will be notified by library staff when the material is available to be picked up. Reserve materials will not be held more than seven days, not including the day a notification was sent. Due to patron confidentiality, library materials may not be picked up by anyone other than the patron unless prior permission for third party pickup is given by that patron and verified by the library staff. Any third party picking up books must provide proper identification to Library staff.
- B. Only Acorn Public Library Card Holders may reserve new fiction DVDs, new TV Series, Streaming Media Devices, and video games. There are no reserves for items classified as *Hot Copy*.

- C. Reference materials, current issues of periodicals, new fiction DVDs, new TV series, video games, and streaming media devices are not available through ILL requests both inside and outside the SWAN consortium.
- D. Acorn Public Library Card Holders may place an unlimited amount of reserves within the SWAN system (reciprocal borrowing). Only 10 reserves at a time will be allowed per card outside the system, as an inter-library loan.

### **3.2 Fines and Fees**

#### **1. Overdue Fines**

- A. Overdue fines are as follows:

<b>Item</b>	<b>Fine Per Day</b>
Book, Audiobook, Periodical, CD	\$0.15
DVDs, Non-Fiction DVDs, TV Series	\$1.00
Video Games	\$1.00
Streaming Media Devices	\$1.00
Physical Objects, Library of Things	\$1.00
Hot Copy Items	\$2.00

- B. The maximum fine for an individual item is not to exceed the cost of the item.
- C. Library privileges will be suspended when a patron accrues outstanding charges of \$15.00 or more on their account.
- D. Overdue books owned by other SWAN libraries and borrowed via interlibrary loan or reciprocal borrowing shall be charged according to Acorn Public Library's fine schedule.
- E. Overdue notifications are sent out as a courtesy. Patrons are responsible for the timely return of materials, whether or not they receive a notification.
- F. Items not returned 42 days after the final due date, will be billed for the amount of the item plus a \$5.00 processing fee. Bills over \$50.00 not paid within 18 days will be sent to our collection agency and a \$10.00 collection fee will be added to the total bill.

#### **2. Fees**

- A. **Copier:** Copiers are available for public use at a charge of \$.15 per page for black and white, \$.50 for color.
- B. **Fax Services:** Faxing is available to the public at a rate of \$1.25 per page. An electronic cover page and confirmation is available at no extra cost. The Library stops transmitting faxes 30 minutes before closing.
- C. **Computer Use:** Public computers are available to Acorn Public Library cardholders for free. Those who are not Acorn Public Library Patrons will get the first 120 minutes for free. The cost for additional time is \$1.00 per hour. The cost for printing is \$.15 per page for black and white and \$.50 per page for color.
- D. **Streaming Media Devices:** Streaming media devices can only be checked out from and returned directly to the Acorn Public Library District. Returning streaming media devices to any other library but Acorn Public Library District will result in a \$10.00 charge.
- E. **Physical Items, Library of Things:** Physical items classified under the "Library of Things" can only be checked out from and returned directly to the Acorn Public Library District. Returning physical items to any other library but Acorn Public Library District will result in a \$10.00 charge. Returning physical items soiled or dirty will result in a \$10.00 cleaning charge. These items must

be returned to the library and not left in the book drop. Returning these items in or near the book drop will result in a \$10.00 charge.

### **3. Staff Fees and Fines**

It has been determined by the Board that all employees and Board members of the Library are required to pay any fines or fees that accrue to their personal library accounts.

### **3.3 Out of System Interlibrary Loan**

The Acorn Public Library District complies with the Illinet Interlibrary Loan (ILL) Code, and the Reaching Across Illinois Library System (RAILS) Resource Sharing Policy. These materials are those requested from outside the SWAN Consortium.

#### **1. Acorn as Lending Library**

- A. All materials, unless otherwise noted, are available through ILL request. Materials may be loaned for a period of three weeks. A two-week renewal can be made, provided there are no holds on the item. A longer loan period may be granted upon request.
- B. Photocopies of articles may be ILDS delivered or sent via fax. ILDS delivery is free. If sent via fax, the limit is ten pages with no charge. When fax delivery of ten pages is requested, the charge is \$.15 per page.
- C. Damaged or lost items will be charged to the borrowing library in accordance with the Acorn Public Library's Circulation Policy.

#### **2. Acorn as Borrowing Library**

- A. Patrons must have in their possession a valid SWAN library card to complete the loan process. Only 10 items may be requested or loaned at one time. If there is an overdue ILL item, no further ILL items will be loaned until the overdue item is returned and the fines paid.
- B. Materials will be checked out for the period set forth by the lending library. Occasionally valuable or fragile books are received for patrons to view at the library for a period determined by the lending library.
- C. Patrons may request a maximum of copies of three articles per month from periodicals from other libraries. The charge for these articles, if they are received via fax, is \$.15 per page. If a copy of the article cannot be obtained, a refund will be issued.
- D. Patrons may request an out of state loan for a fee of \$5.00 per item to cover postage.
- E. Damaged or lost items will be charged to the patron in accordance with the lending library's policies.
- F. Patrons will be charged \$5.00 for out of state items not picked up within 7 days, to cover the cost of postage.

### **3.4 Confidentiality of Records**

- A. The Board of Trustees and staff of the Acorn Public Library District are committed to protecting the personal patron information to which the Library has access. This confidentiality extends to information about library materials consulted or borrowed, electronically accessed information, reference interviews, circulation records, registration records and all other personally identifiable uses of library materials, facilities, or services.
- B. The Library is subject to the Illinois Library Records Confidentiality Act (75 ILCS 70/1).
- C. The Library follows all applicable federal, state and local laws.

## **LIBRARY RECORDS CONFIDENTIALITY ACT**

- A. The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:
1. required to do so under a court order; or
  2. the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section. This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.
- (b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
- (b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).
- (c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.
- B. Acorn Public Library District utilizes the *Privacy Statement* and the *Officers Request for Confidential Library Information* form that appear in the appendices of this Policy Manual.

## **3.5 Reference**

### **A. Goal of the Reference Department**

The purpose of the Reference Department at the Acorn Public Library is to correctly answer questions submitted by the public and to assist patrons in using the resources of the Library.

### **2. Purpose of the Reference Policy**

- i. The purpose of this policy is to assure that the above goal is achieved. Below is a list of which services will be provided and, where necessary, any limitations that must be placed on services.
- ii. Any limitations placed on specific services will be for the purpose of better achieving the larger goal of the Reference Department of equitably serving all patrons.

### **3. Availability of Service**

- A. Reference service will be provided by trained staff to all patrons regardless of age or place of residence during all hours that the Library is open.
- B. If the required information cannot be located to the satisfaction of the patron in the collection of the Acorn Public Library, requests from Acorn cardholders will be forwarded to other appropriate outside sources. Holders of cards from other libraries will be encouraged to return to their home library for supplemental reference service.

#### **4. Policies**

- A. All requests for information will be handled impartially and with confidentiality.
- B. Reference services will be provided in response to all forms of inquiry, including telephone, fax, mail, and email. The source in which the answer is located will always be quoted.

#### **5. Medical, Financial, and Legal Questions**

- A. In the instance of legal, medical, financial, or tax questions, the staff may only guide the patron to the resources covering that topic. No evaluations or interpretations of the information will be provided, nor will staff define the meaning of terms, offer investment advice, select tax forms, or serve as a surrogate for a professional in any of the fields mentioned above. If patrons need such additional interpretations and explanations, they will be advised to consult with a professional from the above-mentioned specialties.

#### **6. Appraisals**

- A. The library has a collection of price guides that give an approximate market value of collectibles and automobiles. The library will not assume responsibility for determining the final value of an object.

#### **7. Fees for Reference Services**

Reference service will be provided free of charge to the public.

### **3.6 Youth Services**

#### **1. Goal of the Youth Services Department**

The goal of the Youth Services Department is to create lifelong readers and library users. The Youth Services Department strives to accurately provide reference, readers' advisory, technology usage instruction, as well as educational and recreational programming to children ages birth-17, their caregivers and those that work with children.

#### **2. Purpose of the Youth Services Policy**

- A. The purpose of this policy is to assure that the above goal is achieved. Below is a list of which services will be provided and, where necessary, any limitations that must be placed on services.
- B. Any limitations placed on specific services will be for the purpose of better achieving the larger goal of the Youth Services Department and equitably serving all of our patrons.

#### **3. Availability of Service**

- A. Youth Services will be provided by trained staff to all who utilize library materials for youth, including children, their families and those that work with youth, during all hours the Library is open.
- B. Patrons will be assisted as staffing time allows.

#### **4. Policies**

- A. All requests for information will be handled impartially and with confidentiality. No personal opinions, advice, or recommendations will be offered with the exception of readers' advisory. The source in which the answer is located will always be cited.
- B. Youth Services will be provided in response to all forms of inquiry, whether in-person, via telephone, email, or mail.

#### **5. Research**

When students are working on educational assignments, library staff will provide guidance in using library resources and research strategies. Library staff will not interpret the assignment.

## **6. Educational and Recreational Programs**

Trained staff will plan and present programming based to meet the needs and wants of the community. Programming will be developmentally appropriate and socially appropriate to specific age groups.

## **3.7 Computers and Wireless Networks**

### **A. Overview**

- i. The Acorn Public Library District provides access to computers, a computer network, and the internet as tools to be utilized in fulfilling the Library's mission. The same standards of intellectual freedom, privacy and confidentiality incorporated into the policies of the Acorn Public Library District shall be applied to all electronic resources offered to our patrons.
- ii. Staff is available to help patrons resolve specific questions and issues, but can only provide assistance as time and staff knowledge permits. Classes may be available to the public for learning specific skills and software programs.
- iii. Access to computers, the computer network, and the internet is a privilege extended by the Acorn Public Library District to its patrons. This access is not to be considered by our patrons as an automatic right or as an obligation of the Acorn Public Library District.
- iv. Acorn Public Library District patrons must have a valid Library card and be in good standing (as defined in the Circulation Policy) in order to use the Library's public computers without charge.
- v. Acorn Public Library District cardholders may use the Library computers without charge.
- vi. Acorn Public Library District patrons who do not have a card from the Acorn Public Library District must acquire a guest pass from Library staff. Guest passes will be issued for 120 minutes without charge. Additional may be purchased in increments of 60 minutes for \$1.00.
- vii. Only one person may be at a computer workstation at one time. Additional people may be allowed to sit at a workstation at the discretion of library staff.
- viii. Children 9 years of age and younger must be closely supervised by a parent or legal guardian.

### **B. Disclaimer**

- i. The Library cannot control or monitor material which may be accessible from internet sources. It is not possible for Library staff to apply the same selection criteria to internet.
- ii. Not all sources on the internet provide accurate, complete or current information.
- iii. Patrons need to be good information consumers, questioning the validity of information retrieved from the internet. It is also impossible for the Library to restrict or prevent access to controversial materials on the internet. Therefore patrons may find what they judge to be objectionable or offensive materials on the internet.
- iv. Computer users need to be aware that the location of Library computers prevents them from being completely private.
- v. The internet is not a secure medium. Patrons are responsible for protecting their personal information when using the Library's computers, computer network, and/or internet access.
- vi. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers, computer network, internet access, or from its connection to other internet services.
- vii. Acorn Public Library District supports the right of all Library users to access information and will not deny access to electronic information networks based solely on age. Acorn Public Library District recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor

and supervise their children's use of the Internet. Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

**C. Responsibilities of Patrons**

- i. The Library's computers, computer network, and/or internet access may be used only for legal purposes. Library patrons must comply with all local, state and federal laws while using the Library's computers, computer network, and/or internet access.
- ii. Patrons are responsible for having their Library card with them in order to use the Library's computers. Patrons are responsible for saving their data to portable data storage media.
- iii. Patrons who choose to contact fee-based services while using the Library's computers, computer network, and/or internet access are responsible for any and all charges they incur.

**D. Use of Computers, Computer Network, and/or Internet Access**

The Library requires that patrons using Library computers, computer network, and/or internet access to do so within the guidelines of acceptable use. Patrons who violate acceptable use guidelines will have their Library computer, computer networks, and/or internet access privileges terminated. Privileges will not be re-instated until the patron follows and satisfies procedures established by Library Administration. The following activities are unacceptable:

- i. Use of electronic information networks for any purpose which results in the harassment of other users,
- ii. Destruction of, damage to or unauthorized alteration of the Library's computer equipment software or network security procedures,
- iii. Use of electronic information networks in any way which violates a Federal or State law, including but not limited to copyright laws presently in effect. Using Library computers, computer networks, and/or internet access to copy and distributed copyright protected works may be an infringement of the copyright law (Title 17 US Code),
- iv. Use of electronic information networks in any way which violates licensing and payment agreements between the Acorn Public Library District and network/database providers,
- v. Unauthorized duplication of copy-protected software or violation of software license agreements,
- vi. Violation of system security,
- vii. Fraudulent use of another person's Library card number or the loan of one's card for such use,
- viii. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

**E. Filtering**

In accordance with the federal Children's Internet Protection Act (CIPA) (Pub. L. 106-554), the library network is equipped with filtering software. The software is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544. Users 18 years of age and older may request that a staff member disable the filtering software for research purposes. The software will not be disabled for users 17 and under for any reason.

### **3.8 Identity Protection**

**1. Purpose**

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of Social Security numbers, the Acorn Public Library District intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).



## **2. Requirements**

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

## **3. Prohibited Activities**

No employee may do any of the following:

- A. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual's social security number on any card required for the individual to access products or services.
- C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.
- D. Require an individual to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- F. Collect, use, or disclose a social security number from an individual, unless:
  - 1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - 2. The need and purpose for the Social Security number is documented before collection of the social security number; and
  - 3. The Social Security number collected is relevant to the documented need and purpose.
- G. Require an individual to use his or her Social Security number to access an Internet website.
- H. Use the Social Security number for any purpose other than the purpose for which it was collected.

## **4. The prohibitions listed immediately above do not apply in the following circumstances:**

- A. The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.

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

#### **5. Public Inspection and Copying of Documents**

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

#### **6. Public Availability**

A copy of this policy shall be made available to the public upon request.

#### **7. Applicability**

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

## Section 4: Facility

### **4.1 Patron Behavior/Code of Conduct**

The purpose of this policy is to promote the safety of Library patrons, employees, and volunteers and to guarantee that the Library is able to carry out its mission of excellent service in an atmosphere that is safe, pleasant and conducive to comfortable Library use for all patrons.

Patrons shall engage in activities associated with the use of a public library. They shall respect the rights of other patrons and staff members.

#### **PROHIBITED BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:**

- Harassing fellow Library patrons, staff, or volunteers through disruptive or offensive behavior, such as swearing; using abusive, threatening, or offensive language; throwing things; running; fighting; harassing or annoying others through noisy or boisterous activities; staring at or following another person about the building; playing audio equipment; disruptive telephone conversations; singing or talking loudly; or any behavior that obstructs, threatens, or harasses patrons, staff, or volunteers. Disruptive or offensive behavior is determined at the discretion of library staff.
- Consumption of food or uncovered beverages, unless in designated areas for Library-approved events and programs. Covered, non-alcoholic beverages are allowed, except in public computer areas.
- The consumption or possession of alcohol on Library property, unless permitted for Library-approved events. Persons exhibiting signs of intoxication or substance abuse will be asked to leave.
- Smoking or using any tobacco products inside or within 15 feet of any public entrance. "Smoking" shall mean inhaling of, exhaling of, burning of, or carrying of any lighted cigar, cigarette, pipe, e-cigarette, vaporizer, marijuana, or other plant in any manner or in any form.
- Engaging in any illegal activity while in the library building or on library grounds.
- Disturbing library staff or patrons with disruptive, prolonged or habitual sleeping.
- Interfering with the use of the Library by other patrons, or interfering with library employees' performance of their duties.
- Using furniture or floors in an inappropriate or unsafe manner.
- Panhandling, soliciting, selling, or distributing any goods or services in the Library or on its grounds.
- Defacing or damaging library materials, furnishings, machines, walls or other Library property.
- Public indecency. Patrons are required to dress appropriately and shoes are to be worn at all times. The wearing of masks or similar facial concealments is not allowed except for Library sponsored programs and for religious, medical, or other legally protected reasons.
- Heavily-fragranced patrons and patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.
- Only authorized service animals and program animals are allowed in the building.
- Personal belongings must be attended at all times. Responsibility for lost, stolen or damaged items rests with the owner.
- Lewd acts, sexual misconduct, sexual harassment, and inappropriate public displays of affection.
- Carrying or displaying simulated or real weapons on library property. Firearms are prohibited on Library property unless they are in the possession of a sworn law enforcement officer. Signage is posted at entryways pursuant to 430 ILCS 66/65.

The materials, services and seating of the Youth Services department are reserved for the use of children under the age of 18, their parents or caregivers, or customers using the Youth Services' collections or seeking assistance from library staff. All other patrons are asked to use the adult areas of the library.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity upon request by library personnel. In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library building and grounds immediately for the remainder of that calendar day. If he or she fails to leave, the police will be summoned. Serious or continued violations may result in a suspension of privileges and barring the patron from use of library premises for up to thirty (30) days by the Director or the Person-in-Charge. In the event a patron barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action. Library employees may contact the Oak Forest Police Department if deemed advisable, and documentation must be provided by the supervisor. The supervisor must write a full account of the incident.

Any patron who violates these or other rules and regulations may, on the recommendation of the Director and with the approval of the Library Board of Trustees, be denied the privilege of access to the library for an extended period longer than thirty (30) days.

A patron whose privileges have been denied may request in writing that the decision be reviewed by the Board of Trustees at the next monthly Board meeting.

#### **4.2 Unattended Children**

- A. The Acorn Public Library District encourages children of all ages to visit the library with their parents to take advantage of the resources available. However, Staff cannot assume responsibility for the supervision or safety of children who use the library, except within the limited context of defined library programs. Parents, legal guardians or designated caregivers are responsible for the behavior of their children in the library whether or not the parents or guardians are in attendance.
- B. Children ages 9 and under must be accompanied and supervised by a parent or a caregiver 18 years of age or older at all times while on library premises. At certain times, the Library schedules or provides programs which are designed and suitable for attendance by children without such supervision. However, the parent or responsible caregiver of children attending such programs must remain in the building.
- C. Children ages 10 and over are free to use the library's facilities and resources, provided that their behavior conforms to Library rules and does not disrupt other library users or staff members.
- D. Library staff members cannot supervise children who are unaccompanied by their parents or caregivers. Staff members will attempt to contact parents of such children, and if the parent or guardian is unavailable, the Oak Forest Police Department will be contacted.
- E. Library hours are posted and the building is locked promptly at closing. Any children still at the Library at closing will have to leave the building, although they will be allowed to use the Library telephone to contact a parent or guardian. While the Library assumes no responsibility for children here at closing, the Person-in-Charge and a second staff member may wait up to 15 minutes for a parent to arrive for their child. At that time, if the child still has not been picked up, the Oak Forest Police Department will be called to handle the situation.

#### **4.3 Displays, Exhibits and Bulletin Boards**

- A. The library welcomes displays of general interest to the community. Loans of suitable material of artistic, historical and cultural interest from organizations and individuals will be reviewed and must be approved by the Director.
- B. Exhibits can be viewed during regular library hours and will be displayed for a period of one calendar month. Monetary negotiations are prohibited.
- C. Placement of the exhibits will be designated by the Director.

- D. All materials displayed in the library will be given reasonable care and protection within the limits of the general operation of the library, but the library and the Board do not assume the responsibility for damages or loss suffered on its premises.
- E. Only posters, handouts, flyers or other promotional materials submitted by Nonprofit Organizations are considered for display on the Library's bulletin boards or in other areas.

#### **4.4 Meeting Rooms**

##### **A. Introduction**

1. The Acorn Public Library District makes available its meeting rooms for use by community groups, provided that such use does not interfere with the primary functions of the Library. Library programs or meetings shall always have priority over outside meetings for use of the meeting rooms. The use of meeting rooms by outside groups does not constitute an endorsement of these groups by the Library, its staff or its Board of Trustees.
2. The Library Meeting Room has a maximum capacity of 60 persons. The library Conference Room has a maximum capacity of 15 persons. Groups of larger sizes may be asked to seek other accommodations.

##### **B. Application**

1. An application for use of the meeting room must be submitted at least 10 business days in advance of the date(s) requested. Groups will be booked in order by the date of their application. The Library reserves the right to refuse use of its meeting rooms for any meeting incompatible with the Library's mission and facilities.
2. Requests shall be accepted for no more than 6 months in advance, for the period running January-June, and July-December. Groups that meet on a regular basis and wish to extend their reservations into the next six-month period must file a new application.
3. A group or organization must designate one person to assume legal responsibility for its activities in the library. This person must sign the application form. This person must be in attendance at the meeting for the entire length of the meeting.

##### **C. Fees**

1. The fee for use of the Library's Meeting Room is \$50.00 per hour. The fee for the use of the Library's Conference Room is \$25.00 per hour. Fees are to be paid within one week of the approval of the application. Checks should be made payable to: Acorn Public Library District.
2. Notice of cancellation of a scheduled meeting should be made to the Director at least 3 days in advance of the meeting. Failure to give this notice will result in the prepaid rental fee being forfeited.
3. The Director may waive these fees for local non-profit and governmental organizations.

##### **D. Rules for the Use of the Meeting Rooms**

1. A representative of a group may prepare for the meeting in advance, but only by prior arrangement with the Director.
2. Groups may make use of certain library equipment such as tables, chairs and white boards. All setting up must be done by the group. Meeting rooms must be left neat and undamaged.
3. All groups are responsible for complying with the Americans with Disabilities Act.
4. All meetings shall be open to the general public. Groups may not charge admission, nor solicit or require donations. No products or services may be solicited or sold. No social functions are allowed.
5. Promotional materials for meetings held should in no way imply library sponsorship. The Library's telephone number or email address may not be used in any such materials. The Library will not give out any information regarding meetings.

6. Alcoholic beverages are not allowed on library property. Light refreshments may be served.
7. Meetings may not interfere with the regular functions of the Library. Such interference can include excessive noise, activity outside the meeting room, or any violations of the libraries policies regarding patron behavior. Groups repeatedly interfering with Library functions will be permanently denied use of the Library's meeting rooms.
8. Any meetings including the presence of children under the age of 18 must provide adequate supervision of at least 1 adult per 10 children.
9. Meetings may only be scheduled during times when the Library is open. All meeting rooms must be vacated no later than 15 minutes before the library closes for the day.
10. The room must be cleaned up and put back in order after the meeting, otherwise a cleaning fee of \$50.00 will be charged. Groups are responsible for reimbursing the Library for any damage to the facility.

#### **4.5 Study Rooms**

##### **A. Purpose**

The Library's group study rooms are designed to meet the needs of patrons who want to work together in small groups or need an isolated space for limited periods of time.

##### **B. Scope**

This policy applies to all rooms adjacent to public service areas in the Library that have been designated as group study rooms. Public access to the meeting room and the conference room is not covered under this policy.

##### **C. Provisions**

1. Study rooms are available on a first come, first served basis. Sign-in for group study room use will be required. A \$1.00 fee will be charged for use of the Study Room. This fee will be waived for Acorn Public Library cardholders. The person who signs for the room is responsible for the condition of the room upon vacating. Misuse of the study rooms may result in the loss of group study room privileges.
2. The upper level study rooms are reserved for patrons 18 years and older.
3. A current library card or current photo ID is required to use a study room.
4. The Library reserves the right to limit the use of group study rooms to Acorn Public Library District cardholders as necessary.
5. Each group study room has a capacity limit which is posted for the room.
6. There is a two hour per day time limit on the use of group study rooms when others are waiting for a room. Library staff may extend the use of a room beyond this limit when no one is waiting for a room.
7. At least one person from the group must stay in the room at all times. If all group members vacate the room but leave their belongings in the room, the items may be removed and the room will be available for other users.
8. The Library's Patron Behavior must be observed while using the study rooms.

#### **4.6 Emergency Closings**

In the event of hazardous weather, a power outage, a water outage, or other emergencies which present threats to the safety and health of the library staff and/or patrons, the Director (or Person in Charge in the absence of the Director) is authorized to close the library. A decision to close the library because of the weather may be made due to the following conditions:

- Local or State Authorities (including local police, state police, or IDOT) have advised that the public stay off the roads.

- Ice, snow, or storms have caused power outages or extremely hazardous road conditions (trees down, power lines down, etc.).
- Flooding in the streets to the extent where it is likely to cause vehicular damage.

A closure may also be made if, in the best judgment of the Director, it is necessary to do so. However, the library staff is mindful that the library is a public space, depended upon by the public. A decision to close for the entire day will be made prior to 7 am.

In the event of a power or HVAC failure, the decision to close will be made upon the following factors:

- In the Spring/Summer, if the inside temperature reaches 85 degrees, the staff will be retained for ½ hour, and all computer equipment will be shut off to avoid damage due to over-heating. Essential personnel will be retained for a second half-hour, in case the building is able to be re-opened. After the full hour, the building will be closed for the day. Two staff members will remain at the library with unattended children and until all patrons have left the building. Signage will be posted, and the city and the police will be notified of the closing. Additionally, the library staff will notify local media of the closing. Messages will be posted on the appropriate internet resources as well.
- In the winter, if the inside temperature drops to 60 degrees, the same procedure will be followed.
- In the event of a power outage after sunset, the building will immediately be closed for the day.

In the event of a water outage, the building will be closed after a half-hour without water, due to sanitary conditions. Essential personnel will remain for another half-hour. After the full hour, the building will be closed for the day.

If staff has not yet reported to work, they will be notified of the library's closing. Any employees who are regularly scheduled to work on that day will be paid for their scheduled hours.

In some extraordinary situations the Library may be closed for an extended period of time. Non-essential personnel will be paid for their regularly scheduled hours only for the first three days the Library is closed. After 72 hours only essential personnel will be paid.

Essential personnel include the Library Director, Department Heads, and other employees as designated by the Director on the basis of the essential duties of the jobs and the needs of the Library. The particular essential personnel who are activated during a suspension of normal operations will vary depending upon the circumstances and the nature and severity of the event.

#### **4.7 Use of Parking Lots**

The parking lots can only be used, other than parking, for library sponsored events.

#### **4.8 Concealed Carry**

The Acorn Public Library District follows Illinois State Law which prohibits the carrying of any firearm, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

#### **4.9 Security Camera Policy**

The Acorn Public Library District uses security cameras to help document events involving the safety and security of Library users, staff, and property. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. Library use is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director as the executor of the policy for the Board of Trustees has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the building and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

**A. Signage**

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

**B. Camera Location**

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms.

**C. Access to Digital Images**

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images is available to appropriate staff in order to monitor current activity. Access to recorded video data is limited to the Library Director and Administration.

**D. Retention of Digital Images**

Recordings shall be kept for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.

**E. Access by Law Enforcement and Patron Privacy**

1. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
2. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois state law and the Library's policies with respect thereto.

**F. Disclaimer of Liability**

Any patron or staff member shall be given a copy of this policy regarding use of the security cameras upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

**G. Damages and Liability**

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the Library policies.



## **H. Appeal and Review**

1. The Board of Trustees of the Acorn Public Library District will review the Security Camera policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding the use of the security cameras.
2. Any appeals for changes to, or exceptions to, any portion of the Security Camera policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

## **4.10 Alcohol Policy**

Under certain limited events and circumstances, the Acorn Public Library District may elect to have alcoholic beverages delivered to and sold at retail in a building or on property owned by the Library, pursuant to Public Act 99-599. This policy governs when, and under what circumstances, alcohol delivery and sale may take place.

For all events where alcohol will be delivered, served and/or sold the following parameters apply:

- A. The serving of alcohol will not be permitted unless first approved by the Library Director and the Board, and must comply with applicable Oak Forest City liquor control act ordinances.
- B. Alcohol may only be delivered to the Library and sold at retail for fundraising events or programs of a cultural or educational nature.
- C. The delivery, sale and consumption of alcohol at the event or program must be limited to event attendees. The general public (those who are not at the Library for the event) must not be able to access the event or program where alcohol is served. When the event occurs during the Library's regular open hours, provisions must be made to segregate the event area and the general use of the Library.
- D. The event or program must be held within an enclosed or controlled space that prevents access to the general public, prevents alcohol from being removed from the premises by attendees, and takes steps to prevent the sale or distribution of alcohol to persons under the age of 21.
- E. Alcohol may be served at approved events by catering staff secured for such purpose by the Library or by any Library staff member or volunteer who is of legal age and designated by the Director to do so.
- F. Per Illinois Public Act 99-0559, when serving alcohol, the Library must provide dram shop liability insurance with a coverage limit that saves harmless the Library from all financial loss, damage, or harm under the maximum liability limits set forth in the Illinois Liquor Control Act of 1934. The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21 (a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act. The Library Director shall ensure that said liability insurance meets the parameters set forth in this policy before approving any programs or events where alcohol is to be served.
- G. All rules put forth in other Library policies shall remain in effect during events and programs where alcohol is served.

- G. Purposely deceiving District staff in order to unlawfully gain access to an event or program where alcohol is served is a crime and will be reported to the proper authorities.

#### **4.11 Surplus Property**

Surplus property, which in judgement of the Library Director and involved staff members, as agents of the Board, is deemed no longer necessary or useful for Library purposes, may be disposed of in the following manner:

- A. Surplus property of any value may be donated or sold to other tax supported libraries or organizations or library partners as the Director, as agent of the board, may determine.
- B. Books and materials from the Library's collections may be donated or sold by the Friends of the Acorn Public Library, given to other charitable organizations, or discarded.
- C. Whenever possible, property should be discarded in an ecologically sound manner.
- D. Surplus property having an estimated value of less than \$1,000 may be discarded as determined by the Director, as an agent of the Board.
- E. Surplus property having an estimated value of more than \$1,000 but less than \$2,500 may be displayed at the library and a public notice of sale will be posted with dates and terms.
- F. Records of all disposals of property having estimated value of more than \$1,000 shall be maintained by the Business Manager for audit and appraisal purposes.
- G. In all cases, surplus property will be handled according to the terms of the Public Library District Act of 1991, 75 ILCS 16/30-55.32.

## **Section 5: Personnel**

### **Introductory Statement/Employment-At-Will**

These personnel policies are designed to acquaint you with the Acorn Public Library District (hereinafter "the Library") and provide you with general information regarding working conditions, employee benefits, and some of the policies affecting your employment. You are responsible for reading, understanding and complying with all provisions of these policies. They describe many of your responsibilities as an employee and outline the programs developed by the Library to benefit employees.

Unless otherwise indicated in a written contract between the Acorn Public Library District and the employee, which is signed by both the employee and the Director, all personnel are considered employees at will, and any or all language which might be construed to the contrary is hereby specifically disclaimed. The employment relationship may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Library. Nothing in these personnel policies shall be interpreted as an offer of employment or promise of continued employment. Continued employment of all employees is subject to the general discretion of the Board of Trustees with respect to all aspects of employment and benefits.

The Library reserves the right to revise, supplement, deviate from or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion. The Library will make an effort to notify you of such changes as they occur.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed herein, the final explanation and resolution will be at the sole and absolute discretion of the Library, subject to applicable federal, state, and local laws. If you have any questions about these personnel policies, please see your supervisor or the Director.

### **5.0 Criminal Background Check**

Offers of employment with the Acorn Public Library District are contingent upon successful completion of a criminal background check in accordance with the following policy. All applicable federal and state laws will be followed during the background check process. All background check information will be kept confidential.

All applicants who are a subject to a criminal background check will be notified prior to the time the check is conducted and will be asked to disclose any convictions prior to the check. They will also be required to complete a background check authorization form. Failure to timely complete the authorization form may result in withdrawal of the contingent offer of employment. In addition, falsification or omission of information may result in withdrawal of the contingent offer of employment, or if discovery of such falsification or omission takes place after an individual begins employment, termination.

The existence of a conviction does not automatically disqualify an individual from employment. Should a criminal background check result in a report that includes one or more convictions, the Acorn Public Library District will provide the applicant a copy of the conviction report and an opportunity to provide additional information related to the conviction. The Acorn Public Library District will seek information about and will consider:

- The time that has passed since the offense(s) or conduct, the conviction(s), and/or completion of the sentence, and the individual's age at the time of the conviction(s);
- The number of conviction(s);
- The nature and severity of the offense(s) or conduct and their relationship to the safety and security of others;
- The facts or circumstances surrounding the conviction(s);
- Evidence of rehabilitation efforts; and
- The nature of the job held or sought.

The Acorn Public Library District will also consider any additional information provided by an applicant prior to making its final decision. If the applicant does not respond to the Library's request for additional information, the employment decision will be based on the information gathered by the Acorn Public Library District via the original background check.

## **5.1 Introductory Period**

- A. The first 3 months of employment shall be considered an introductory period. During this period, an employee has an opportunity to evaluate the Library as a place to work, and the Library has an opportunity to evaluate the employee with regards to his or her work, skills, attendance, punctuality, performance in the job, and other job-related criteria.
- B. The Library may not follow progressive discipline for rule violations or performance issues occurring during the introductory period.
- C. Introductory status is simply an administrative designation. It does not mean that an employee has a permanent job after completing the introductory period and is not in any other way inconsistent with the Library's employment-at-will policy. At any time during the introductory period and after the conclusion of the introductory period, an employee may be terminated.
- D. The Library reserves the right to extend or shorten the introductory period within its discretion.

## **5.2 Work Rules and Disciplinary Steps**

### **1. Expected Conduct**

As integral members of the Library's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Employees are encouraged to observe the highest standards of professionalism at all times.

### **2. Prohibited Conduct**

The following is a list of behaviors that could result in disciplinary action, up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action, up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

- A. Violation of any Library policies.
- B. Falsifying an employment application, time sheet, expense report, or any other personnel or other documents or records of the Library.
- C. Theft of Library, patron or employee property.
- D. Possession, distribution or use of weapons or explosives on the premises of the Library, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
- E. Fighting and/or other disorderly conduct.
- F. Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or patrons, or interfering with the performance of other employees.
- G. Insubordination or failure to perform reasonable duties which are assigned.
- H. Unauthorized or inappropriate use of material, time, equipment or property of the Library or a patron.
- I. Damaging or destroying Library or patron property through careless or willful acts.
- J. Performance that does not meet the requirements for the position.
- K. Negligence in observing fire prevention and safety rules.
- L. Installing unauthorized or illegal copies of software on a Library-owned computer.
- M. Revealing any confidential, proprietary information to any person who is not authorized to receive it and/or who does not need to know it.
- N. Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- O. Violation of the Library's drug/alcohol policy.
- P. Unauthorized access to confidential records and information, including both Library and patron information.
- Q. Failure to cooperate with Library audits or investigations.
- R. Rudeness and other inappropriate behavior towards patrons.
- S. Violations of local, state, or federal law.
- T. Any behavior that results in an employee not performing his or her job, including sleeping on the job.
- U. Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees, or its patrons.

### 3. Disciplinary Steps

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library, based on violations either of the above or of any other of the Library's policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

- |                  |                                       |
|------------------|---------------------------------------|
| • First Offense  | Verbal Warning                        |
| • Second Offense | Written Warning                       |
| • Third Offense  | Suspension (or Final Written Warning) |
| • Fourth Offense | Termination                           |

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face termination. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if termination is the proper decision. Following the investigation, if the Library decides not to terminate the

employee, the employee will be reinstated with or without back pay, depending on the circumstances.

Resignations of the Director, Department Heads and professional Librarians, should be submitted in writing no less than four weeks before the expected date of termination of service. All other employees must submit no less than two weeks before the expected date of termination of service. Unused vacation time will be paid upon resignation.

#### **4. Retirement**

The employee should notify the Library in writing one month prior to retirement. Unused vacation time will be paid upon retirement.

### **5.3 Longevity**

Every employee will be eligible for a Longevity Awards and a Service Certificate, on their designated anniversary date. The awards shall be as follows:

- 5 year anniversary – a \$50 gift
- 10 year anniversary – a \$100 gift
- 15 year anniversary – a \$150 gift
- 20 year anniversary – a \$200 gift
- 25 year anniversary – a \$250 gift
- 30 year anniversary – a \$300 gift

### **5.4 Employment Classifications**

It is the intent of the Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Library.

Each employee is designated as either NON-EXEMPT or EXEMPT according to federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

- A. REGULAR FULL-TIME employees are those who are not in an introductory, part-time or sub status and who are regularly scheduled to work a minimum of 37 hours per week or more. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- B. REGULAR PART-TIME employees are those who are not in an introductory, full-time or sub status and who are regularly scheduled to work less than 37 hours per week. They may be eligible for some of the Library's benefit package, in addition to those required by law, subject to the terms, conditions, and limitations of each individual benefit program.
- C. SUB employees are those who are employed on an as-needed basis for short periods of time. Sub employees are not eligible for any of the Library's benefit package except those required by law.
- D. INTRODUCTORY employees are those working within their first 3 months of employment with the Library. The introductory period is an opportunity for the employee and Library to evaluate whether the employee is suitable for a position with the Library. An employee's introductory status may affect eligibility for some benefits—please see the Director for more information.

Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library's employment-at-will policy. The Library reserves the right to extend or shorten the introductory period within its discretion.

## **5.5 Compensation**

The Compensation Policy provides a framework for pay decisions, delineates responsibilities for the administration and maintenance of the compensation program, and outlines the process of salary recommendations and changes.

### **1. Compensation Philosophy**

Acorn Public Library recognizes the essential role staff has in furthering the purpose and values of the library and in achieving the library's strategic goals. The Board of Library Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the library to recruit and retain a diverse staff of highly proficient and qualified employees and reward high-performing employees at all levels. Acorn Public Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.

- a. Internal equity refers to the constant effort on the part of the Board of Library Trustees and Administration to ensure that pay is managed fairly across all employee pay ranges. Staff will be paid within the pay range for the pay grade of their position.
- b. In determining an employee's rate of compensation within their assigned pay range, the library may consider the employee's performance, seniority, education, experience, and the requirements for the position.
- c. Merit increases will be reviewed annually. Merit increases may be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.
- d. The library seeks to provide competitive salaries across all jobs—defined as near the median of the local library competitor market to continue to attract and retain superior staff. Annually, the library will collect, analyze, and consider pay ranges for benchmark positions in the competitor market and will make adjustments to pay ranges as needed.

### **2. Objectives**

- a. Attract and retain competent personnel.
- b. Provide for recognition of and reward for differences in individual ability and performance.
- c. Establish and maintain competitive pay ranges consistent with the economic requirements of the Acorn Public Library and commensurate with the local library competitor market.
- d. Relate salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities.
- e. Maintain a program of performance evaluation that identifies opportunities for employee development and places compensation rewards on an objective basis.
- f. Provide an effective management control system, which will permit delegation of responsibility within a framework of policy and procedures.

### **3. Job Descriptions**

A job description that defines the essential job requirements, duties, responsibilities, and skills required to perform a specific role will be maintained for every position.

### **4. Salary Schedule**

The library maintains a competitive salary schedule, which consists of pay grades and ranges. All job descriptions will be evaluated and classified in the order of their relative value, utilizing approved evaluation techniques.

- a. The salary of the Library Director is reviewed annually by the Board of Trustees. The salaries of other employees are set in accordance with the salary schedule. All positions will be classified by pay grade, which indicates the range of their minimum and maximum salary value.
- b. Pay ranges are the means by which the relative value of positions is expressed in dollar terms, and will be sufficiently broad to provide salary growth potential for competent personnel. Pay ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the library.
- c. The Salary Schedule, including pay grades and ranges are reviewed annually by Administration and appropriate changes recommended to the Board of Library Trustees during the annual budget process.

**5. Starting Pay**

In general, when hiring, starting salary for a position is set at the minimum or the first quartile in the pay range. Exceptional candidates may earn the midpoint of the range with Director Approval. A new employee's salary shall not exceed the pay range midpoint.

**6. Salary Budget**

Following the annual salary schedule approval by the Board of Library Trustees, Administration will develop an annual salary budget. Special consideration will be given to employees whose salaries exceed the pay grade maximum or fall below the pay grade minimum.

**7. Salary Adjustments**

Salary increases will be reviewed annually. Salary adjustments may be granted on the basis of individual performance. To this end, all employees undergo performance evaluations at least annually. Performance, salary budget, and individual position within the salary range are the prime considerations in determining the amount of salary adjustments.

**8. Performance Evaluations**

In keeping with this policy, formal performance evaluations shall be conducted annually to assist in determining salary adjustments. A standard form for each position will be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions. Evaluations will be made by the immediate supervisor having firsthand knowledge of the person being appraised, the circumstances under which they work, and the nature of the work, in order to obtain the most satisfactory results. The performance evaluation process will include completion of the evaluation form and a performance evaluation interview with the immediate supervisor, to review the employee's performance, determine progress, and identify any areas requiring improvement. Upon establishment of the overall performance level, in conjunction with the salary budget and the employee's position within the pay range, a salary adjustment may be awarded.

## **5.6 Pay Deductions**

It is the policy of the Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Board of Trustees.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to the Director.



## **5.7 Benefits**

Eligible employees of the Library are provided a wide range of benefits. Several programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification.

A summary plan description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to the Director, are the final authority in all matters relating to benefits described in these personnel policies or in the SPD and will govern in the event of any conflict. Additionally, the Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

The Library offers health insurance benefits to regular full-time employees. The Library pays the majority of the premium. Family members may also be eligible to participate in the plan. Should an employee choose to participate in the plan, his or her portion of the premium will automatically be deducted from his or her paycheck. Specific enrollment and plan information will be provided by the Director or Business Manager when an employee becomes eligible to participate.

A dental and vision plan is also available, with the employee being responsible for the full premium. Again, see the Director or Business Manager for more details.

Life insurance will be provided for all regular full-time employees at a rate of \$20,000 per employee. This benefit is at no cost to the employee. Employees may also purchase additional insurance.

These benefits will be reviewed annually, prior to the open enrollment season.

Participation in the Illinois Municipal Retirement Fund is mandatory for all employees who work at least (1,000/600) hours per year (typically more than 20 hours per week). Benefits are as outlined in the current IMRF Manual.

## **5.8 Schedules**

### **1. Work Week**

The work week shall run from Sunday through Saturday. Individual work schedules shall be designated by supervisors for their departments to insure adequate coverage to meet the needs of the community. Supervisors' schedules shall be approved by the Director.

### **2. Rest Breaks**

- a. Any employee who works a shift over four hours on any day may be entitled to one paid 15-minute rest break. Rest breaks cannot be taken consecutively and may not be added to a meal period. Rest breaks shall be taken at times scheduled by the supervisors to ensure adequate coverage.
- b. Rest breaks are provided at the Library's discretion and, in order to ensure efficient operation of the Library, may not always be available.
- c. Under no circumstances should a rest break be used to shorten the working hours or count as overtime if not taken.

### **3. Meal Breaks**

- a. Lunch and/or dinner breaks shall be scheduled by each supervisor, based upon the staffing requirements needed to maintain each department and the Library.
- b. Each employee scheduled to work 7 or more consecutive hours during any workday shall be scheduled an unpaid meal period of 30 minutes that must begin within the first five hours of the employee's shift. These periods shall be reflected on the employee's timesheet, and they do not count as hours worked for purposes of calculating overtime.

- c. Employees may not eat or drink uncovered beverages in public areas. Employees may consume non-alcoholic, covered beverages, except in public computer areas.

#### **4. Holidays**

- A. The Library shall be closed in observance of the following holidays: New Year's Eve and New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day.
- B. All staff members who have completed the introductory period will also be given their birthdays off with pay. If their birthday falls on their day off, they shall receive the following day off with pay.
- C. All staff members who have completed the introductory period will also be given a floating holiday equal to one full day to be used in the calendar year with supervisor approval. This holiday will not carry over into the following year and cannot be used in addition to regularly scheduled hours.
- D. Additional holidays may be authorized by the Library Board of Trustees.
- E. All staff members shall be paid for the number of hours they are normally scheduled to work on the day on which the holiday falls.
- F. In the event that any holiday falls on a Sunday, the Library shall be closed to the public on the following Monday. If a holiday falls on any other day on which the Library is closed, an alternate day may be observed at the discretion of the Board of Trustees.
- G. If a holiday falls on a scheduled day off, a full-time staff member will have an additional day off with pay, the day to be approved by the staff member's supervisor

#### **5. Jury and Other Civic Duty**

All employees shall be given time off when required to serve as a juror or under subpoena as a witness in a court proceeding. Full time employees shall receive full pay at their normal straight time compensation for days spent in this service, while part time employees shall receive pay for hours normally scheduled during such days. The employee must provide written verification of the jury duty or other service.

#### **6. Overtime**

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our patrons. Non-exempt employees must have supervisory authorization prior to working overtime. Working unauthorized overtime is prohibited and may be disciplined, up to and including termination.

Non-exempt employees who work more than 37 hours, but less than 40 in a workweek will be paid at their regular hourly rate for those hours. Non-exempt employees who work more than 40 hours during the workweek will be paid at one and one-half times their regular hourly rate for those hours in excess of 40. Holiday, vacation, personal, and sick time, and any other paid or unpaid leave of absence do not count as hours worked for purposes of overtime.

### **5.9 Time Off**

All time off must be approved by the Director or supervisor, who will give due consideration to the needs of the Library when doing so.

#### **1. Vacation**

Employees will be granted their vacation time for the year on the anniversary date of their employment except that employees in their first year of employment will receive it upon completion of their introductory period. Vacation earned must be taken within one year from the anniversary date upon which vacation is granted.

- A. The Director, after the completion of the introductory period, is granted four weeks; after five years of employment, is granted to five weeks. The vacation of the Director need not be taken in consecutive weeks and may be taken at any time during the year, based on date of employment.
  - B. All Department Heads, after the completion of the introductory period, are granted 3 weeks; after 5 years of employment, are granted four weeks. The vacation for these positions need not be taken in consecutive weeks and may be taken at any time during the year upon approval of the Director.
  - C. All professional librarians, after the completion of the introductory period, are granted 2 weeks; after 1 year of employment, are granted 3 weeks; after 5 years of employment, are granted 4 weeks.
  - D. Full-time employees (not covered above), after the completion of the introductory period, are granted two weeks, after five years of employment, are granted three weeks, and after 20 years of employment, are granted four weeks.
- E. Part-time employees working more than 20 hours a week, after the completion of the introductory period, are granted twice the average number of hours worked per week. After five years of employment, such employees shall be granted three times the average number of hours worked per week. After twenty years of employment, part-time employees shall be granted four times the average number of hours worked per week.

An employee's vacation schedule will reflect, as nearly as possible, his or her personal preference for vacation time. However, no request for a vacation will be approved when the effect would be to leave a department without adequate personnel to perform the required services during any working period. When the absence of several employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

It is each employee's responsibility to schedule and take all earned vacation before it expires.

Upon termination of employment, employees will be paid for vacation benefits that have been granted that year, but not yet taken.

## **2. Sick Leave**

- A. Leave with pay for illness and/or medical attention for full-time employees shall be accrued each pay period at a rate equal to 88 hours per year (3.4 hours per pay period). Leave with pay for illness and/or medical attention for all other employees shall be earned at a rate proportional to the number of hours they work as compared to a full-time schedule. The maximum number of hours they can accumulate shall also be pro-rated, as discussed below. Sick leave may not be used until after the end of the introductory period.
- B. For Illinois Municipal Retirement Fund Pension purposes: Only full-time employees may accumulate sick leave to a maximum of 1800 hours and part-time benefited employees may accumulate sick leave to a maximum of 900 hours. This additional accumulation is retroactive to May 24, 1992. Leave with pay for illness and/or medical attention for all other part-time employees shall be earned on a pro rata basis and can accumulate to maximum of 315 hours.
- C. Accumulated sick leave may be used for absences due to an illness, injury or medical appointment of the employee or the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.
- D. Employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request sick leave before the workday begins, the employee should notify the supervisor at least thirty minutes prior to his or her scheduled start time. (Please see the attendance policy for more information).

- E. A physician's certificate may be required, at the Director's discretion, to confirm that an employee is ill and unable to work. An employee absent on sick leave more than three days in a row will normally be required to produce a note from a healthcare practitioner certifying that the employee was unable to work for health reasons and is fit to return to duty.
- F. There will be no payment for unused sick leave upon termination of employment. However, when an IMRF-eligible employee retires, unused, unpaid sick leave may be used as a credit for service under IMRF, up to the maximum allowed.
- G. All employees who have saved a minimum of 200 hours of sick leave will be granted two additional vacation days as a one-time bonus. These vacation days are in addition to the employee's normal vacation time. For each 100 additional hours an employee saves (up to a total of 600 sick hours), the employee will be given another one-time two vacation day bonus. An employee may only earn the vacation days for each threshold of sick time once. These bonus vacation days earned must be used within 3 months after they are earned.

### **3. Personal Business Days**

- A. Personal business is defined as any business that can only be conducted during an employee's regularly scheduled work hours, such as banking and legal transactions, home repairs, etc. Personal business days are not extra vacation days and should not be used as such. Taking personal business days under false pretenses is subject to disciplinary action, up to and including dismissal.
- B. Full-time employees receive 2 personal business days per calendar year. Part-time employees working more than 20 hours a week are entitled to 1 personal business day per calendar year after the first year of employment. In an employee's first calendar year, an employee who starts between January 1 and June 30 receives one personal business day upon completion of the introductory period. Employees who start between July 1 and December 31 receive two personal business days on the following January 1.
- C. Requests to use personal business days must be submitted in writing to the Director or supervisor for approval, except in the case of emergencies.
- D. Personal business days are not accumulative from one calendar year to the next. Unused personal business days will not be paid out upon termination of employment.
- E. Personal business days may not be taken before or after a holiday. Personal business days should not be taken in conjunction with sick time or vacation time.

### **4. Bereavement**

Employees shall be granted paid leave for a death in the immediate family, up to a maximum of three working days. "Immediate family" for purposes of this policy only includes an employee's spouse, domestic partner, parents, children, siblings, grandparents, and grandchildren. Additional paid or unpaid time for these purposes or paid or unpaid time for the death of other relatives may be granted at the Director's discretion.

### **5. Family Medical Leave Act**

*This policy contains information consistent with and in addition to the information contained in the "Employee Rights Under the Family and Medical Leave Act" notice (found posted in the Library Break Room) and is meant to provide additional information about the Library's specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the "Employee Rights" notice and this policy, the "Employee Rights" notice will prevail.*

#### **A. Basic Leave Entitlement**

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months AND if at least 50 employees are employed by the Library within 75 miles. The "12-month period" is measured [**insert measurement period—calendar, other fixed 12-month period, rolling 12-month period, either forward or backward**].

B. Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the employee's own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee's position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

C. Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

D. Improper Use of Leave

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

E. Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

F. Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

G. Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

H. Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

J. Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

K. Substitution of Paid Leave

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee will be required to exhaust any remaining applicable paid time off. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

L. Benefits during Leave

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

**M. Intermittent or Reduced Schedule Leave**

In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

**N. Job Restoration**

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

**6. Parental Leave**

The Library will provide up to eight (8) weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. During paid parental leave, eligible employees will receive 100% of their regular, straight-time pay for their regularly scheduled hours.

**A. Eligible employees must meet the following criteria:**

- Have been employed with Library for at least 12 months.
- Be a regular, benefited employee typically scheduled over 20 hours per week.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

Amount, Timeframe and Duration of Paid Parental Leave:

Eligible employees will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month period. Furthermore, spouses employed by the Library will

receive no more than eight weeks of paid parental leave per qualifying reason and within any rolling 12-month period.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame. Any unused paid parental leave will be forfeited at the end of this time frame.

Upon termination of employment, the individual will not be paid for any unused paid parental leave for which they were eligible.

**Coordination with Other Policies:**

The Library will maintain all benefits for employees during the paid parental leave period just as if they were taking any Library paid leave such as paid vacation leave or paid sick leave. Accordingly, the employee will be expected to continue to pay their portion of the benefits (i.e., medical, dental, vision, etc.) through payroll deductions.

If a holiday occurs while the employee is on paid parental leave, such day will be charged to paid parental leave; and such holiday will not extend the total paid parental leave entitlement.

An employee does not have to exhaust vacation or sick leave (if applicable) prior to taking paid parental leave, but can utilize such paid time off before or after parental leave. If an employee who gives birth is eligible for short-term disability payments after giving birth, the employee can use parental leave to supplement such payments or use the paid parental leave after the completion of the short-term disability payments. However, in no case may an employee receive more than 100% of their pay or take leave that exceeds twelve weeks (fully or partially paid or unpaid) for the birth of a child.

**Requests for Paid Parental Leave:**

The employee should provide the Library Director with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The written request should include the reason for the leave, the date on which you wish or believe the leave will begin, the date on which you expect to return to active employment and any documentation supporting your need for leave.

## **5.10 Safety**

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and its employees. The Library will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities.

Employees have an absolute obligation to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the Library are expected to correct unsafe conditions as promptly as possible. The Library will not take reprisals against an employee who comes forth with a safety recommendation.

All accidents, especially those that result in injury, must be reported immediately to the nearest available supervisor, regardless of how insignificant they may appear, and an incident form must be completed. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures. Failure to immediately report an accident may result in discipline, up to and including termination.



## **5.11 Professional Growth and Development**

### **1. Attending Conferences and Other Meetings**

- A. Library employees and officers are encouraged to attend professional meetings and conferences. Work schedules shall be arranged, at the discretion of the Director, to permit attendance by appropriate staff members within budget limitations, providing that the normal operation of the Library is not disrupted. Certain expenses shall be paid by the Library for staff members and Trustees attending such gatherings.
- B. Staff must obtain approval in advance from their supervisors to attend work-related meetings or conferences. Staff shall be paid, at their regular rate of pay, for time spent at pre-approved meetings or conferences, as well as for time spent traveling to and from them.
- C. Dues to the American Library Association, the Illinois Library Association and appropriate sections thereof shall be paid on an annual basis for individual members of the Board of Trustees, the Director, Department Heads, and all full-time professional staff.
- D. A written report must be submitted to the Board within two weeks of a conference or workshop for the benefit of those who did not attend the conference.

### **2. Travel Expense Reimbursement**

The Acorn Public Library District will reimburse employee and officer for reasonable travel, meal, and lodging expenses incurred in connection with **pre-approved** travel, meal, and lodging expenses incurred on behalf of the Library. The Library will only approve expenses for employees and officers of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee's or officer's official duties or for the betterment of the Library. Employees and officers of the Library shall be reimbursed for expenses per the following categories and guidelines:

#### **A. Travel Expenses**

1. The most feasible, direct, and cost-effective travel route or method should always be used. Car-pooling is highly encouraged.
2. Mileage Expenses: If the traveler drives using a privately owned vehicle, reimbursement for mileage expenses will be calculated using the current IRS business mileage rate multiplied by the actual number of miles to and from the off-site location of the official business, using Acorn Public Library District's address as the home address. The maximum amount eligible for mileage reimbursement is not to exceed \$200 per day.
3. Toll Expenses: If the traveler drives to the off-site location of the official business using a privately owned vehicle and incurs tolls on his or her way to the site, the maximum allowable reimbursement for toll expenses is the actual toll expenses incurred. Receipts substantiating claimed toll expenses must be submitted prior to reimbursement. The maximum amount eligible for reimbursement is the actual cost of the substantiated toll expenses, not to exceed \$20 per day.
4. Parking Expenses: If the traveler drives using a privately owned vehicle and free parking is not available, the maximum allowable reimbursement for parking expenses is the actual parking expenses incurred. Receipts substantiating claimed parking expenses must be submitted prior to reimbursement. The maximum amount eligible for reimbursement is the actual cost of the substantiated parking expenses, not to exceed \$50 per day.
5. Taxi/Limo/Bus/Train Expenses: If the traveler uses a taxi, limo, bus, or train to travel to or from the off-site location of the official business, or to a transportation terminal (e.g., airport, train station, etc.) for the purposes of attending or returning from the off-site location of the official business, the maximum allowable reimbursement for combined taxi/limo/bus/train expenses is the actual taxi/limo/bus/train expenses incurred. Receipts substantiating claimed taxi/limo/bus/train expenses must be submitted prior to reimbursement. The maximum amount eligible for reimbursement is the actual cost of the substantiated taxi/limo/bus/train expenses, not to exceed \$100 per day.

6. Airfare Expenses: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing and with assistance from Administration. If air transportation is necessary, the maximum allowable reimbursement for airfare expenses is the actual airfare. Only coach or economy tickets will be approved, and any upgrades to first or business class will be at the expense of the traveler. Receipts substantiating claimed airfare expenses must be submitted prior to reimbursement. The maximum amount eligible for reimbursement is the actual cost of the substantiated airfare expenses, not to exceed \$400 roundtrip.
7. Car Rental Expenses: If the traveler has to rent an automobile, the maximum allowable reimbursement for car rental expenses is the actual car rental expense. Receipts substantiating claimed car rental expenses must be submitted prior to reimbursement. The amount eligible for reimbursement is the actual cost of the substantiated car rental expenses, not to exceed \$100 per day.

B. Lodging Expenses

1. Reimbursement will be made for the actual cost of lodging in the conference city for the duration of the meetings and conference programs at room rates of hotels listed on the registration forms of the sponsoring Library associations. Exceptions require prior Board approval.
2. All lodging shall be based upon double occupancy, unless other circumstances or situations warrant single occupancy.
3. The maximum allowable reimbursement for lodging expenses is the U.S. General Services Administration's current maximum lodging per diem locality rate. Receipts substantiating claimed lodging expenses must be submitted prior to reimbursement. The amount eligible for reimbursement is the actual cost of the substantiated lodging expenses, not to exceed the maximum allowable reimbursement amount.
4. In the event of a change in plans or a cancellation, the traveler must cancel the lodging reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Board.

C. Meal Expenses

1. Reimbursement will be made for the actual cost of meals, and will not include the cost of alcoholic beverages. Any prepaid meal tickets for conferences or workshops will be paid directly by the Library.
2. The maximum allowable reimbursement for meal expenses is the U.S. General Services Administration's current maximum meals and incidental expenses per diem locality rate. Receipts substantiating claimed meal expenses must be submitted prior to reimbursement. The amount eligible for reimbursement is the actual cost of the substantiated meal expenses, not to exceed the maximum allowable reimbursement amount.

D. Meeting/Conference Registration Fees

Whenever possible, the Library will pay directly for registration fees. In instances where that is not possible, the Library will reimburse the employee or officer who paid the registration fee. Reimbursement will be made for the actual cost of registration. Receipts substantiating claimed registration fee expenses must be submitted prior to reimbursement. The amount eligible for reimbursement is the actual cost of the registration fee expenses.

E. Prohibited Expenses

1. Entertainment expenses are not allowed and must be paid for personally by the traveler. "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.
2. No costs for alcohol or liquor will be reimbursed.

F. Approval of Expenses

1. Library employees and officers may receive reimbursement for pre-approved expenses without specific Board Action if the expenses are under the maximum allowable reimbursement rates, as stated above.
2. No expenses shall be reimbursed without submitting a completed Expense Report and Reimbursement Request Form, along with receipts or estimates attached, to the Director and the Board within one week of return from travel. Each completed Expense Report and Reimbursement Request Form must include the following information: (1) the name and job title or office of the individual who received or is requesting the travel, meal, or lodging expenses; (2) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended; and (3) a detailed and itemized list of all travel, meals, or lodging expenses incurred, along with receipts and the total amount requested for reimbursement.
3. Expenses exceeding the maximum allowable reimbursement amounts may only be approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.
4. Expenses accrued by the Board may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

## **5.12 Personal Vehicle Use for Library Business**

- A. Some employees of the Acorn Public Library District are required to use personal vehicles in the conduct of designated Library business on a scheduled or non-scheduled basis.
- B. It is the policy of The Board of Trustees of the Acorn Public Library to compensate employees for use of personal vehicles on designated library business.
- C. Guidelines
  1. Employee assignments are the responsibility of supervisory personnel and authorization for use of private vehicles in carrying out these assignments may only be given by the same supervisory personnel.
  2. Employees who expect to claim compensation for use of a personal vehicle should annually (at the beginning of the calendar year) show the Director or Business Manager their valid driver's license as well as their valid automobile insurance declaration card.
  3. Penalties for traffic or parking violations will not be reimbursed.
- D. The Library encourages and promotes cell phone safety when operating a motor vehicle for Library business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:
  1. *Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.*
  2. Place calls while parked or have someone place the call for you.
  3. Avoid intense, emotional or complicated conversations.
  4. Give driving your full attention.
  5. Do not take notes or look up phone numbers while driving.

Do not compose, send or read electronic messages while operating a motor vehicle.

## **5.13 Information Systems Usage**

### **1. Purpose**

The Acorn Public Library District provides for its staff computer systems, networks, internet access and communication services (collectively "information systems"). All such information systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are Library property and are to be used primarily for job-related

purposes during working time. To ensure the proper use of information systems and business equipment, the Library may monitor the use of these systems and equipment from time to time. All employees are responsible for seeing that the systems and services are used in an effective, ethical and lawful manner. Employees are responsible for the proper use of the equipment, including proper password protection. Employees may not install any device on Library equipment without prior authorization from the Director.

## **2. Responsibilities**

Many of the Acorn Public Library District's computers provides access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, etc. Employees are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Employees are further advised that the Acorn Public Library District does not assume responsibility for the contents of any of these outside networks. Any attempt to increase the level of access to which he or she is authorized, or any attempt to deprive other authorized users of resources or access to any of the Acorn Public Library District's computer systems or communication services shall be regarded as malicious, and may be treated as an illegal act.

## **3. Accounts**

Any accounts assigned to an individual may not be used by others without written permission from the Director. The individual is responsible for the proper use of the accounts, including proper password protection. In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their password(s). Passwords should not be written down or left in places that they are accessible to others.

Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization. No employee may use a password unknown to the Library. Employees may be required to disclose passwords or codes to the Library to allow access to the systems.

The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. The Library reserves the right to override personal passwords.

Employees are prohibited from bringing unauthorized electronic equipment to work to use with Library-provided information systems and/or from accessing Library systems with their devices absent explicit permission from the Director. Such prohibited equipment includes but is not limited to any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such unauthorized equipment with Library-provided information systems and/or accessing Library information systems without permission is theft of the Library's intellectual property.

## **4. Confidentiality**

While reasonable attempts will be made to ensure the privacy of your accounts (including e-mail and/or voicemail), there is no guarantee that your accounts are private. Employees should not expect or treat their e-mail or voicemail as confidential or private. It is entirely possible that in the course of normal system administration activities the information stored in your accounts could become accessible to the system administrator. In addition, your use of the information systems, including but not limited to email and internet use may be monitored for security, network maintenance, or other purposes. Further, in case of a request from law enforcement authorities, your e-mail and any other stored data may be made available to the requesting agency upon presentation of proper legal documents.

Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly by email.

## **5. Electronic Personal Usage**

The Library's information systems (such as the internet, e-mail, and the telephones) are for Library activities only. Incidental personal use is permissible so long as:

- a. It does not consume more than a trivial amount of resources.
- b. It does not interfere with staff productivity.
- c. It does not deter from staff duties.
- d. It does not preempt any business activity.

## **6. Internet Usage**

The Acorn Public Library District provides internet/intranet privileges which, like the computer systems and communication services, are Library resources intended for Library purposes. Use of the internet may be subject to monitoring for security and/or network management reasons. Employees shall not:

- a. Use the internet for any illegal purpose.
- b. Visit internet sites that contain illegal, obscene, sexually explicit, or discriminatory content which is objectionable and inappropriate for the workplace. Neither shall users send or receive material that is obscene or defamatory or which is intended to bully, harass or intimidate another person.
- c. Disable the Library's antivirus software.

## **7. E-mail Usage**

Correspondence via e-mail is not guaranteed to be private. Use of e-mail may be subject to monitoring for security and/or network management reasons. Employees shall not:

- a. Spend an unreasonable amount of time on personal e-mail.
- b. Use e-mail for any illegal purpose.
- c. Make or post discriminatory, harassing, or bullying remarks, proposals or materials.
- d. Reveal or publicize confidential information which includes, but is not limited to: financial information, staff or patron information, strategies or plans, databases and information contained therein, lists, technical information, computer/network access codes and business relationships.

## **8. Telephone Usage**

Employees shall not:

- a. Spend an unreasonable amount of time on personal phone calls.
- b. Use the telephone for any illegal purpose.
- c. Make harassing, discriminatory, or bullying calls.
- d. Reveal or publicize confidential information (as previously described under E-mail Usage).

## **9. System Performance**

No one should deliberately attempt to degrade the performance of a computer system or communication device, or to deprive authorized personnel of resources or access to any Library computer system or communication device.

## **10. Unauthorized Access**

Loopholes in the computer systems or knowledge of a special password should not be used to damage the computer systems, obtain extra resources, take resources from another use, gain access to systems, or use systems for which proper authorization has not been given.

## **11. Copyright**

Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Library's own copyrights, trademarks, and brands.

*Copyright and licensing restrictions:*

The Acorn Public Library District abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, decompiling, or reverse assembly of licensed software is strictly prohibited. Illinois law further governs the use of any computer resource (including software).

*Single CPU usage restrictions:*

Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to the Acorn Public Library District. However, without explicit written variance, single usage restrictions in the license apply to all users.

## **12. Violations**

An individual's computer use and/or telephone privileges may be suspended immediately upon discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors.

Violation of these policies will be dealt with in the same manner as violations to other Library policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use and/or telephone privileges, dismissal from the Library, and legal action. Violations of some of the above policies may constitute a criminal offense.

## **13. Social Media**

The term "social media" refers to web-based and mobile technologies which allow the creation and exchange of user-generated content. Examples of such technologies include, but are not limited to, Facebook, Pinterest, Flickr, Goodreads, YouTube, Twitter and Foursquare, as well as many blogs and wikis. The Library uses social media to promote and convey information about its programs, resources and services. The Library's use of social media is in accordance with the requirements of the Illinois Open Meetings Act (5 ILCS 120) and the Illinois Freedom of Information Act (5 ILCS 140).

### **A. General Rules and Guideline:**

The following rules and guidelines apply to the use of social media, whether such use is for the Library on Library time, for personal use during non-working time, outside the workplace, or during working time while using Library-owned equipment. (Using Library equipment to access social media sites is also governed by the Information Systems Usage policy. Employees should also refer to this policy before accessing such sites via the Library's equipment). These rules and guidelines apply to all employees:

1. Employees are prohibited from discussing confidential Library matters through the use of social media such as the Library's trade secrets, marketing lists, patron account information, strategic business plans, confidential Library financial information, business contracts, and other proprietary and nonpublic Library information.
2. Employees cannot use social media to harass, threaten, bully, or discriminate against co-workers, managers, patrons, vendors or suppliers, any organizations associated or doing business with the Library, or any members of the public, including website visitors who post comments. The Library's anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

### **B. Library-Sponsored Social Media:**

Library-sponsored social media is used to convey information about the Library's facilities and services; advise the public about upcoming events; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; issue or respond to breaking news, or respond to negative publicity; and brainstorm with employees and patrons.

All such Library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media. Library-sponsored social media accounts are owned by the Library. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to Library-sponsored social media accounts must provide the Library with all passwords and/or log-in information to such accounts immediately upon the Library's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the Library's request.
2. Employees must respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
3. Designated employees are responsible for ensuring that the Library-sponsored social media conforms to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies.
4. Employees who want to post comments in response to Library-sponsored content must identify themselves as employees.

#### **C. Personal Use of Social Media**

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

1. Employees who utilize social media and choose to identify themselves as employees of the Library may not represent themselves as spokespeople for the Library. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library or of any person or organization affiliated or doing business with the Library.
2. Employees should respect all copyright and other intellectual property laws. For the Library's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library's own copyrights, trademarks, and brands.
3. Employees may not advertise or sell Library products or services through social media.

#### **D. Library Monitoring**

The Library reserves the right to monitor employees' public use of social media, including but not limited to statements or comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using Library equipment and facilities for any purpose, including the use of social media. The Library reserves the right to monitor, review, and block content that violates the Library's rules and guidelines.

#### **E. Violations**

The Library will investigate and respond to all reports of violations of the Library's rules, guidelines, or policies. Employees are urged to report any violations of this policy to the Director. A violation of this policy may result in discipline up to and including termination of employment.

### **5.14 Sexual and Other Forms of Harassment**

- A. The Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library will not tolerate discrimination

against or harassment of Library employees by anyone, including any supervisor, co-worker, board trustee, vendor, patron, contractor, or other regular visitor of the Library.

- B. Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.
- C. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status as defined above. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
- D. The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of protected status.
- E. "Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
  - 2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
  - 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- F. Sexual harassment, as defined above, may include, but is not limited to:
  - 1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
  - 2. Graphic or suggestive comments about an individual's dress or body;
  - 3. Displaying sexually explicit objects, photographs or drawings;
  - 4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
  - 5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
- G. Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.
- H. All Library employees are responsible for helping to ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination or who has witnessed harassment or discrimination should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Director. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be *immediately* reported to the Director. If the Director is the alleged harasser, then the complaint shall be submitted to the Board of Trustees, who shall be responsible for the investigation and procedures contained herein.
- I. The Director shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied



with the disposition of the investigation, he or she may submit in writing an appeal to the Board of Trustees or its designee, who will review the investigation report and make a final decision. At the Board of Trustees' option, it or its designee may conduct further investigation, if necessary.

- J. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including termination. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- K. Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Director. The Director shall, in consultation with legal counsel for the Employer, ensure that an independent review is conducted with respect to such allegations.
- L. A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. Employer will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of termination.
- M. The filing of a complaint under the procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.
- N. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

#### Contact Information:

##### Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

##### Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

##### United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

## **5.15 Reasonable Accommodations**

The Library supports the Illinois Human Rights Act and the Americans with Disabilities Act as amended and will attempt to provide reasonable accommodations for pregnant individuals and qualified

individuals with disabilities in the workplace unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all covered employees and applicants and include, but are not limited to accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, facility and service accessibility, and layoff and termination procedures.

A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. A qualified individual with a disability is any individual with a medically recognized disability. In both cases, the individual must, with or without reasonable accommodation, be qualified for and able to perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself or herself or other individuals in the workplace.

Contact the Director for further clarification regarding the Library's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

### **5.16 Access to Personnel Files**

- A. Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only officials and representatives of the Library who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice and a written request, an employee may review personnel documents in his or her file up to two times per calendar year, but only in the Library's offices and in the presence of the individual appointed by the Library to maintain the file. Certain records, such as letters of reference, are not available for inspection.
- B. An employee must also provide a written release in order for the Library to release information to outside parties. Requests for references should be directed to the Library Director. Only the Library Director has the authority to release information to outside parties.
- C. It is the responsibility of each employee to promptly notify the Library Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents\*, marital status\*, insurance beneficiary\*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.
- D. The Library cannot be held responsible for situations resulting from employees withholding correct and accurate information.

\*Such information need only be disclosed if pertinent to a benefit received.

### **5.17 Equal Employment Opportunity**

- A. The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, gender, pregnancy, national origin, ancestry, disability (mental or physical), military or veteran status, marital status, sexual orientation, gender identity, order of protection status, genetic information or any other status protected by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

- B. Any employee who believes this policy has been violated should report the situation to the Library Director or the Library Board of Trustees. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy prohibiting harassment and discrimination for more detailed information concerning the Library's investigative procedures.
- C. The Library strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

### **5.18 Open Door Communications / Problem Solving Procedure**

If an employee has a complaint, problem or situation that needs to be addressed, the following procedure should be utilized:

- A. The employee should informally discuss the situation with his/her supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee. If the complaint, problem, or situation involves the Director and an employee, the employee may choose to follow the procedure starting at Step 3.
- B. If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee can present the problem in writing to the Director – again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back to the employee in writing. The Director, Department Head, and supervisor may in some cases, wish to meet personally with the employee to provide a fuller explanation.
- C. If the employee is still not satisfied that the problem is resolved, the employee can present the problem in writing to the President of the Board of Trustees as soon as possible. A meeting may be scheduled with the employee, supervisor, Department Head, Director, and President of the Board of Trustees present. Shortly after the meeting, the President of the Board of Trustees will provide the employee with a written response.
- D. If the employee is not satisfied with the Board President's decision, the employee may submit a written request for appeal to the President of the Board of Trustees, who will forward the request to the Trustees for review at the next Board meeting. The Trustees will set the date on which the appeal will be heard. On the appointed date, the employee must attend the meeting, and the Board will decide what other parties will be heard in the appeal. The Board will consider the situation and make a decision which will be final.

### **5.19 Personal Appearance**

The dress code for employees is considered business casual. The final determination of proper attire shall be made by the Director.

### **5.20 Attendance and Punctuality**

Consistent attendance and punctuality contribute to the success of the Library's operations. Attendance problems disrupt operations, lower productivity and create a burden on other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness.

#### **Rules Concerning Attendance**

- A. Inform the Library in advance when possible. When you know in advance that you cannot avoid absence from work, you must make arrangements in advance with your supervisor.

- B. If it is not feasible to make arrangements in advance for an absence, you are then required to contact your supervisor on the first day of the absence at least 30 minutes before your normal starting time. If you cannot reach your immediate supervisor, leave him or her a message and contact the Director or the person in charge. Be prepared to explain the reason for the absence and give an expected date of return to work. The Library may require that additional documentation substantiating the reason for the absence be furnished.
- C. You must personally contact the Library on a daily basis during all absences, except those arranged in advance with the Library.
- D. In instances of absence due to your health, the Library reserves the right to require you to obtain a doctor's report explaining the condition and the doctor's restriction that you not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Library may delay its decision as to your physical fitness to return to work until a doctor's report is submitted.
- E. The Library will consider employees who are absent for three days without notice to have voluntarily separated from the Library.

## **5.21 Drug-Free Workplace**

The Acorn Public Library District has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Acorn Public Library District is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

- A. The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Acorn Public Library District premises is prohibited, unless an exception is made by the Acorn Public Library District. No employee shall be under the influence of alcohol while on Acorn Public Library District premises or while performing Acorn Public Library District business off Acorn Public Library District premises except a moderate amount of alcohol may be consumed at approved Acorn Public Library District events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.
  - 1. "Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, while on Acorn Public Library District property, or while operating vehicles for the Acorn Public Library District. Employees are responsible for consulting with their doctors about a prescription medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.
  - 2. "Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an

illegal drug by any employee is prohibited: (1) on Acorn Public Library District premises or (2) where the employee is performing Acorn Public Library District business off Acorn Public Library District premises.

- B. The Acorn Public Library District will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working, on Acorn Public Library District premises, or operating Acorn Public Library District vehicles. "Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing Acorn Public Library District business may also be grounds for testing if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.
- C. Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute, or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, he or she will be considered as refusing to test and subject to discipline, up to and including termination.
- D. The laboratory conducting the tests shall transmit positive drug tests results to a doctor ("MRO"), retained by the Acorn Public Library District, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicants own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.
- E. Employees must notify the Acorn Public Library District of any criminal drug conviction occurring in the workplace no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.
- F. Employees are encouraged to seek assistance in dealing with a personal alcohol or drug-related problem or concern.

## **5.22 No Solicitation/No Distribution**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working

time. Employees who are not on working time (e.g., those on lunch or other breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time.

Non-employees are likewise prohibited from distributing material or soliciting employees on the Library's premises at any time.

### **5.23 Workplace Security and Inspections**

To: 1) safeguard the property of employees, patrons, and the Library; 2) help prevent the possession, sale, and use of illegal drugs on the Library's premises and keep with the spirit and intent of the Library's substance abuse policy; and 3) help prevent the possession of illegal weapons on the Library's premises, the Library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library and are issued for the use of employees only during their employment with the Library. Inspections may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination.

### **5.24 Smoking**

The Library is committed to protecting the safety and welfare of its employees and patrons. No smoking of any kind will be permitted in the Library's facilities, Library vehicles, or within 15 feet of any Library entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy specifically applies to the use of e-cigarettes, vaporizers, and other electronic smoking devices.

Smoking is only allowed during authorized break times and in authorized areas. This policy applies equally to all employees, patrons, and visitors.

### **5.25 Whistleblower Compliance**

A whistleblower as defined by this policy is an employee of the Library who reports an activity that he or she considers to be illegal or fraudulent to one or more of the parties specified in this policy. For issues that do not rise to the level of illegal or fraudulent activity, employees are to utilize the Open Door Communications/Problem-Solving Procedure. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or fraudulent activity is a violation of federal, state or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Director or the President of the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However,

identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. The Library prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated, and corrective action will be taken as necessary.

### **5.26 Remote Work Policy**

Telecommuting is a work arrangement that may allow employees to work at home or another other off-site location for some of their regularly scheduled work hours. Acorn Library recognizes that, in some cases, telecommuting may be a viable, temporary solution for specific circumstances that are evaluated on a case by case basis. This arrangement may provide a mutually beneficial option for both the Library and the employee. Telecommuting is not a regular employment option nor an entitlement and does not change the terms and conditions of employment.

Telecommuting arrangements are approved on a case-by-case basis, based on the needs of Acorn Library. Not all job functions can be performed from off-site locations (ex, positions requiring face-to-face interaction, Maintenance staff, etc. are generally not suitable for telecommuting arrangements).

#### **Candidates for consideration for telecommuting arrangements must:**

- a) Have worked at Acorn for minimum of six months and work a minimum of 20 hours weekly;
- b) Possess good time-management and organizational skills, be self-motivated, self-reliant, and disciplined as assessed by direct supervisor and Library Director;
- c) Obtained a satisfactory rating on the most recent performance evaluation, as determined by the direct supervisor and Library Director;
- d) Responsible for work that has clearly defined tasks and measurable work activity.

#### **In order to telecommute, the following basic requirements must be met:**

- a) Employee must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when at work on Acorn's premises.
- b) The remote work arrangement must also not adversely affect the services provided to the Library's patrons, departments, or any business or services the Library conducts/provides.
- c) Employee must work the same hours from home as the employee would work in the Library's work spaces. Employees must be reachable by phone, email, etc. when telecommuting.
- d) Employees must be available to attend scheduled meetings and participate in other required office activities at their home office as needed. Employees who telecommute may be required to attend these meetings and other activities "in person."
- e) Employees are required to have sufficient supplies to meet their work obligations at their off-site work setting. Including, but not limited to, a computer or mobile device, an internet connection or data plan, a telephone, and various office supplies; pens, paper, etc. The library will not reimburse an employee for any at home supplies unless required to do so by law.

## **Appendices**

### **Appendix 1: Library Bill of Rights**

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

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.



- VI. 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 19, 1939, by the ALA Council.*

*Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

ADOPTED BY THE BOARD OF TRUSTEES OF  
THE ACORN PUBLIC LIBRARY DISTRICT  
DURING THE BOARD MEETING  
ON APRIL 25TH, 1968

## **Appendix 2: The Freedom to Read Statement**

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.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.  
Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. 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.  
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. 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.  
No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. 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.  
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. 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.  
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be

directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. 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.  
It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. 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.  
The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*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.*

### **Appendix 3: Freedom to View**

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. 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.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or 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.
5. 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.*

#### **Appendix 4: Ethics Statement for Library Trustees**

- Trustees must promote the highest level of library service while observing the highest ethical standards at all time.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institutions.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular State's Freedom of Information Act.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Every trustee should support the decision of the Board, even if such trustee is opposed to such decision, unless such trustee cannot on principle support such decision. Trustees are encouraged to dissent on principle and compromise on preference.

#### **Appendix 5: Patron Computer Use Agreement**

**ACORN PUBLIC LIBRARY DISTRICT**  
Oak Forest, Illinois

### **Patron Computer Use Agreement**

**You must use your own Acorn Public Library card  
Use of another patron's Library card will result in the loss of computer  
privileges for both the card owner and user**

#### **Use of the Computers**

1. Use of the computers is free to Acorn Public Library District cardholders for up to 120 minutes per day.
2. Use of the computers will be scheduled in 60 minute blocks of time for Acorn patrons. If all public computers are not in use, this time may be extended by up to an hour in half-hour increments, for a total of 120 minutes.
3. Patrons without an Acorn Public Library card will be charged \$1 per 30 minutes. Acorn Public Library cardholders will be charged the same amount for any use of the public computers after the first 120 minutes per day.
4. Only one person may be at a computer workstation at one time. Additional people may be allowed to sit at a workstation at the discretion of library staff.

5. Children under the age of 8 wishing to use a public computer must be accompanied at all times by a parent or guardian. Parents with small children may use a computer with the understanding that the children will be under strict control while at the station.
6. Patrons wishing to save files must provide their own data storage devices. Patrons are also advised that, while we do use security software, they may not be completely protected from the possibility of downloading a virus.
7. Printing costs are 10 cents per page for black and white and 50 cents per page for color.
8. Patrons must be able to operate the computer they wish to use. No instruction will be given by staff.

#### **Unacceptable Use of Equipment and Networks**

**The following activities are unacceptable and will result in the loss of computer privileges and could result in legal action:**

- Use of the internet for any purpose resulting in the harassment of others
- Use of the internet in any way that violates a Federal or State law
- Use of the internet in any way that violates licensing agreements between the Acorn Public Library District and network or database providers
- Unauthorized duplication of software protected by copyright or violation of software licensing agreements
- Any violation of current copyright law
- Violation of system security
- Destruction of, damage to, or the unauthorized alteration of the library's computer equipment, software, or network security procedures
- Behaving in a manner that is disruptive to others
- Fraudulent use of another person's Library card to sign up for time on the computers or the loan of one's card for such use

Patrons must agree to the Patron Computer Use Agreement's conditions by clicking "Accept" each time they log on to Acorn's computers. If they click "Decline", their session will be terminated immediately.

Rev. 5/18

## **Appendix 6: Privacy Statement**

### Acorn Public Library District Privacy Statement

I, as a staff member, am not authorized to accept subpoenas, warrants, court orders, or other investigatory documents directed to the Acorn Public Library District pertaining to library property.

I am not authorized to comply on behalf of the Acorn Public Library District with any investigatory request made by law enforcement or other government officers pertaining to any patron or user of the library, except that I am authorized to provide the following information to law enforcement officers:

- A. Name and description, if personally known to me, of any person who committed, is committing, or threatens to commit a crime affecting Library property, library staff, Board of Trustee members, Library patrons or users – and
- B. to the extent that I am a witness to such crime and that any other information relevant to the crime is personally known to me; For all other circumstances, I am authorized and required to immediately contact the Director or Board President to

assist law enforcement or other government officer regarding a patron or user of the Library.

Records kept by the Library are the following:

- Name and address of patrons
- Restrictions
- Current items checked out
- Pending ILL
- Past periodical requests
- Charges and fees
- Pending program registrations
- Incident Reports

## Forms

### Freedom of Information Act (FOIA) Forms

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

Date of request: \_\_\_\_\_

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

Is this for personal or commercial purposes? Circle one

Personal

Commercial

What are you requesting?

---

---

---

Do you have a preferred format? If yes, please specify.

---

Your contact information:

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address:

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#### FOIA RECEIPT:

A. Request received and acknowledged: (date) \_\_\_\_\_

B. Fees Received and Paid: \$ \_\_\_\_\_

C. The response to this request will be provided during the hours of 9:00 a.m. and 5:00 p.m. on Monday through Friday on or after the date of \_\_\_\_\_.

---

Public Employee / Title  
ACORN PUBLIC LIBRARY DISTRICT

## FOIA Deadline Extension Request

Dear,

An additional seven working days is required in order to fill your request for:

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

for the following reason: \_\_\_\_\_

Very Truly Yours,

BY \_\_\_\_\_

Public Employee/Title

ACORN PUBLIC LIBRARY DISTRICT

## FOIA DENIAL LETTER

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

You are hereby notified that your request for the disclosure of \_\_\_\_\_

\_\_\_\_\_ is hereby denied for the following reason:

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

File a Request for Review with the Public Access Counselor (PAC) and the right to seek judicial Review by filing a court case. The Request for Review must be filed within sixty (60) calendar days of this response.

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

Public Employee/Title

ACORN PUBLIC LIBRARY DISTRICT



**Request for Reconsideration of Materials**

Title to be reconsidered \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Are You an Acorn Library Patron? \_\_\_\_\_ Card # \_\_\_\_\_

Complaint represents: Self \_\_\_\_\_ Organization Name \_\_\_\_\_

Please state your objection to the material \_\_\_\_\_

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

What do you feel might be the result of reading or using this material? Please explain:

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

Did you examine the material thoroughly? \_\_\_\_\_

If not, what parts did you examine? \_\_\_\_\_

In your opinion, is the material of any value? \_\_\_\_\_

\_\_\_\_\_

Your completion and signing of this form identifies you with specific library materials. As such, the information you provide in completing this form will be kept confidential by the Acorn Public Library District.

\_\_\_\_\_  
Signature of Complainant

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

## Acorn Public Library Application for Use of Meeting Rooms

Date of Application: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Meeting start time: \_\_\_\_\_ Meeting end time: \_\_\_\_\_ (INCLUDE SETUP/BREAKDOWN)

Estimated attendance: \_\_\_\_\_ Certificate of Insurance needed: ( ) yes ( ) no

Room requested: ☐ Meeting Room (60 Person Max.) ☐ Conference Room (15 Person Max.)

Organization name: \_\_\_\_\_

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

Nature of meeting: \_\_\_\_\_

\_\_\_\_\_

Equipment Requests: # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_

Audio Visual to be used: \_\_\_\_\_

I have read the Library's Meeting Room Policy, and I agree to abide by the rules contained in it and to pay the fee described in it. I agree to be present the entire length of the meeting and will be responsible for damages to Library equipment or facilities during scheduled use of the meeting room, should they occur. I agree to indemnify and hold harmless the Acorn Public Library District and/or its trustees and staff from and against any and all claims, demands, or actions that may be made or instituted against any of them arising out of the occupancy or use of the premises.

Print name of contact person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Fax: \_\_\_\_\_

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

\*\*\*\*\*

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

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

Cost: \_\_\_\_\_

## **Officer's Request for Confidential Information**

### ACORN PUBLIC LIBRARY DISTRICT

#### OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

- A. This is a request under the Library Records Confidentiality Act, 75 ILCS 70/1 (copy attached) for information in the Library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime".
- C. As the basis for this request, I represent the following:
1. I am a sworn law enforcement officer.
  2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following: \_\_\_\_\_

\_\_\_\_\_  
(description of information sought)

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Officer's Agency/Department

\_\_\_\_\_  
Officer's printed name

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Officer's Badge number

\_\_\_\_\_  
Time signed

....

#### OFFICER'S ACKNOWLEDGEMENT

I acknowledge receipt from the Library of the information I requested.

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date signed

(Library Use Only) Names of Library Staff assisting with information request:

\_\_\_\_\_

## Employee Acknowledgment Form

The employee handbook describes important information about the Acorn Public Library District, and I understand that I should consult my supervisor or the Director regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have entered into my employment relationship with the Library voluntarily and acknowledge that, unless covered by an employment agreement to the contrary, there is no specified length of employment and either **the Library or I may terminate the relationship at will, with or without cause, at any time.**

**Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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

Printed Name: \_\_\_\_\_

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